April 30, 2012

MEMORANDUM:

TO:        City and County Superintendents of Education
           City and County Coordinators of Special Education
           Directors and Special Education Coordinators
           of State-Supported/State-Operated Programs

FROM:      Thomas R. Bice
           State Superintendent of Education

RE:        Glenwood’s Summer Training Program in Autism 2012

The State Department of Education (SDE), Special Education Services (SES), continues its contract with Glenwood Mental Health Services/Allan Cott School to provide summer training for teachers who teach students with Autism Spectrum Disorders (ASD).

The SDE/SES, in conjunction with Glenwood Inc., Autism and Behavioral Health Center/Community Educational Programs (CEP), will offer seven week-long, summer training sessions in 2012 for a limited number of participants. Week 7 of the training this year will be designated as Advanced Training. Teachers who have at least four years of experience working with children on the Autism Spectrum and have completed targeted professional development in this area may select Advanced Training.

The training program, designed to meet the needs of teachers who work with students diagnosed with an ASD, will consist of 40 hours of professional development provided over a five-day period. Training will be conducted at Glenwood Community Educational Programs and is limited to a maximum of 28 teachers per week. Sixteen hours of instruction will be provided, utilizing various professional staff, consultants, and instructional resources. The remaining 24 hours will be spent in direct application of learning as the participant both observes and interacts with the students with Autism. Feedback regarding your work with students will be a daily part of each training session.

A general outline of training topics for Weeks 1-6 includes the following:

- The Nature of ASD
- Structured Teaching
- Social Skills
- Working with Low Functioning Students
- Communication Systems
- Pre-Vocational/Vocational Training and Supportive Employment
- Behavior Management Techniques Including Positive Programming, Applied Behavior Analysis (ABA)/Behavior Modification

MAKE IT AND TAKE IT DAY. After the trainees have completed their week of training, learning different interventions and strategies, they will have the opportunity to make materials (free of charge) and take the materials with them back to their schools.
Teachers will be able to select a week from one of the following:

- June 4-8, 2012
- June 11-15, 2012
- June 18-22, 2012
- June 25-29, 2012
- July 9-13, 2012
- July 16-20, 2012
- July 23-27, 2012 Advanced Training

5 days of training at 8 hours per day

All expenses will be paid for teachers selected to participate. Arrangements will be made by Glenwood, Inc., Autism and Behavioral Health Center to house teachers in a local hotel convenient to the school. Teachers will have breakfast at the hotel, and lunch will be provided at Allan Cott School’s Harper Hall Cafeteria. For teachers who are staying at the hotel, an allowance will be provided for the evening meals. Teachers will be reimbursed at the state rate of $5.55 per mile for one round trip to Glenwood’s campus.

Upon completion of the on-site training program, technical assistance through Glenwood’s Consultation and Training Services will be available as a part of the training contract during the 2012-2013 academic year.

Please make your teachers aware of this training opportunity. If personnel in your school system are currently employed as teachers of students with an ASD and would like to apply for this summer training program, have them complete and fax the attached application as soon as possible but no later than May 9, 2012 to:

Mrs. Angelia Douglas
150 Glenwood Lane/Lakeview Center
Birmingham, Alabama 35242
Fax: (205) 212-6739
E-mail: adouglas@glenwood.org

Please note that FULL ATTENDANCE (5 days) and PARTICIPATION are required or credit hours will NOT be awarded. Furthermore, the five days of training MUST be completed within the same week. No exceptions.

Due to the limited number of spaces, priority will be given to those teachers who have had no other training and are currently serving students with an Autism Spectrum Disorder. Otherwise, participants will be selected based on the date of submission of the application. Teachers selected for participation will be notified of their training date. Also, if you have attended the Glenwood Teacher Training Program within the last three years, you will NOT be eligible to attend Weeks 1-6 of the training. If you have any questions, please contact Mrs. Douglas at (205) 212-6726, or Ms. Cindy Mullins, SES, at (334) 242-8114.

TRB/CM/GMT
Attachment
cc: Mrs. Angelia Douglas
    Mrs. Sherrill W. Parris
    Dr. Linda Felton-Smith
    Ms. Crystal Richardson
    Ms. Cindy Mullins
1. Print legibly. **USE INK ONLY.** If we cannot “make out” the information on the application, the application will not be accepted.

2. Viable e-mail address to receive:
   - *Acceptance letter*
   - *Directions to Glenwood and Hotel if applicable*
   - *Reminders*

3. **ALL APPLICANTS** must include a home address. In the event a viable e-mail address is not submitted, this will be the location the acceptance letter and other correspondence will be mailed.

4. Advanced Teacher Training Applicants **ONLY:**
   a. *Attach proof of previous Glenwood Basic Teacher Training, or*
   b. *Certificate of Completion for other introductory and/or basic autism training (e.g., structured teaching, communication/PECS, visual strategies, ABA, etc.).*
   c. *Application will NOT be considered without requested information.*

5. Applications will **NOT** be considered unless approval signature from Special Education Director/Coordinator is included. **No Exceptions.**

If staying at the hotel:
- If you have not made previous arrangements to pay for a separate hotel room, you cannot bring a “guest” to share the room being provided by Glenwood. If this situation occurs, you (the trainee) will be responsible for ALL expenses incurred while at the hotel.
- *Hotel arrangements are made by Angelia Douglas, Administrative Assistant, two-weeks in advance of your scheduled training date. On-site reservations at the hotel will be done at the trainee’s expense.*

If you have any questions, please contact Mrs. Angelia Douglas, Administrative Assistant at 205-212-6726.
GLENWOOD'S SUMMER TEACHER TRAINING PROGRAM IN AUTISM (2012)
Complete for either Standard Training (Weeks 1-6) OR for Advanced Training (Week 7)

Name: _______________________________ Home Phone: ________________________

Male or Female (circle one)

Home Address: _______________________________
(Street or Route) (City) (State) (Zip)

Email Address: ______________________________________________________________

School System: ____________________________ School: ____________________________

School Phone: _____________________________

Will you require wheelchair accessibility? _____ YES _____ NO

Please answer the following:

1. Attended Glenwood Training before: Yes_____ (Year attended__________) No_____

2. Area of Specialization (e.g., special ed. teacher, regular ed. teacher, speech language pathologist, OT)

________________________________________

3. Please provide the following information:
   a. Number of students identified with Autism: ____________________________
   b. Age range of student(s) (Please Circle): Pre-K Elementary Middle High School.
   c. Developmental/Severity Level: _______________________________________
   d. Classroom Setting (e.g., self-contained, resource, inclusion): _______________

4. Training Week Preferences (Write 1st, 2nd, 3rd, to indicate preference/choice)

   _____ June 4- June 8       _____ June 11-June 15       _____ June 18-June 22
   _____ June 25- June 29     _____ July 9-July 13       _____ July 16-July 20

   _____ July 23-July 27 (Advanced Training) Please see #4 on the Instructions page.

   ___________________________ ___________________________
   (Signature of Special Education Coordinator) (Date)

Application will NOT be considered unless approval signature from Special Education
Director/Coordinator is included. No Exceptions.

Return to:
Mrs. Angelia Douglas
150 Glenwood Lane/Lakeview Center
Fax: (205) 212-6739
DEADLINE: May 9, 2012