

# Alternate ELPAC Administration and Scoring Training Requirements

## LEA ELPAC Coordinator Training Requirements

### To administer the Initial Alternate ELPAC

#### ***Between July and October***

**New** LEA ELPAC coordinators must complete the most recent *Summative Alternate ELPAC—LEA Certification* course and the *Initial Alternate ELPAC—LEA Certification* course.

**Returning** LEA ELPAC coordinators who have already completed the *Summative Alternate ELPAC—LEA Certification* course released the previous November only need to verify, on the Administration and Scoring Training Website (AST), that one active LEA staff member has previously completed the *Initial Alternate ELPAC—LEA Certification* course.

#### ***Between November and June***

**All** LEA ELPAC coordinators must complete the *Summative Alternate ELPAC—LEA Certification* course released November 1 prior to any subsequent administration of the Initial Alternate ELPAC.

### To administer the Summative Alternate ELPAC

**All** LEA ELPAC coordinators must complete the most recent *Summative Alternate ELPAC—LEA Certification* course.

## Test Examiner Training Requirements

The annual *Alternate ELPAC—Test Examiner Certification* course permits test examiners to administer **both** the Summative Alternate ELPAC and the Initial Alternate ELPAC.

### To administer the Initial Alternate ELPAC

#### ***Between July and October***

**New** test examiners must complete the *Alternate ELPAC—Test Examiner Certification* course released the previous November. They will then be eligible to administer the Initial Alternate ELPAC until October 31.

**Returning** test examiners who have already completed the *Alternate ELPAC—Test Examiner Certification* course released the previous November are eligible to administer the Initial Alternate ELPAC until October 31.

#### ***Between November and June***

**All** test examiners must complete the *Alternate ELPAC—Test Examiner Certification* course released November 1 prior to any subsequent administration of the Initial Alternate ELPAC.

### To administer the Summative Alternate ELPAC

**All** test examiners must annually complete the most recent *Alternate ELPAC—Test Examiner Certification* course released each November prior to administering the Summative Alternate ELPAC.