



LAKE COUNTY OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

Transcription details:

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Video: Teacher Intern Pre-Service Coursework Information Sessions

Transcription:

S1 00:04 [Jamie] Hello, this is Jamie Buckner Bridges, the Coordinator for Teacher Development with the Lake County Office of Education. Thank you for watching this recorded meeting today we are going to be discussing the Teacher Intern Pre-Service Coursework. And this is specifically in regards to the program that will begin in January of 2021.

S2 00:27 So again, welcome and thank you for joining. I wanted to take a moment and just describe who are the different organizations that are part of this program. So we, Teach Lake County is a partnership between the Lake County Office of Education and the Mendocino County Office of Education. And together, that partnership operates a satellite office of the North Coast School of Education, which is based in Sonoma County. So essentially these two organizations, Lake County Office of Ed and Mendocino County Office of Ed came together and saw a need to provide a local pathway for teachers earn their certification. And then we started the satellite office of the North Coast School of Education. And we ran our first cohort in the spring of 2018. So this cohort, which will be the spring of 2021 will be our fourth cohort running as part of this partnership. So who are you? Obviously, this is a recording. So I don't have an opportunity to get to know you, but I am helping that you are either a permit teacher and you are currently working in a classroom as a teacher full time, but on a short-term permit and you are in need of an intern program. You may be a substitute teacher or a paraprofessional and you are interested in advancing your career to the next step of becoming the teacher of record. You might be someone who is changing careers or reentering the workforce after a break. And my hope is also that you're joining this meeting because you're interested in teaching multiple subjects which is usually TK to sixth grade and special education specifically mild to moderate students with disabilities. This meeting will not have information that is applicable to you if you are already a teacher intern or if you are looking for a single subject credential. So for example, you are interested in teaching high school math or physical education. Both of those examples are a single subject credential and this program doesn't meet the requirements for single subject credentials. If you are interested in earning a single subject credential and you'd like more information, please reach out to me via email at jbb@lakecoe.org and I'm happy to help.

S3 03:14 Okay, so let's start by discussing why it is that we're offering a pre-service coursework. The teacher shortage has created a need for local and affordable teacher intern programs.

S4 03:22 So by looking at this graph from the California Department of Education, you can see that there was a pretty severe dip in the number of teacher hires right around 2010, 2011. And if you recall, that was during the time of the housing market crash in our most recent recession. So what happened during that time is school budgets just became really tight and really unstable, and they stopped hiring new teachers. They released a lot of veteran teachers. And people who had just finished teacher credentialing programs weren't able to find jobs. It discouraged anyone from entering a teacher credentialing program because they knew when they finished they would have a really hard time finding a job. And then as I mentioned, a lot of people were released from their positions so they moved onward to other professions. So essentially then what happened is you can also see in the graph about five years later in 1516, the teacher hire started to increase again as our economy rebounded. And because of the factors that I just described, there were not enough qualified teachers to fit or to meet the need of the number of teacher positions. So essentially what we saw happening across the nation, across our state and really heightened in rural and... Rural and communities of high poverty rates like in Lake and Mendocino counties is we saw entire school years where a position remained open and unfilled. And it was really just filled by ongoing substitutes. And we saw that year after year in all of our school districts. And so the commission on teacher credentialing created a pathway for people to begin teaching immediately to fill these positions without having their teacher credentials yet. And those are the short-term permits called PIP and STSP permits which we'll get into in more detail in a few slides. And it's also the intern permit. So as an intern, what you essentially do is you teach full-time and simultaneously earn your credentials. So that is what this meeting is about today. And it's very much in response to the data that you're seeing before you of how there just weren't enough teachers to meet the need after our economy got better.

S5 06:19 So, as I just mentioned the internship route is when you earn a credential while you teach. The other common route to earning your credential would be considered more of a traditional teacher preparation program. And that's when you complete credentialing coursework at a university and then do a student teaching. The pros and cons to each of those are that in the traditional route, the pros being that you make it through the credentialing process quicker, and the different stages of the process are a little more tidy in that you do coursework, then you do a student teaching and then you start working as a teacher. And each of those stages happen independent of each other. The cons to the traditional path is that, well, first of all, we don't have four year universities in our community that are accessible via like an evening drive that you could do. So you know we don't have an CSU campus in Lake or Mendocino counties. So typically what people end up doing if they would like to pursue the traditional route to get a credential

is they would enroll in an online program. And usually those online programs are run by private universities and they tend to be really expensive. The other hard part about the traditional preparation route for teachers is that the student teaching component means that you essentially teach full-time for an entire semester, so about four months and you don't earn a salary during that time. So for a lot of families and a lot of people working for four months without earning an income just is not realistic. So that brings us to the intern route which again is what we're talking about today. And it's what this program is as an intern teacher program. And this is when you earn a credential while you teach full-time. And the pros and cons to this route, the intern route, the pros are that you get to start teaching right away and you get to incorporate what you learn in your coursework into class right away. So if you learn something on a Tuesday night in class you can try out that new idea or that strategy on Wednesday morning with your students. So the feedback cycle and the learning curve can just be shortened. And you can learn a little faster because you're applying your knowledge so much quickly, so much quicker than you would in a traditional route. The other big benefit to working as an intern is you earn a full time teacher salary and benefits immediately. And there isn't that long period of time like in a student teaching where you would be unpaid. The cons to the internship route is that you're doing a lot of things simultaneously. And it can be a real challenge for time management and stress management. You are a brand new teacher which is just a really challenging job for anyone. And you're also taking coursework at night and doing homework on the weekends and also studying for exams that you need to pass in order to move forward with your credentialing process. So as you can see, there are some pros and cons to each of these different routes. And it's really up to you as an individual to decide which one of those routes feels like the best fit for you.

S6 10:19 So let's talk now specifically about the intern route and discuss what that could look like and the process to earning your full certification.

S7 10:34 So there're a few different entry points. If you are choosing what would be considered an alternative route instead of the traditional. The first is that some people start working right away on a short-term permit before they've even met the qualifications to become an intern. And they start on a PIP or STSP permit. So PIP stands for Provisional Intern Permit and STSP stands for Short-Term Staff Permit. Both of those permits are pretty similar to one another, except for the timeframe. So the PIP permit is good for one calendar year. So say for example, you are issued a PIP on September 1 of 2020. It will then expire on September 1 of 2021. So it's just one full calendar year depending on when you start. The STSP however, is a little bit different in that it basically provides you certification until the end of that school year, regardless of the starting point. So if you got your STSP on September 1 and the last day of school was June 1, then your STSP would be valid from September to June. If you say in the spring a teacher retired and there was suddenly an opening in February, and you used STSP, you were issued your STSP on February 1, it would still expire on June 1, the end of the school year. So the

STSP really doesn't matter when the starting point is but the ending point is always whenever the end of that school year is. Now the really important thing to know about the short-term permits is that once you have used each of them, you can never be issued them again in your lifetime. So once you've been a PIP, you can never be a PIP again after it expires. And once you've been a STSP you can never be a STSP again after it expires. So that means that in order to keep your job, you have to become an intern. Now before I jump into talking about the intern requirements let me just clarify that in order to qualify for a PIP or STSP permit, you need to have two things. And that is your bachelor's degree and have passed the CBEST which is the California Basic Educator Skills Test. I believe that's what it stands for.

S8 13:21

Okay, so the next step like I said because those PIP or STSP permits expire, you would have to become an intern. And there are a few prerequisites or requirements that you have to meet before you can be issued an intern credential. And those are that you need to take pre-service courses. So specifically that's what this meeting is about. It's about how the Teach Lake County program offers this pre-service coursework to allow people to be intern ready. So the pre-service coursework is determined by the Commission on Teacher Credentialing to be 120 hours of coursework in general teacher education. And we'll talk a little bit more in a few slides about exactly what those classes are. The other thing that you need to have completed before you become an intern is to pass your CSET exams. And the CSETs... I'm trying to remember the acronym. I don't remember it right now, my apologies. But the CSET if you just quickly put it in Google, it is a standardized test run by Pearson VUE and it tests your knowledge in the different content areas to just show or be able to demonstrate that you have that subject matter knowledge in order to teach it in the K to 12 setting. The other thing that you need in order to be intern ready is a teaching job in the same credentialing area as your intern program. So you will have needed to accept a position with a public school district in the same area that you want to earn your intern credentials. So say for example, you want to work toward a multiple subject credential which is usually kindergarten through sixth grade. So then you would need to accept a teaching position that matches that. So if you got a position teaching kindergarten or teaching fourth grade, both of those would be a match. However, if you wanted to earn your multiple subject credential and you accepted a position teaching high school algebra, that would not be a match. So whatever position you accept, it needs to match the type of credential that you're going to pursue in your intern program. So you'll see here that I have two red arrows and these really indicate two different points in which you can enter the teaching profession. You could start at the intern step. You don't necessarily have to become a PIP or a STSP before you're an intern. You could take your pre-service classes, you could study and pass your CSETs and then you could look for an accepted teaching job and then start work as an intern. So you don't have to be a PIP or STSP before, but you can be. And then again just to clarify, this meeting is specifically about Teach Lake County is offering the pre-service coursework for mild to mod education specialists. So special

education teachers and multiple subject credential programs beginning this January in 2021.

- S9 16:52 Okay, so when you become an intern, you're going to have two years of credentialing coursework. And that's our Teach Lake County intern program. So for two years, you'll be teaching full time and taking coursework in the evening as you work toward your teacher credential. There's one more exam that you need to pass at when you are an intern and that's called the RICA. And that is a reading assessment. It tests your ability to teach reading, and we very intentionally position the RICA exam right after you take a course in teaching beginning reading, so that the course prepares you to pass that exam.
- S10 17:38 After you have successfully completed your two years of credentialing coursework and you've passed your RICA, then you have met the requirements to earn your preliminary credential. So this is an exciting point because you've made it through your credentialing coursework and now you get to start moving through the district pay scale. Most districts in our county, when you are a PIP, STSP or intern, you will remain at the first column in step on the pay scale and not begin making movement until you've earned your preliminary. So that's a little bit of incentive to not spend a lot of time on at the PIP, STSP into really prioritize finding and getting through an intern program so that you can start making movement in the salary scale.
- S11 18:34 So there's one more step before you're really officially done with your teaching credential, and that's called induction. So between your preliminary and your professional clear credential, you will engage in a program for two years called induction and it's basically mentorship. So you are assigned a mentor that is a part of your school district, sometimes at your same site and you and that mentor work together over the course of two years to help you grow in your teaching practice and set growth goals for yourself. So induction is not as rigorous as the intern coursework. You're not taking tests and writing papers. You're more so doing your regular work as a teacher, but with the support and guidance of a mentor. And again, that step is called induction.
- S12 19:30 Then finally the last step is you earn your professional career credential. And at this point you are really truly done with earning your credential and you'll just pay renewal fees every five years. So I hope that has helped you to understand the process of becoming a teacher and the different points in which you can enter.
- S13 19:52 So another way that we have depicted this process is with this document. It shares exactly the same information that I just described to you. And you can find this graphic on the Lake County Office of Education website on the Teach Lake County page. So I'm going to show you how to find it right now. It is lakecoe.org/TLC. If you go to this site and you click right here where it says visit steps to becoming a teacher, that will pull up this graphic as a reminder to you of what I just explained. Okay.

- S14 20:51 So let's talk now about the pre-service coursework which as you remember is one of the prerequisites to becoming intern ready. So the first thing that you would need to do if you feel that this program would be a good fit for you is you're gonna submit an application at lakecoe.org/TLC, which is the website that I just showed you. You will then attend an advisement meeting with our Teach Lake County staff. So after we receive your application, we'll review it. And then we'll reach out to you to schedule that one-on-one meeting. At that meeting you will need to have official transcripts that show a confirmed bachelor's degree. And official means that if they are paper transcripts, they are sealed from your university, or they are electronically delivered to me via my email address, which I'll share at the end of this presentation. You will also need to have completed the CBEST and have a proof of that passing score. You'll need to have tuition paid before your first class and you will attend a pre-service orientation with the entire cohort. And I'll discuss tuition and orientation in a couple more slides.
- S15 22:06 So again, if we talk about the bachelor's degree, make sure that you have official transcripts at your advisement meeting. We will not process your enrollment without those official transcripts. So if you don't have them on hand already, this is a great next step for you is to get those transcripts on order.
- S16 22:28 The CBEST, the California Basic Educational Skills Test is going to test reading, math and writing. You can take all three sections simultaneously or you could take them separately. Again, this is also administered by Pearson VUE. And the website to register for tests will pop up if you just put CBEST in the search bar.
- S17 22:58 Okay, the application this on the right hand side of the screen here is a screenshot of the Teach Lake County website. And if you scroll to the very bottom here circled in red, you'll see where it says, fill out a pre-service program application. That's where you're going to go if you would like to apply. And again, after we receive your application, then we will reach out to you to schedule an advisement meeting. The best thing that you can do in preparation for that advisement meeting is to start collecting documents including those official transcripts.
- S18 23:32 So the next step is to get ready to begin internship. So once you've enrolled in pre-service coursework, you have your bachelor's degree and you've passed your CBEST then it's time to start getting ready to be intern ready. So what that will look like is that you successfully complete all of your pre-service courses. You pass your CSET exams, you complete a US constitution requirement. You provide a valid TB test. You earn a Certificate of Clearance from the Commission on Teacher Credentialing which is basically like a background check with your fingerprints. And you submit a higher letter for the '21-'22 school year. And I'm going to detail each one of those things now.
- S19 24:18 So to pass all of your pre-service courses in our program, a passing rate is 73% or higher. All of our courses are college level and that includes reading, assignments, homework, and really high standards of professionalism. I always make sure to mention that when

we talk to potential students because I just want to be really upfront and clear that the intern route is not an easier route. It is really demanding. And we have a high standard of rigor and professionalism in our program because we want to produced the best teachers that we can for our students. So do keep in mind that although this is an intern program, it's not a traditional route. The level of expectations is the same as what you would expect from any college.

- S20 25:18 So the CSET exam, California Subject Examination for Teachers, here is the website right here at the top where you could go and learn more about the CSET exam and find some testing openings. There are three subsets for multiple subject and special education teachers. All special education and multiple subject teachers will take the same three CSET exams. The first subset is about reading and English, language, arts. The second subset is math, science. And the third subset is physical education, visual and performing arts and human development. Oh and I also forgot to mention the first subset also includes social studies. So again, you could take all three of those at one time, if you wish to, or you can take them one at a time. And they'll be valid for 10 years after you take and pass them.
- S21 26:26 The US constitution requirement is a requirement from the Commission on Teacher Credentialing that asks that all teachers show that they have some coursework and understanding of the US constitution. So we meet this requirement in a couple of different ways. The first way that we can meet it and it's just the easiest way is if you've had your bachelor's degree awarded from a CSU campus, then it's automatically met because the CSU system has built this into their curriculum. The second way that you can meet it is we can look at those official transcripts and we can look for some coursework that addressed the US constitution. So something like American government or political science would work. And then the last option if we aren't able to meet the US constitution requirement in one of those first two ways, then we can go to usconstitutionexam.com, and it is a quick online class run by the university of Notre Dame, where you go through some learning modules on the constitution and then at the end you take a quiz and then earn a certificate. You will send that certificate to us and then we have proof that you have met the US constitution requirement. So you can meet this requirement in any one of these three ways.
- S22 27:54 The next thing that you need in order to be intern ready is to have a valid TB test, valid through September of 2023. So make sure that when you're looking at your TB test, that it is valid for at least three years.
- S23 28:08 You will also need to submit a higher letter for your teaching position for the '21-'22 school year. So that means next school year. So you probably won't have that higher letter in place until this spring at the soonest. And again, we want to make sure that that teaching assignment is matching the same credential that you were pursuing. We want to make sure that the position in the program match one another. When you are hired, your HR department at your school district will ask you to go get your fingerprints done.

And when your fingerprints are processed, you will be issued a Certificate of Clearance. And that Certificate of Clearance basically says that you have passed your background check and you are a safe person to be on school campuses. If you are already working as a paraprofessional, as a substitute, as a PIP or a STSP or in any kind of classified position, if you're working on campus with kids right now in any capacity, you already have a Certificate of Clearance on file. So that's something to keep in mind. If you are currently working in one of those positions you don't have to worry about this requirement. Now edjoin.org is where new jobs will be posted. Usually new jobs will start to make their appearance on EDJOIN in late March, early April through May. Most principals like to have their hiring for the following school year done by the end of school. So they like to have their hiring done by June. Some of them continue to hire through July and August, but the majority of hiring will happen in the spring. So just keep that in mind if you don't have a position already that that's the timeframe for when you need to be ready to apply for an interview for teaching jobs.

S24 30:24 Okay, so let's talk about exams a little bit.

S25 30:30 The two exams that we've discussed in order to join pre-service would be need to pass the CBEST. And in order to be intern ready, you need to pass the CSET. Again, the CBEST is reading, math and writing and the CSET kind of covers a lot more topic areas. The CBEST is less rigorous than the CSET. The CBEST is sort of on the same level of rigor as the high school exit exam while the CSET is much more detailed and it typically requires people to be a little bit more prepared and have spent some time studying for the CSET. So I mentioned that because you want to give yourself a lot of time to study for the CSET and you also want to build in time to maybe take and not pass one or more of a subsets. And it's really common for people not to pass one of the subsets the first time. So it's nothing to be ashamed of, but you do want to build yourself time in the process to need to wait the 45 day waiting period and then retake the test. So we always encourage people to start working on their CSETs as soon as possible.

S26 32:00 Now that I have described all of those exams, COVID-19 has created some exceptions or some accommodations to these testing requirements. So Senate Bill 820 is currently deferring testing until the next step in credentialing. And this is because the testing centers some are closed, some are still operating but they're operating at a lower capacity than typical. So it might be harder to get a testing seat than in if we were under more normal circumstances. So this Senate Bill pushes those testing requirements to the next step in credentialing. So while the CBEST was typically required to begin pre-service, now the CBEST is now required to begin internship. And when the CSET was required to begin internship, now it's required to earn your preliminary. So if you think back to those steps that I described you can take those tests in your mind and think about them being essentially pushed to the next box or the next step in credentialing. However, I want to be really clear that it is our advisement and it is the stance of our program that you sort of pretend like this accommodation doesn't exist and you take

those exams as originally scheduled. Testing appointments are available. They're just not as frequent as they were pre-COVID. And we really don't want to see our teacher candidates stack multiple stressors on themselves at one time. So if you are teaching, and studying for tests, and doing coursework, and then you're kind of stacking multiple exams on top of yourself in order to move to the next step in credentialing. I would imagine that to be an incredibly stressful situation. And so we really want people to prioritize taking these tests now and not waiting because if you wait and put them off until later, you're going to have a lot of weight on your shoulders that doesn't necessarily have to be there.

S27 34:42 Okay, so let's talk about the pre-service coursework and what it is that is taught in these pre- service courses.

S28 34:50 So you will take a class called Physiology of Learning and that's where you will learn about how the brain learns and how as teachers we can create and plan instruction in alignment with what we know about brain development. You will take a class on curriculum, instruction and assessment. This is about planning, teaching and then assessing what students have learned and using that assessment information to repeat the cycle and inform what you planning next. You will take a classroom management class, and this is really about creating a peaceful and respectful classroom environment and reducing behavior problems and also knowing how to respectfully and supportively intervene when you do have behavior problems. You'll take a class on how to teach English learners. So students that English is not their first language. You'll learn some specific strategies for helping students learn the English language and access content. You'll take a class on the beginnings of how to teach reading. And then lastly, you'll take a class on technology. And I can't imagine a class that is more important than this one right now, given that so many of us are teaching in a distance learning environment. So that is a summary of the coursework that you can expect in the pre-service program. That coursework will begin in early January and it will end in early June of 2021.

S29 36:36 So here's the schedule of classes. The mandatory orientation is Wednesday, January the 6th. Classes will begin on Monday, January 11th. All classes will be five to 8:00 p.m. on Monday and Wednesday nights. Right now until further notice, all of our classes are online in response to COVID-19. When the restrictions ease around in-person gatherings, we will return to a hybrid model. And what that looks like is you would have one class a week in-person and one class a week online. Those in-person classes would meet either at the Lake County Office of Education in Lakeport or at the Mendocino County Office of Education in Ukiah. We determine those locations based upon the demographics of the cohort. And that is not something that I will know until we have finished enrollment. And again, I also don't know when we will be able to return to that hybrid model. So stay tuned. I also want to mention that when classes meet from five to 8:00 p.m. on Monday and Wednesday night, those classes are live. So they're synchronous learning where everyone logs into class via Zoom link and you participate

in class online via Zoom together. It's not like self-paced modules or asynchronous learning.

S30 38:12 Okay, so let's talk about tuition.

S31 38:14 If you are interested in earning your multiple subject credential, the pre-service tuition is \$1,300 and each intern year after that is 4,700. The special education tuition amounts are the same unless if you decide to participate in a grant that the Lake County Office of Education offers and that is called the Local Solutions Grant. If you do decide to participate in that grant, the pre-service tuition is reduced to 500 and the intern tuition is reduced to \$1,200 each year. At your advisement session which will be scheduled after you submit your application, if you are interested in teaching special education and you want to learn more about the Local Solutions Grant, at the advisement session we will give you the terms of that grant. So you can review it and decide if you would like to participate in it or not.

S32 39:17 When we do tuition for pre-service, we can offer a full payment in one, or we can break it into two payments. And you can see the deadlines here are in January and in March. Once you move forward into the intern program and the tuition is higher, we offer one, two or four payments. Student loans are available through Community First Credit Union. I have linked in this presentation to a loan information sheet where you can learn more about the terms of those loans and the contact information which is at the bottom. Right now, we are accepting checks or cards in person, or cards over the phone. So we're not accepting mail-in checks or cash at this time.

S33 40:25 Okay, so let's talk about the timeline of what your process could look like if you did decide to join this program in January.

S34 40:32 So milestone one, the blue dot is where we are right now, and that is this October to December application and enrollment process. This is when you would apply now in October and November you would have your advisement session and then in December your enrollment would be finalized. Milestone two, the orange dot is your pre-service coursework which as you remember is that prerequisite coursework to being intern ready. And that runs from January until June. Milestone three, the green dot is when you could expect to be applying, interviewing, and accepting an offer for a teaching position if you don't have one already as a PIP or STSP. And then milestone four, the red dot is your intern program coursework, which lasts for two years. You would begin in the fall semester of 2021 and you would conclude in June of 2023. So four semesters, two academic years. So then you would expect in the summer of 2023, that assuming that you had met all requirements that you would meet requirements for your preliminary credential and you would earn your preliminary teaching credential in the summer of 2023.

S35 42:02 So lastly, I want to talk about some benefits to this program in comparison to others.

S36 42:10

So the first is that it's a local program. We have, we serve teachers from our community. Our instructors are also current educators from our community and it's a great way to get to know the people that you teach with. And we're also really focused on addressing local issues and local needs via our curriculum. So if you were to enroll in a program with Sac State for example, you wouldn't be getting a local perspective for Lake and Mendocino counties. And the same would be true if you enrolled in a program that was like a private university that's nationwide. So we really try to provide that local angle to our curriculum. The other positive part about our program is that it is a hybrid model. We really believe in the importance of in-person connection and being in a room with other educators that you can bounce ideas off of and build a relationship with. Also having said that though, we know that a teacher's schedule is very busy and that we cover a large territory in Lake and Mendocino counties. You know we reach all the way from Middletown and Clay Lake to Fort Bragg. And to ask people to drive in person to class two nights a week just is not sustainable. So the hybrid model where once a week you meet online and once a week you meet in-person, we have found really works well for our students. The other thing is that in comparison to other programs, our tuition rates are really affordable. And again, we do that very intentionally. We serve a low-income community and we want to make sure that everyone has access to earning their teacher credential if that is a goal that you have. You learn from local educators. So your instructors and your supervisors are current or recently retired teachers and administrators in Lake and Mendocino counties so they really have that local perspective. The cohort model I really witnessed to be incredibly powerful in each of our cohorts. You know, you travel through a two and 1/2 year experience together and you build really, really strong relationships with each other. I have even seen relationships built so strongly that one student will watch the others kids so that one can get homework done and then they'll switch. So building those relationships as part of your cohort is really a large benefit. And then lastly is program support. Again, if you were going to a traditional university or an online university there would be these very large departments of people supporting a lot of students. And that's not the case with our program. We have myself, Deni Dillsaver our program assistant. We have some credentialing support from the Lake County Office of Education main office and then also some program support over in Mendocino County. But that's pretty much it's largely you'll be working primarily with myself and Deni. So it's really nice to know that at any time you can send an email or pick up the phone and connect with a real life person who knows your situation and can help. So sometimes the small, but mighty model is better I think than the large one.

S37 46:12

So I hope you've enjoyed learning about our program. These are the next steps if you feel like this would be a good fit for you. You would submit an application at lakecoe.org/TLC by Monday, October 26. You will need to register for CBEST as soon as possible if you haven't done so already. You will need to order those official transcripts. Remember official means either paper and sealed or electronically delivered from the institution to my email address. And you'll also need to budget for tuition. And the

reason that I mentioned this is because tuition will be due before your first class. Your first class is in that first week in January. It's right after the holidays. And so you want to be sure that during that holiday season that you're earmarking some money to pay your tuition. 'Cause it can be a time when we spend and do more of the untypical.

S38 47:15

If you have any questions, please email me or call. You can also email Deni Dillsaver. and her email is ddillsaver@lakecoe.org. This is also our physical mailing address. If you are having paper copies of transcripts sent to our office, this is where you would have them sent. And then this is my email address, jbb@lakecoe.org if you're having those transcripts delivered electronically. So thank you for giving us this time to describe our program. I hope that you find that it will be a good fit for you, and please reach out if you have any questions. I look forward to seeing your applications.