**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.