



***CERTIFIED
LITERATE
COMMUNITY
PROGRAM***

**CERTIFICATION
as a
CERTIFIED LITERATE COMMUNITY**

2012

Mission and Certification as a Certified Literate Community

Program Mission

The Mission of the Certified Literate Community Program is to mobilize every resource available to a community into a literacy campaign that functions within state guidelines and will result in a Certified Literate Community within ten years.

Evaluation Criteria for Certification as a Certified Literate Community

When evaluating a community for status as a Certified Literate Community, the Evaluation Team and CLCP Executive Director shall evaluate the following:

1. Was the commitment of all leading public and private community organizations secured?
2. Was a public awareness and demand for a Literate Community created and sustained?
3. Was enrollment achieved to the extent necessary to achieve the designation Certified Literate Community within ten years?
4. Has progress been assessed and documented and has the community worked to publicly recognize the economic, social and cultural benefits of literacy skill improvements achieved by the community?
5. Has the community successfully sustained for the time required, a program which has led to the official designation, Certified Literate Community?
6. Are plans in place for the future to sustain this awareness, understanding and demand in such a way that will work towards the total eradication of illiteracy?

Evaluation Criteria

Criterion One

Was the commitment of all leading public and private community organizations secured?

and

Criterion Two

Was a public awareness and demand for a Literate Community created and sustained?

The CLCP Executive Director and Evaluation Team shall:

- review annual reports submitted by the CLCP during Participant status;
- conduct an exit interview with the CLCP Board and any additional community representatives the CLCP would like to include during which the CLCP will identify specific benchmarks of their choosing that identify how their CLCP created and sustained a public awareness, understanding and demand for a Literate Community as well as plans in place for the future to sustain this awareness, understanding and demand;
- review on-site documentation such as files, scrapbooks, news clippings, board meeting minutes, resolutions and letters of support acquired during Participant status which reflect how their CLCP created and sustained a public awareness, understanding and demand for a Literate Community.

Criterion Three

Was enrollment achieved to the extent necessary to achieve the designation Certified Literate Community within ten years?

Prior to the Evaluation Team visit, the community will submit to the CLCP Executive Director the following:

- a listing of all literacy programs serving students during the ten year period;
- a listing of all current literacy programs serving students;
- a final student progress report which lists the total number of students served according to CLCP measurement standards as follows:

(1) The student completes one of the nationally established literacy levels as follows:

For ABE/ASE

- ABE 1 Beginning Literacy (grade level 0 – 1.9)
- ABE 2 Beginning Basic (grade level 2.0 – 3.9)
- ABE 3 Intermediate (grade level 4.0 – 5.9)
- ABE 4 Intermediate (grade level 6.0 – 8.9)
- ASE 1 Low (grade level 9.0 – 10.9)
- ASE 2 High (grade level 11.0 – 12.9)

For ESL

- ESL 1 Beginning Literacy
- ESL 2 Beginning Basic
- ESL 3 Intermediate
- ESL 4 Intermediate
- ESL 5 Low Advanced
- ESL 6 High Advanced

(2) A student reaches personal goal(s) as established or completes 12 instructional hours as mandated by the federal annual performance report;

(3) The student attains a GED or high school diploma.

(The final numerical total of all categories must equal or exceed the numerical goal established.)

- a completed certification form;
- a final summary of outstanding achievements during Participant status that the CLCP would like to highlight for the record;
- letters of support from community stakeholders.

After the CLCP Executive Director has verified receipt as well as accuracy and completeness of the above, the Evaluation Team will visit the community for the following:

- conduct an exit interview with the CLCP Board and any additional community representatives the CLCP would like to include during which the CLCP will identify specific benchmarks of their choosing that identify how their CLCP created and sustained a public awareness, understanding and demand for a Literate Community as well as plans in place for the future to sustain this awareness, understanding and demand;
- review on-site documentation, files and records.

Criterion Four

Has progress been assessed and documented and has the community worked to publicly recognize the economic, social and cultural benefits of literacy skill improvements achieved by the community?

and

Criterion Five

Has the community successfully sustained for the time required, a program which has led to the official designation, Certified Literate Community?

and

Criterion Six

Are plans in place for the future to sustain this awareness, understanding and demand in such a way that will work towards the eradication of illiteracy?

The CLCP Executive Director and Evaluation Team shall:

- verify that annual reports have been submitted by the CLCP throughout Participant status;
- conduct an exit interview with the CLCP Board and any additional community representatives the CLCP would like to include during which the CLCP will identify specific benchmarks of their choosing that identify how their CLCP created and sustained a public awareness, understanding and demand for a Literate Community;
- review on-site documentation such as files, scrapbooks, news clippings, board meeting minutes and additional resolutions and letters of support acquired during Participant status which reflect how their CLCP created and sustained a public awareness, understanding and demand for a Literate Community;
- review plans in place for the future to sustain this awareness, understanding and demand in such a way that will work towards the total eradication of illiteracy.

A final report on certification will be prepared by the CLCP Executive Director in consultation with the Evaluation Team. The final report will consist of the findings, a copy of the certification form with the appropriate signatures, a copy of the final student progress report form and a recommendation to the State Board of the Technical College System of Georgia that the community be certified as a Certified Literate Community.

APPLICATION FORM

Certification as a Certified Literate Community

Name of Community _____ Date of Application _____

Literate Community Program Organization Name, Address, Telephone Number, E-Mail Address:

Community Program Administrator _____

Application submitted by _____

Name

Signature

Community qualifications have been reviewed by the following members of the CLCP Professional Association Evaluation Team

(1) _____

(2) _____

(3) _____

Evaluation Team Recommendation on Certification Yes No

Comments _____

Evaluation Team Chair _____ Date _____

Signature

Date of Participant Certification by State Board of the Technical College System of Georgia
