

The PQCR Process – Required Documents and Information

As soon as possible after the Orientation meeting provide the following:

1. Possible dates for the visit. List in groups of 3 consecutive days dedicated to the presence of the CSDE consultants. (If more or less time is required we will adjust as needed)

One month prior to the first date of the visit, provide the following:

2. A link providing “read only” access to electronic curriculum documents and lesson plans (including Google Classroom or other online repositories)
3. A link to an electronic folder that contains copies of all items requested in the Checklist **IN ORDER** and **NAMED** in alignment with the list in the Checklist Document
4. A matrix with all classes that will be meeting during the time of the PQCR visit to include:
 - Class location - room number of class (include name of building if appropriate)
 - Class meeting day(s) (i.e. M/W)
 - Class meeting time (i.e. 5:00 – 8:00)
 - Program area (GED, CDP, ESL etc.)
 - Class Name (English, GED Prep, Advanced ESL etc.)
 - Name of instructor
5. A schedule of all staff meetings. Every effort should be made to have teachers’ meetings in the largest groups possible. Individual or small group meetings (office staff, facilitator, data personnel, school counselor etc.) should be held in the CSDE room. It is suggested that teacher meetings include pizza or other options. The schedule should include:
 - a. Name of group (evening teachers, Facilitator, office staff etc.)
 - b. Location, date and time of each meeting

Two weeks prior to the first date of the visit provide the following via email:

6. the Adult Education Program Quality and Compliance Review Checklist (as a Word document);
7. the Adult Education Statutory Attestation scanned with signature (scanned copy);
8. the PQCR Teacher Certification Form (as an Excel spreadsheet).

Two s prior to the first date of the visit ensure that all groups have completed surveys:

Director/Ancillary Staff, Teachers, Students and School Counselor(s)

For questions regarding the Adult Education Program Quality and Compliance and Review process, please contact Adult Education at 860-807-2130, or Marcy.Reed@ct.gov.