



February 10, 2025

Teachers,

Thank you for all you do for CLUES and for choosing to volunteer with us in 2025! In 2024, 85 teachers in our program volunteered over 3,300 hours to serve 539 students. Without you we couldn't do what we do. We hope to continue these successes into this year and beyond.

As you can imagine, funding for adult basic education (ABE) programs around the country and at CLUES is being scrutinized more closely right now. To ensure the continued success and sustainability of our program at CLUES during this critical time, we need your help!

Because our program relies primarily on volunteer teachers like you to teach classes, it is imperative that CLUES strictly follows the Minnesota Department of Education's (MDE) guidelines for volunteer teacher training. These trainings are mandatory and apply to new volunteer teachers, licensed teachers, and teachers who have taught for more than one year with CLUES. These trainings focus on understanding adult learners, the guiding principles of adult education, and instructional best practices. Not only do they fulfill MDE's requirements, but they give you as teachers the skills needed to provide quality instruction that results in positive outcomes for your students. The success and sustainability of CLUES' ABE programming depend heavily on both volunteer teachers' completion of these trainings and documentable positive results from students.

Please review the Teacher Training information on our website and complete the appropriate trainings as soon as possible. For your convenience, these trainings are offered online both synchronously and asynchronously. After completing these trainings, please email your Continuing Education Units (CEUs) to your coordinator so your completed trainings are properly documented. Please direct any questions about these trainings to your coordinator. We are here to help!

New Volunteer Teachers (12 Hours)

Complete Modules 1, 2, 3, 4

Complete 2 Targeted Trainings: Remote Tutoring 101 & Facilitating Positive Learner Experiences during Remote Instruction

Ongoing Volunteer Teachers (2 Hours)

Complete one 2-hour training of your choice annually

We appreciate your timely compliance with this important requirement.

Thank you for all you do!

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