



TELL Information

For Certified Staff, Educational Assistants,
Secretaries & Clerks

What is the TELL training?

The TELL course is designed to help certified staff, educational assistants, secretaries and clerks work effectively with English Learners in cross cultural contexts.

Who needs to take the TELL training?

This is a **required** training for certified staff, educational assistants, clerks and secretaries new or returning to the district who do not currently hold a bilingual or TESOL endorsement.

How long do I have to complete the TELL training?

Certified staff, educational assistants, clerks and secretaries must complete the training within one year from date of hire.

When is the TELL training and how do I register?

TELL training is offered several times throughout the year. Registration will open two months prior to the start date of the course. The course will not be searchable until that date.

I THINK I MIGHT BE EXEMPT... HOW DO I SUBMIT MY TRANSCRIPTS OR LICENSE?

If you have a TESOL endorsement or have taken an ESL methods course within the last 10 years, you may be exempt. Please send/ deliver a copy of your teaching license or an official transcript to:

LCE TELL Office , Suite 601 West,
6400 Uptown Blvd NE ABQ, NM 87110.

Email: tell@aps.edu

Don't forget to include your name and employee id number

Email TELL!

Send transcripts,
questions and
queries to:
tell@aps.edu



Visit TELL!

We are located at
**City Center in Ste.
601 W**

Call TELL!

881.9429 x80491

CERTIFIED STAFF

We offer two face to face courses and an online course once during the fall semester and once during the spring semester. Space is limited in the online sessions. We offer four sections of the TELL face to face course during the summer. This course meets the 48 hour training requirement.

Due to limited space, we recommend that you enroll in the TELL class during the academic school year. We can always make accommodations for staff who contact us before the start date of the spring and fall terms. But, the space constraints limit our ability to make accommodations during the summer sessions .

	Monday/ Wednesday Face-to- Face	Tuesday/ Thursday Face-to-Face	Online Session Space is limited
FALL 2019	4:30 - 6:30 pm September 4th - November 4th (a total of 18 meeting dates)	4:30 - 6:30 pm September 3rd - November 12th (a total of 18 meeting dates)	One orientation in person and then complete a modified self-paced course Orientalions: August 24th 9am - 11 am <u>or</u> August 27th 5:30 - 7:30 pm Participants will complete the course by November 3rd
SPRING 2020	4:30 - 6:30 pm January 15th - March 23rd (a total of 18 meeting dates)	4:30 - 6:30 pm January 16th - March 17th (a total of 18 meeting dates)	One orientation in person and then complete a modified self-paced course Orientalions: January 11th 9am -11am <u>or</u> January 14th 5:30-7:30 pm Participants will complete the course by March 15

Summer 2020 Session (Only Face-to-Face)

Session I June 1-11 8am-12pm

Session II June 1-11 1pm -5pm

Session III June 15-25 8am-12 pm

Session IV June 15-25 1pm - 5pm

EDUCATIONAL ASSISTANTS



We provide a full day training. Then participants will have one month to complete an out of class assignment. This course meets the 10 hour training requirement.

The TELL class will be offered once in the fall semester and again in the Spring.

Fall 2019:

August 7th 8am- 3pm or August 8th 8am-3pm

Spring 2020:

March 12th 8am -3pm or March 13th 8am -3pm

SECRETARIES & CLERKS



We provide a half-day in-person training. After which, participants will have one month to complete an out of class assignment. This course meets the 5 hour training requirement.

The TELL class will be offered once in the fall semester and again in the Spring.

Fall 2019:

September 9th 8am -11am or 11:30 am -2:30pm

Spring 2020:

January 13th 8am -11am or 11:30 am -2:30pm