May 6, 2013

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice State Superintendent of Education

RE: 2013 Summer Training Program in Autism

The Alabama State Department of Education (ALSDE), Special Education Services Section (SES), continues its contract with Glenwood to provide summer training for teachers who teach students with Autism Spectrum Disorders.

The ALSDE/SES, in conjunction with Glenwood Inc., Autism and Behavioral Health Center/Community Educational Programs (CEP), will offer five week-long, summer training sessions in 2013 for a limited number of participants.

***Distance Learning: Glenwood Inc., is able to offer teacher training via distance learning. For those school systems that would like to participate in the training via technology and NOT at the Glenwood site, please complete the attached application. See contact person for more information.

The training program, designed to meet the needs of teachers who work with students diagnosed with an Autism Spectrum Disorder, will consist of 40 hours of professional development provided over a five-day period. Training will be conducted at Glenwood and 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 1-5 includes the following:

- The Nature of Autism Spectrum Disorders
- Structured Teaching
- Social Skills
- Working with Low Functioning Students
- Communication Systems
- Pre-Vocational/Vocational Training and Supportive Employment
- Behavior Management Techniques Including Positive Programming and 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:

**GLENWOOD TRAINING DATES**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days of Training</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17-21, 2013</td>
<td>5 days</td>
<td>8 hours per day</td>
</tr>
<tr>
<td>June 24-28, 2013</td>
<td>5 days</td>
<td>8 hours per day</td>
</tr>
<tr>
<td>July 8-12, 2013</td>
<td>5 days</td>
<td>8 hours per day</td>
</tr>
<tr>
<td>July 15-19, 2013</td>
<td>5 days</td>
<td>8 hours per day</td>
</tr>
<tr>
<td>July 22-26, 2013</td>
<td>5 days</td>
<td>8 hours per day</td>
</tr>
</tbody>
</table>

All expenses will be paid for teachers selected to participate. Arrangements will be made by Glenwood to house teachers in a local hotel convenient to the school. Teachers will have **breakfast at the hotel, lunch will be provided at Allan Cott School’s Harper Hall Cafeteria**, and teachers who are staying at the hotel and are not considered local will be given an allowance for the evening meals. Teachers will be reimbursed at the state rate of **$565 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 academic year of 2013-2014.

Please make your teachers aware of this training opportunity. If personnel in your school system are currently employed as teachers of students with an Autism Spectrum Disorder and would like to apply for this summer training program, have them complete and mail or fax the attached application as soon as possible but **no later than May 17, 2013**, 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 (five days) and PARTICIPATION are required for credit hours. Furthermore, the five days of training need to be completed within the same week.**

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. If you have any questions, please contact Mrs. Douglas at (205) 212-6726, Dr. Felicia Houston at (205) 212-6716, or Mrs. Cindy Robinson at crobinson@alsde.edu or (334) 242-8114.

TRB:CR:SR  
Attachment

cc: Directors and Special Education Coordinators of State-Supported/Operated Programs  
City and County Coordinators of Special Education  
Mrs. Angelia Douglas  
Dr. Felicia Houston  
Mrs. Cindy Robinson

FY13-2062
Thank you for your interest in Teacher Training. Please review the following to expedite the application process.

1. Print legibly. **USE INK ONLY.**

2. Viable e-mail address to receive: *Please do not include your school e-mail address if you do not have access to it over the summer.*
   - Acceptance letter
   - Directions to Glenwood and Hotel if applicable
   - Reminders

3. **ALL APPLICANTS** need to include a **home address and telephone number**. 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. *Please do not put your school address as your home address.*

4. Advanced Teacher Training Applicants:
   a. **Attach verification of previous Glenwood Basic Teacher Training.**
   b. **Certificate of Completion for other introductory and/or basic autism training** (e.g., structured teaching, communication/PECS, visual strategies, ABA, etc.).

5. Approval signature from Special Education Director/Coordinator is required.

If staying at the hotel:

- Hotel arrangements are made by Mrs. 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. Expenses are for participants only. Please make payment arrangements if a family member or guest is sharing a room with you.

If you have any questions, please contact Mrs. Douglas at 205-212-6726.
GLENWOOD’S SUMMER TEACHER TRAINING PROGRAM IN AUTISM (2013)
Basic Training (Weeks 1-5)

Name: ___________________________ Home Telephone: ___________________________

Male or Female (circle one)  Information is used for selection of hotel room if applicable.

Home Address: ________________________________________________________________

(Street or Route) (City) (State) (Zip)

E-mail Address: _______________________________________________________________

School System: ___________________________ School: _____________________________

School Telephone: ___________________________

Will you require wheel chair accessibility? _____ YES _____ NO

Please answer the following:

1. Attended Glenwood Training before: Yes _____ (If 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, or 3rd to indicate preferencechoice)

   ______ June 17-June 21   ______ June 24-June 28   _______ July 8- July 12
   ______ July 15-July 19  ______ July 22-July 26

**NO ADVANCED TRAINING WEEK WILL BE OFFERED THIS SUMMER**

_________________________________________  ____________
(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 17, 2013