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ABSTRACT

This package includes the final report and selected products of the Adult education eXpress Intercommunication Support (AXIS) project, which was conducted to facilitate communication related to professional development services administered by the Pennsylvania Department of Education's Bureau of Adult Basic and Literacy Education (ABLE) and communication to the bureau itself through development and coordination of print materials, an Internet presence, online connectivity, and general communications. The project report details the following project activities and outcomes: publication of the 1996 edition of the "ABLE Directors Handbook"; reworking of the Professional Development Centers (PDC) newsletter template; development of a website devoted to ABLE in Pennsylvania; production of statewide publications funded by the Bureau of ABLE; coordination of online communication among PDCs; compilation of monthly schedules of PDC events; publication of the 1996-1997 edition of the directory of ABLE providers in Pennsylvania; and production of several other publications. Also included are the following products of the AXIS project: EQUAL (Educational Quality for Adult Literacy) year 2 final report; three issues of the newsletter "EQUAL Update"; four issues of the newsletter "Action Update"; PDC brochure; catalogue of free materials for ABLE programs; and directory of ABLE services in Pennsylvania in 1996-1997. (MN)

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# Final Report

ED 419 146



**AXIS:**  
Adult Education  
eXpress  
Intercommunication  
Support

Project Coordinator: Tana Reiff  
Phone/fax: (717) 299-8912

FY: 1996-97

*Grantee:*  
Lancaster-Lebanon Intermediate Unit 13  
1110 Enterprise Rd.  
East Petersburg, PA 17520  
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## **ABSTRACT**

**Project No.: 99-7005**

- GRANT RECIPIENT:** Lancaster-Lebanon Intermediate Unit 13, 1110 Enterprise Rd., East Petersburg, PA 17520. Project phone: (717) 299-8912
- PROGRAM NAME:** AXIS: Adult education eXpress Intercommunication Support
- PROJECT COORDINATOR:** Tana Reiff, P.O. Box 182, Lancaster, PA 17608-0182
- PROJECT PURPOSE:** To facilitate communication related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself through development and coordination of print materials, Internet presence, online connectivity, and general communications.
- PROJECT OUTCOMES:** Published *The ABLE Administrators Handbook, 1996 Edition*. Reworked the Professional Development Centers newsletter template. Developed a World Wide Web site on adult basic and literacy education in Pennsylvania. Centrally produced statewide publications funded by the Bureau of ABLE. Coordinated online communication among the Professional Development Centers. Completed production of *Freebies for ABLE, 1996 Edition*. Published a directory of adult basic and literacy education providers in Pennsylvania. Produced *EQUAL Year Two Report*. Produced three issues of *EQUAL Update*. Designed, ordered, and distributed lapel pins and a banner publicizing the "...And Quality For All" slogan. Compiled monthly schedules of PDC events. Produced several other publications and subprojects as detailed in this report.
- IMPACT/CONCLUSIONS:** Provided a variety of forms of communication support related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself.
- PRODUCTS:** *The Pennsylvania ABLE Administrators Handbook, Freebies for ABLE, The Provider Directory, What's the Buzz?* (five issues), *Focus* (five issues), *Action Update* (four issues), *EQUAL Update* (three issues), *EQUAL Year Two Report*, PDC brochure, a Web site, etc.; samples attached to primary copy of this report where possible.
- PRODUCTS AVAILABLE FROM:** State Literacy Resource Centers in Pennsylvania
- RECOMMENDATIONS/FUTURE IMPLICATIONS:** Web site to be uploaded to server, then maintained, updated, and expanded. Training modules will be completed. Building Communities for Learning manual will be completed. Publications such as *The Provider Directory*, the Handbooks, and *Freebies for ABLE* need periodic new editions. Many ongoing activities will be continued in 1997-98 fiscal year.

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## **INTRODUCTION**

Project AXIS was developed in response to the need expressed by the Director of the Bureau of Adult Basic and Literacy Education to coordinate, unify, and systematize communications related to the staff development programs the Bureau administers, and to support statewide adult education communications efforts, especially those related to professional development.

All of the activities described in this report were carried out between July 1, 1996, and June 30, 1997. This is the second year AXIS has been in operation.

Project coordinator was Tana Reiff, based in Lancaster. Dr. David Karl, Director of Adult and Nonpublic Education for Lancaster-Lebanon Intermediate Unit 13, administered the grant. Judy Perini, I.U. #13 secretary, provided clerical support for mailing, purchasing, reimbursements, and other records. Dr. Karl and Ms. Perini are based in Lebanon.

This report is prepared for anyone interested in the activities of this project. The project's products, as well as permanent copies of this report, are available through Pennsylvania's two State Literacy Resource Centers (SLRCs): Advance at the Pennsylvania Department of Education, Harrisburg, and the Western Pennsylvania Adult Literacy Resource Center, Gibsonia.

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## **GOALS AND OBJECTIVES**

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The primary objective of AXIS was to facilitate communication related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself through development and coordination of print materials, Internet presence, online connectivity, and general communications.

Goals for 1996-97 were to:

1. Refine the newsletter template for the six Professional Development Centers (PDCs) and assist individuals in each region in using the template to produce their own newsletters.
2. Facilitate development and maintenance of a site on the World Wide Web for the Bureau of Adult Basic and Literacy Education.
3. Centrally produce statewide newsletters funded by the Bureau of Adult Basic and Literacy Education.
4. Coordinate online communication among the Professional Development Centers.
5. Publish any or all of the following: a new edition of *Freebies for ABLE*, a leadership guide to developing practitioner inquiry communities, a student handbook template for local customization, communications support for Project EQUAL, and any other publications requested by the Bureau.

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## **PROCEDURES**

We will describe in detail each activity undertaken during 1996-97. How the activity was evaluated (if it was formally evaluated) will be discussed within each item rather than under separate headings.

The activities of this project were to:

- **Publish *The ABLE Administrators Handbook, 1996 Edition*.**

The bulk of the work on this activity was completed during the previous fiscal year. Due to the protocol of having certain material reviewed by the Pennsylvania Department of Education, 2,000 copies of the 64-page book were not printed until August, 1996, in the 1996-97 fiscal year.

With most of the copy assigned, received, edited, reviewed by the Editorial Board, and laid out during the previous year, this year's finishing touches included designing the cover, laying out the last few articles, indexing the book, adding an up-to-date list of GED Test Centers, preparing the electronic file for output to film, and overseeing the distribution of the finished product to the 250 ABLE program directors in Pennsylvania, Bureau of ABLE staff, contributing writers, and State Literacy Resource Centers.

Evaluation of this activity was conducted through a Publication Reaction Form inserted into each copy of the Handbook. Only 25 of these forms were returned by the end of the project year. The results of this reader evaluation were as follows:

1. How did you come into contact with this Handbook? (check one)  
(N=25)  
24/96% a. Mailed to me, unsolicited, as a program administrator or participant.  
0 b. Read about it in *What's the Buzz?* and requested a copy through AdvancE or WPALRC.  
0 c. Heard about it through \_\_\_\_\_ and requested a copy.  
1/4% d. Other: \_\_\_\_\_ "word of mouth" \_\_\_\_\_ and requested a copy.
2. What do you expect to do with the Handbook? (check all that apply) (N=55)  
12/22% a. Read most or all of the book

- 11/20% b. Read parts of the book that are relevant to work
- 20/36% c. Refer to it periodically as needed
- 4/7% d. Use it as part of a professional development/in-service program. How?
- 7/13% e. Pass it along to someone else
- 0 f. Use it very little, if at all
- 1/2% g. Other: "share with staff"

*Note:* 18 of the 25 respondents selected two or more of the choices in #2. Seven selected only one choice. Of these, 2 selected a.; 2 selected b.; 3 selected c.

**3. How does this Handbook rate in terms of:**

		Poor/1	Fair/2	Average/3	Good/4	Excellent/5
N=25	Relevance to your needs Avg rating: 3.92	0	2/8%	3/12%	15/60%	5/20%
N=24	Editing/readability/appearance Avg rating: 3.79	0	1/4%	2/8%	12/50%	9/38%
N=24	Timeliness/up-to-dateness Avg rating: 3.8	0	0	2/8%	12/50%	10/42%
N=24	Coverage of topics Avg rating: 4.29	0	0	2/8%	13/54%	9/38%
N=24	Overall quality Avg rating: 4.25	0	0	2/8%	14/58%	8/42%

**4. What is (are) the significant strength(s) of this Handbook?**

*Verbatim comments:*

- "Topics covered - Now that I've had 6 months to get familiar with PDE this booklet is a good overview & review of terminology and components that make up ABE in PA."
- "size - not too big"
- "Variety of articles."
- "Reference source"
- "There is much information that is usable in my every day job - even if it is something I am already using - the confirmation is helpful."
- "State Based Data"
- "A lot of information that would be useful to new administrators. Quite redundant for experienced professionals."
- "The input from other providers"



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“Very comprehensive overview - the tool for any beginning administrator.”

“Good for new employees (good overview)”

“All relevant material to my job can be found in one place.”

“Pg 9 provides a snapshot of typical agencies. pg 41 furnishes student profiles. Topics in general are concise.”

“Info on PDE requirements - Directories”

“A good resource to find information on all areas of Adult Education.

Plus, the name of someone with experience, in the different areas, to contact for help - training or just to answer some questions.”

“Topic selection”

“Variety of areas covered”

5. Have you seen previous editions of this Handbook? (N=24)

Yes 18/75%

No 6/25%

If yes, how does the current edition compare?

*Verbatim comments:*

“same”

“good”

“I feel this one is better.”

“Comparable”

“Much seems the same - even the ‘new’ stuff”

“About the same”

“similar”

“Equal in quality, scope, and purpose.”

“They keep getting better! Thank You!”

6. What could be done in the future to improve the Handbook’s usefulness (e.g., topics to add, delete, or enhance; reorganization; etc.)?

*Verbatim comments:*

“List of agencies with address & e-mail address” [comment: This was provided in *The Provider Directory*.]

“No improvement required.”

“I trust the editor’s positions, talents, and [can’t decipher].”

“No ideas”

“The pages are very difficult to read. Type is too small and the format is hard on the eyes”

“Satisfied”

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“Only thing I’d say is it is a bit dense visually ... or am I very tired & my eyes are getting worse ... I know space & \$ are issues but ... a bit bigger font?” [comment: type size is larger than in most books and publications]

“Don’t know”

“N/A”

“Maintain current flexibility and balance with this project.”

“N/A”

“?”

**7. What is (are) your current position(s)?**

25/100% administrator/coordinator

3 also: paid teacher

2 also: volunteer tutor

0 counselor

0 other: \_\_\_\_\_

**8. What type(s) of funding does your program receive? (check all that apply)**

*All received funds from at least two of the following sources:*

Adult Education Act, Section 322

Adult Education Act, Section 353

Pa. Act 143 (State Adult Basic and Literacy Education Act)

Other: private donations, corporate donations, JTPA, community, foundation, membership, county, city, SEG, CSBG, county library

**9. In what type of organization do you work?**

School, college, university based 7/28%

Community based 16/64%

PDE 1/4%

SCI 1/4%

**10. Other comments: Please attach a separate sheet or letter if you’d like. We welcome all comments and suggestions.**

*Verbatim comments:*

“Please send 5 additional copies.”

“Tana - Another fine piece of work! Thanks for including me in the process. Carol Molek”

“Keep up the good work!!”

“Well written articles”

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- **Rework the Professional Development Centers newsletter template.**

After soliciting suggestions for improvement from those who used the template during 1995-96, AXIS developed a revised template based on that input and using an up-to-date version of page-layout software. We presented the new template at the first quarterly meeting of the Professional Development Center directors and coordinators and provided ongoing technical support for using it, as needed, by phone and e-mail.

As part of this support service, we also produced maps of Pennsylvania delineating the counties in each PDC region and supplied each PDC with its own customized graphic file of the map for use in their newsletter nameplate or any other purpose. We also used the full state map file to produce a two-foot by three-foot foamboard sign for use at the PDC exhibit at the Midwinter Conference on Adult Education.

- **Develop a World Wide Web site on adult basic and literacy education in Pennsylvania.**

In cooperation with the Bureau of Adult Basic and Literacy Education, AXIS designed and compiled images, HTML files, PDF (Portable Document Format) files, and hyperlink information for a comprehensive Web site called "ABLE Site." The pages completed for this initial site included:

- Home page with links to other pages in the site.
- Links to key related sites (NIFL, NCSALL, NCAL, OTAN, ISAL, etc.)
- EQUAL (Educational Quality for Adult Literacy; with downloadable PDF files of all issues of EQUAL Year 1 and Year 2 Reports and *EQUAL Update*)
- FAQ (Frequently Asked Questions about adult basic and literacy education)
- State Literacy Resource Centers (with e-mail links)
- Searchable hotspot map of the Professional Development Center regions (with anchors to counties as they fall into each of the six regions)
- Professional Development Centers (with e-mail links)
- The Provider Directory (reformatted for the Web from the print version, divided into regional listings based on PDC boundaries, with e-mail links and a searchable hotspot map added)
- Publications (with downloadable PDF files of all 1996-97 issues of

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*What's the Buzz?*, *Focus*, and *EQUAL Update*, as well as a link to download a free copy of Adobe Acrobat Reader)

- Guiding Principles of Professional Development
- Indicators of Program Quality
- About the GED Tests
- GED Test Centers in Pennsylvania
- PDE application guidelines, forms, quarterly cash-on-hand forms, final financial report form (as downloadable PDF files)

Site authoring included creating PDF files of the publications available through the site, designing and creating graphic image files (including the ABLE Site logo and page background), converting image files to Web-compatible formats, creating image maps (e.g. Pennsylvania map with hotspots to click on for each PDC region), editing text, testing e-mail and URL hotlinks, dividing long documents into smaller Web pages, creating "anchors" for locating information more quickly within each page, and testing pages through America Online (AOL). Some technical assistance was provided by Ann Witmer, PennLink coordinator at the Pennsylvania Department of Education, and Linda Hinman, Project ABLE Net at Lock Haven University.

Plans call for the site to be uploaded to the server at Penn State being used by the Pennsylvania Department of Education. At the end of the fiscal year, the site had not yet gone up, as it awaited clearance from the PDE Press Office.

- **Centrally produce statewide publications funded by the Bureau of Adult Basic and Literacy Education.**

During 1996-97 AXIS continued to provide editing, design, and pre-press production services for *What's the Buzz?*, Pennsylvania adult education's professional newsletter; *Focus*, a series of bulletins describing exemplary Section 353 projects; and *Action Update*, a periodic newsletter reporting on practitioner research in Pennsylvania.

AXIS project coordinator Tana Reiff served on the editorial board of *What's the Buzz?*, attending two meetings in Harrisburg to discuss the year's content. Then, for the five issues of *What's the Buzz?*, David Fluke, the editor, provided copy to AXIS via fax-modem. Received pages were OCR-scanned, then edited for scanning errors, style, consistency, and general purposes. We then laid out each issue (ranging from eight to 12 pages), conferred with the editor about copyfitting and other editorial considerations, and faxed proof copies to the editor and the other two

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members of the editorial board, Ella Morin at the Bureau of ABLE and Priscilla Ferguson at Tri-County OIC in Harrisburg. We incorporated their changes, completed all pre-press work, and provided all the necessary computer files to the printer for two-color direct output to film. We also served as local liaison for the mailing service that prepared the 4,000 finished copies for postal distribution, using mailing labels furnished by the editor.

For the five issues of *Focus*, Sherry Royce, the editor, provided AXIS with a rough electronic layout from a Windows-based version of Adobe PageMaker software via electronic mail file attachment. The AXIS coordinator placed and fitted the text blocks from that four-page layout into a Macintosh version of PageMaker, copy-edited, applied graphic elements, faxed a proof to the *Focus* editor, and fully prepared the files for the printer for direct output to film. The AXIS coordinator also attended one daylong meeting of the Focus panel in November.

For the four issues of *Action Update*, AXIS received a rough hard-copy layout from David Fetterman, the editor, for the purpose of estimating space requirements, along with a text file attached to e-mail. We placed the text files in the page-layout program, prepared the two-page layout, outputted camera-ready pages, and mailed them to each of the PDCs for duplication and insertion into their respective newsletters.

In all cases, the editors of these three publications expressed their satisfaction and gratitude for the technical support.

- **Coordinate online communication among the Professional Development Centers.**

The restructuring of Pennsylvania adult education's regional professional development system, along with rapid advances in the world of online communications, necessitated reviewing the status of the statewide online communication network we had established last year and implementing changes as required.

In conference with the Bureau, it was decided to continue requiring the PDCs to maintain America Online accounts. Advantages of AOL taken into consideration were: 1) easy online chat capability, 2) integrity of AOL-to-AOL file attachments, 3) easy user interface, 4) presence of our message board there, and 5) implications for use by other staff and students. Midway through the year, we allowed one of the PDCs to switch to a direct Internet Service Provider because AOL was still not providing their area of the state with toll-free phone access.

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Although we did not schedule any online chats between the Bureau and the PDCs, several of the PDCs as well as participants in PALPIN (Pennsylvania Adult Literacy Practitioner Inquiry Network) project did hold several online conferences throughout the year. Use of the AOL message board was light. One PDC coordinator independently started a professional development listserv through her AOL account. AXIS used its AOL account to test HTML files for the Web site it developed for the Bureau.

- **Complete and publish *Freebies for ABLE*.**

AXIS completed research and production of a 1996 edition of *Freebies for ABLE*, a catalog of no-cost resources for adult basic and literacy education programs. The first edition of *Freebies* was published in 1993 and was very popular among practitioners.

Research for this edition began at the end of the last fiscal year. This involved contacting organizations and companies with listings in the 1993 edition, along with likely candidates culled from three other comparable catalogs for other audiences. A letter with a cut-off form requested specific information on free offerings. Sources were also asked to send samples of their free offerings.

We reviewed all the items—print materials, videos, measuring tools, etc.—for appropriateness and approximate reading level. We also reviewed several Web sites of sources offering online versions of their print material, then compiled listings in the following categories: Home & Family, Health, Math & Money, Recreation, Science & Environment, Government & Law, and Education/Professional. Also included in the 24-page booklet were: a preface explaining how materials were selected, tips for using *Freebies for ABLE* in adult education programs, instructions for reading the listings, information on the Consumer Information Center, how to scavenge other sources, resources available from PDCs and SLRCs (State Literacy Resource Centers), and a map of the PDC regions of Pennsylvania. Three thousand copies were printed.

Enclosed in each copy of *Freebies for ABLE* was a postcard with ten user-response questions, for use as an evaluation tool for this sub-project. The results, based on 22 cards returned (including some questions where more than one response was possible), were as follows:

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1. Who are you? (N=22)

- 8/36% Teacher of adults
- 5/23% Literacy tutor
- 8/36% Program administrator (2 also teachers)
- 1/5% Other: high school teacher

2. How did you hear about Freebies for ABLE? (N=26)

- 4/15.5% Had a copy of 1993 edition
- 6/23% Read about it in "What's the Buzz?"
- 4/15.5% Picked it up at AdvancE/WPALRC table
- 12/46% colleague / friend sent / [not specified] / Professor at grad school / picked up at literacy office / PDC gave out / rec'd in mail / workshop at Peirce / Mayor's Commission on Literacy / PDC / sent to me

3. What do you intend to do or have you done with Freebies for ABLE? (N=33)

- 17/51.5% Obtain at least one listed item.
- 10/30.3% Have students obtain at least one item.
- 6/18.2% Other: for instructors / got for staff to use as listed above / available for students / resource info / use in summer JTPA program / find info - computer skills

4. If you have already received items from Freebies for ABLE, how would you rate the quality and usefulness? (N=8)

- 4/50% Excellent
- 4/50% Pretty good
- 0/0% Not so great

5. How will you or have you used items obtained through Freebies? (N=36)

- 12/33% Structured group activities
- 10/28% Structured individual learning activities
- 14/39% Distributed for independent use

[More than one response to this question: 9; no response: 11]

6. What do you like best about Freebies?

*Verbatim comments:*

Variety of subjects

They're free!

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free!  
Practical, useful & free!  
that they are free - nice variety, too  
They are free!!  
the price & the availability  
The diversified sources of educational information  
free / clear / easy to read  
Worthwhile & readily available  
Is concise and easy to use  
the variety of topics available  
They are incentives....  
Good choices  
updated and relevant  
user friendly

7. How could Freebies for ABLE be improved in the future?

*Verbatim comments:*

Wider distribution of services

have items for very early readers (very simple) in mid-life [Note: From our research it would appear that very little in this category is available.]

Presented as an instructional tool, to make it easier for students to learn how to use it.

Issued more frequently.

Add more about on-line free downloadable resources [Note: a difficult, time-consuming, prohibitively expensive task, and three such books we consulted, with recent copyrights, were already out-of-date.]

Send to: M. Anne Smith at IHM Center

Always more, of course.

- **Publish a directory of adult basic and literacy education providers in Pennsylvania.**

The Bureau requested that AXIS compile and produce a directory of providers for use by the providers themselves and to respond to inquiries from the general public.

The Regional Programs Division of the Bureau provided AXIS with its database of some 250 providers. We converted this database to ClarisWorks format, added fields based on information the Bureau wanted to include in the directory, and produced a profile form for each



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provider. A mailing of these forms to providers asked for corrections to the existing data as well as entry of data into new fields. A cover letter from Cheryl Keenan, Bureau Director, accompanied the profile form.

We followed up on all the agencies that did not respond by the deadline via either fax, phone, or e-mail. Because we were trying to have the directory ready in time for release at the Midwinter Conference on Adult Education in February, the handful of agencies that never responded had to be listed with only the basic contact information we had derived from the Bureau.

We subcontracted data-entry services and moved the production process along very quickly during January. Upon receipt of the completed database file from the subcontractor we converted the database to a word-processing file, edited the copy, designed a cover and inside pages, and produced *The Provider Directory* (64pp.) in page-layout software in preparation for direct output to film. One thousand copies were produced. The finished product was indeed ready for Midwinter Conference and was distributed to all program administrators who attended the special meeting for administrators on Wednesday morning of the conference. Additional copies were made available through the State Literacy Resource Centers, the PDCs, and the Bureau itself for subsequent distribution as needed.

No formal evaluation of *The Provider Directory* was conducted; however, copy was scrupulously reviewed by the Bureau prior to printing to avoid discrepancies in agency names and for general accuracy.

- **Produce *EQUAL Year Two Report*.**

As we did last year, we wrote, designed, and produced 6,000 copies of an annual report on Project EQUAL (Educational Quality for Adult Literacy), which was inserted into the second issue of the newsletter *What's the Buzz?*. Additional copies were provided to the Bureau for subsequent distribution as needed.

- **Produce three issues of *EQUAL Update*.**

AXIS identified the need to keep the field informed of the Bureau's program-improvement initiative through a publication reporting on progress of related Section 353 projects. We produced three issues of *EQUAL Update*, which were inserted into issues of *What's the Buzz?* as well as mailed individually to the directors of every program funded through the Bureau.

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This subproject involved soliciting a very brief synopsis of project activities from the directors of each of the related projects:

- **Project EQUAL—Educational Quality for Adult Literacy:** *Abt Associates / Judith Alamprese*
- **Regional Professional Development Centers:** *Northwest Tri-County I.U. 5 / Richard Gacka, Bootsie Barbour; Central I.U. 10 / Edith Gordon, Gail Leightley; Greater Pittsburgh Literacy Council / Donald Block, Karen Mundie, Rachel Zilcosky, Sue Snider; TIU Adult Education & Job Training Center / Carol Molek, Brian Frey, Paula Smith; Lancaster Lebanon I.U. 13 / David Karl, Sandra Strunk; Mayor's Commission on Literacy / Rose Brandt, Diane Inverso*
- **Advance State Literacy Resource Center:** *Pennsylvania Department of Education / Cheryl Harmon*
- **Western Pennsylvania Adult Literacy Resource Center:** *Pennsylvania Department of Education / Chris Kemp*
- **Building Communities for Learning:** *Pennsylvania State Coalition for Adult Literacy / Sheila M. Sherow*
- **Training Development Project:** *TIU Adult Education & Job Training Center / Carol Molek*
- **Research & Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts:** *Institute for the Study of Adult Literacy, Penn State University / Eunice N. Askov, Barbara Van Horn*
- **Technical Assistance for the Transmission of Data through Technology:** *Center for Literacy, Inc. / JoAnn Weinberger*
- **Development of Criteria for Reporting Student Data:** *Center for Literacy, Inc. / Ashley Stoudt*
- **Professional Development Evaluation & Reporting System:** *South-Central Professional Development Center / Brian Frey*
- **Program Improvement Plans & Needs Assessment:** *Southeast Professional Development Center / Sandra Strunk*
- **ABLE Net:** *Central-Northeast Professional Development Center / Debra Burrows*
- **Focus on Adaptation:** *Royce & Royce / Sherry Royce*
- **Pennsylvania Action Research Network (PA-ARN):** *Penn State University Monroeville / Allan Quigley*
- **Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN):** *University of Pennsylvania / Alisa Belzer*

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- **Statewide Staff Development on Adults with Learning Differences:** *Center for Alternative Learning / Richard Cooper*
  - **Tutors of Literacy in the Commonwealth:** *Delaware County Literacy Council / Patricia Reitz Gaul*
  - **AXIS—Adult education eXpress Intercommunications Support:** *Lancaster-Lebanon I.U. 13 / Tana Reiff*

Projects were not required to submit a brief report for all three issues, but were asked to do so if they had something significant to report. Project representatives submitted copy by e-mail, and we edited it to fit onto two sides of one sheet of paper. The list of projects (above) was included in each of the three issues.

- **Design, order, and distribute lapel pins and a banner.**

In response to the Bureau director's request to provide a tangible promotional device for the Bureau's program-improvement initiative, we designed and contracted production of 1,000 lapel pins bearing the slogan, "... *And Quality For All!*"

We handed out the pins, at no charge, at the PDE Update session at Midwinter Conference. Remaining pins were distributed through the Bureau, PDCs, SLRCs, and local program administrators, who were encouraged to take some along to give to their staff.

Along with the pins, we designed and subcontracted production of a seven-foot-wide nylon banner bearing the "... *And Quality For All!*" slogan for use at the conference and thereafter by the Bureau.

- **Collect, compile, and distribute monthly schedules of PDC events.**

PDCs were reminded monthly to e-mail their calendars to AXIS by a few days before the middle of the month. AXIS posted the edited list via e-mail on or near the 15th of each month.

Those on the e-mail list were the six PDCs, three members of the Bureau staff, Tutors of Literacy in the Commonwealth, and the two State Literacy Resource Centers.

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In addition to the above goal-related activities, AXIS project coordinator Tana Reiff was involved in the following activities:

- At the request of the PDCs, designed and produced a two-color tri-fold brochure on the services of the regional Professional Develop-

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ment Centers. Copies were distributed at the PDC exhibit at the Midwinter Conference on Adult Education, then through the PDCs in their own regions. Copy was mostly adapted from the brochure for the Southeast PDC, with additional copy added, including a map delineating the PDC regions and a full listing of PDC contact information.

- At the request of the Training Development Project, designed and produced a sample page layout for the professional development training modules being developed at Tuscarora Intermediate Unit 11. Work on the Assessment module and subsequent modules will be completed in the next fiscal year.
- Began work on three sections of the Bureau's Annual Report. This involved some editing and a new layout, as well as redrawing several graphs and charts. Work will be completed early in the next fiscal year.
- Produced a draft layout for the Building Communities for Learning (BCL) training manual. At the end of the 1996-97 fiscal year the draft was being reviewed by Sheila Sherow, director of that project, and Joanne Shane Plummer at the Pennsylvania State Coalition for Adult Literacy (PSCAL), project sponsor.
- Attended the one-day workshop of the Region 1 Technology Hub at the University of Pennsylvania in May to learn about producing files for their Web site.
- Planned and presented a session on newsletter design at the Adult Literacy Technology conference at Peirce College in Philadelphia in May.
- Attended quarterly meetings of regional Professional Development System staff in Harrisburg, to familiarize them with AXIS activities and services and to become familiar with their activities.
- Provided online and telephone communications-related technical support to the staff of the Bureau of Adult Basic and Literacy Education, the State Literacy Resource Centers, the regional Professional

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Development Centers, and others statewide.

- Met approximately bimonthly with the Director of the Bureau of Adult Basic and Literacy Education and the Chief of the Special Projects and Programs Division to report on the activities conducted by the Bureau and formulate plans to support upcoming communications needs.
- Attended the Midwinter Conference on Adult Education in Hershey in February and the Inter-regional Conference on Teaching and Learning at Franklin and Marshall College in Lancaster in June, including the wrap-up meeting of Project EQUAL with pilot-site representatives.
- Served on the board of the Pennsylvania Association for Adult Continuing Education (PAACE), attending three of the monthly meetings as well as editing and producing the organization's quarterly newsletter.
- Produced about 30 customized covers for monographs completed by participants in the action research project based at Penn State Monroeville.
- Reformatted files for reprinting 675 copies of the Assessment Guide developed by the Institute for the Study of Adult Literacy at Penn State, including designing a new cover for it.

A sample of each completed product accompanies this report.

## **CONCLUSIONS AND RECOMMENDATIONS**

Project AXIS succeeded in providing a variety of forms of communication support related to professional development services administered by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, and to the Bureau itself. Activities included development and coordination of print materials, Internet presence, online connectivity, and general communications. Through formal and informal evaluations of these activities, we conclude that the services provided were appropriate and valuable.

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We recommend continuation of Project AXIS, and indeed, it has been funded for the 1997-98 fiscal year has been received.

Specific recommendations include the following:

- Further visual unification of the print and online communications produced under the aegis of the Bureau of Adult Basic and Literacy Education. This would involve more consistent use of color, type, paper, layout style, etc.
- Budget sufficient time to maintain, update, and expand the Web site once it has been uploaded to the server.
- Produce frequent updates of publications such as *The Provider Directory*, the administrators and staff Handbooks, and *Freebies for ABLE*, as requested by the Bureau and the field.■

# EQUAL

## A Report on Year Two

Fall 1996

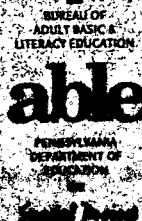
**"Project EQUAL made our teachers more aware of the link between instruction and assessment. By looking at data now, we can determine whether or not instruction is meeting the students' goals."**

Judith Aaronson, Goodwill Industries

**P**roject EQUAL—Educational Quality for Adult Literacy—has completed Year Two of a three-year initiative launched in 1994 by Pennsylvania's Bureau of Adult Basic and Literacy Education. The goal: to build the capacity of local adult education providers to collect and use data about their learners and their programs. The purpose: for better program planning and management—to become more effective in meeting the educational needs of our adult learners. The results from EQUAL will be used to specify statewide performance standards.

Why this effort? Pennsylvania is moving forward with its plan to set standards for adult education in response to the requirements of the National Literacy Act and the call for educational accountability on the state and federal levels. Standards will include performance levels for adult learners, adult education program staff, and program operations. Through the activities of Project EQUAL, information will be collected to set these standards. In addition, data collection and analysis procedures are being developed to assist programs in improving the quality of their services.

Pennsylvania's effort is not isolated. The goals of EQUAL are part of a national context for improving accountability and the quality of educational services.



### WHAT YEAR TWO HAS SHOWN US

**Findings regarding assessment, curriculum and instruction, and staff development:**

- Pilot sites found that assessment procedures are now more systematic, but that staff could benefit from training on how to select and administer standardized tests.
- Staff development needs to involve ongoing training related to the collection and analysis of learner assessment and program data, as well as use of data in reviewing the

appropriateness of instructional methods and materials.

**Findings regarding changes in program practice:**

- Review of student enrollment and assessment data indicated that many students leave instruction before post-testing. To address this issue, more sites are considering implementing new monitoring and interim assessment practices to

document progress made by students who separate before program completion.

- Programs are changing their intake, assessment, student evaluation, and close-out procedures to make program operations more standardized.
- Second-year pilot sites reported beginning to involve additional staff, board members, and volunteers in data collection and analysis activities.

Over ...

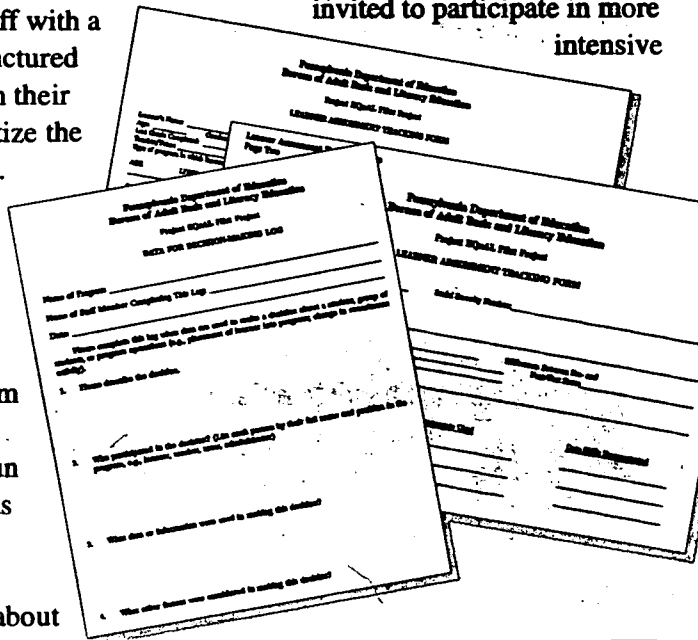
**Benefits of participating in Project EQUAL:**

- Multi-service agencies recognize the importance of interdepartmental teamwork, common intake, and data collection. Welfare reform, declining funding, and demographic changes are making programs more conscious of using data to serve more students with decreased resources, but also to re-examine program goals and operations.
- EQUAL provided staff with a more formalized, structured approach to reflect on their practice and systematize the way they collect data. Staff have begun to recognize that data collection and analysis are tools for program improvement, not just program requirements.
- Instructors have begun to expand their role as teachers to program planners. They are involved in thinking about

program outcomes, not just individual student improvement.

**ON THE AGENDA FOR YEAR THREE**

- The 20 pilot sites will continue data collection activities and increase the number of staff (paid and volunteer) who are involved in the program improvement activities.
- A group of eight Core Pilots will be invited to participate in more intensive



**"EQUAL gave us new tools to improve program quality. We better understand the importance of data collection and analysis. Knowing what your program has accomplished and what still needs to be improved are critical."**  
 Lauren Giguere, Lehigh Carbon Community College

**"The great benefit of Project EQUAL was to engage teachers in discussion on issues they face in their teaching, to place the power to change events in the teachers' hands so that they are part of the decision-making process in the program."**  
 Teacher, Intermediate Unit #5

**"EQUAL shifted the way we thought about evaluation. We liked the idea that the site is involved in evaluating itself. Too often we think of evaluation as what someone from the outside does to you."**

Monica Mathews, Midstate Literacy Council

**"Our teachers are trying to do post-testing every 40-50 hrs. EQUAL has helped them to see the importance of regular feedback to students. It is a significant motivator."**  
 Lee Knisley, Tri-County OIC

**"EQUAL has made us think more about the impact of welfare reform on our program. We realize that stand-alone literacy programs cannot make it anymore."**  
 Pat Haff, Community Women's Education Project

**"Our program is changing assessment procedures. We realized that a lot of data on the students were in the central office and were not accessible to instructors. We will be putting more assessment data in the classroom so teachers can use it in instructional planning."**

Bonnie Valeri, Altoona School District

activities focused on developing Individual Improvement Plans (IIPs). On-site and group training will be provided on the steps to develop an IIP that will address curriculum and instruction assessment, as well as one or two additional program areas.

- Project EQUAL staff will work with Pennsylvania's Professional Development Centers (PDCs) to begin integrating EQUAL activities into ongoing regional staff development.

**YEAR TWO HIGHLIGHTS**

◆ **October 11, 1995.** COSMOS staff conducted a training session with 45 coordinators and teachers from 20 pilot sites representing the diversity of adult education providers across the state. These included school districts, prisons, community-based organizations, and community colleges. Training focused on methods for collecting, reviewing, and reporting on assessment and other data to improve program quality. Each new pilot site was assigned a mentor site from Year Two pilots.

◆ **January 1996.** COSMOS staff conducted telephone interviews with 20 pilot site coordinators to monitor start-up activities for Year Two.

◆ **October 1995-June 1996.** Pilot sites collected a sample of nearly 1,800 learners to track learner assessment information: pre- and post-test data, skills achieved, and competencies attained. Pilot sites completed Learner Assessment Tracking Forms and Data for Decision-Making Logs.

◆ **April 1, 1996.** COSMOS staff conducted review meetings at various activities with 20 pilot site coordinators and teachers on how to use data to improve program quality.

◆ **May 16-18, 1996.** Representatives from the Bureau of Adult Basic and Literacy Education, COSMOS Corporation, and pilot sites facilitated sessions at COABE Conference about Project EQUAL activities.

◆ **May-June 1996.** COSMOS conducted a mail survey of nearly 100 pilot site staff, including teachers, tutors, counselors, and other support staff who participated in Project EQUAL pilot site activities.

◆ **May 1996-August 1996.** COSMOS conducted end-of-year telephone interviews with pilot site coordinators and program directors.





UPDATE

A QUALITY IMPROVEMENT REPORT TO PENNSYLVANIA'S ADULT BASIC & LITERACY EDUCATION COMMUNITY

**Building Quality**

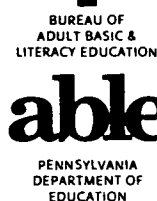
**EQUAL IS IN YEAR 3**

The 1996 fall meeting of the 21 Project EQUAL pilot sites was held on October 23 in Harrisburg. COSMOS's staff provided information to the pilot site participants concerning the results of their Year 2 EQUAL activities in collecting learner assessment data and in using data for program management. Issues were discussed concerning the appropriate administration and reporting of standardized tests, and guidelines for test use were distributed. COSMOS's staff also outlined the activities for Year 3 of EQUAL, in which the pilot sites will form two groups—core and continuing pilots. The core pilots will participate in development activities in support of EQUAL, including the creation of a program plan that will be used to guide program improvement and expanding staff participating in EQUAL activities.

Both the core and continuing pilots will carry out data review activities, with an emphasis on examining practices in curriculum and instruction. During Year 3, all pilots will look toward implementing program changes based on their program and data review activities.

**REPORTING STUDENT DATA**

The Development of Criteria for Student Data Reporting Project is currently contacting selected EQUAL pilot sites to invite participation in the data reporting project. The data project intends to utilize the insights and knowledge gained by EQUAL participants in the development of definitions for student enrollment,



**The Bureau of Adult Basic and Literacy Education has raised the bar on the continuous improvement initiative for Pennsylvania adult education services. An array of 1996-97 Section 353 special projects is working together in an unprecedented way to integrate quality improvement efforts throughout the Commonwealth.**

Project EQUAL, now in the third year of its three-year plan, has been building ABLE programs' capacity to collect, analyze, and use data about learner assessment and overall program evaluation to make decisions about improving program operations, with the goal of improving services to adult learners. By the end of this project year, the framework for a performance management system for Pennsylvania's adult education programs will be in place.

Year Three of Project EQUAL extends the meaning of the EQUAL acronym—Educational Quality for Adult Literacy—to all of the 353 projects supporting quality improvement. This publication will keep you informed of their progress during this year.

progress, completion, and outcomes. The project is also researching existing definitions, determining compliance with federal guidelines for reporting, and developing interview protocols and other processes for gathering information related to the project. The data reporting project plans to work with EQUAL participants in November to develop draft definitions for consideration by February.

**STREAMLINING DATA SUBMISSION**

The Center for Literacy started the Transmission of Data through Technology project in 1994 to enable adult literacy programs throughout the Commonwealth to submit their student, tutor, and staff data to the Bureau of Adult Basic and Literacy Education via computer disk.

This fall, the database project

has updated the program to include additional levels for students and to remove unrequired data elements. To welcome new and continuing users, seven workshops in five locations were presented during October. Each workshop, lasting between two and a half and three hours, covered an introduction to the database. Ninety-six participants from 60 agencies attended.

Updated disks, containing changes in the pull-down menus, have been mailed to each participating agency. A further upgrade to include changes in reports and printer access will be available this winter.

This year the project is striving to make the database application more user-friendly. In addition to updating certain elements, including the expansion of student entry level as required by PDE, a new, easier-to-use interface is in the works.

**STAFF CENTERS RESTRUCTURED**

Professional development for adult basic education practitioners statewide is focusing on improving teaching and learning that results in positive outcomes for adult learners. Recently, the Bureau of Adult Basic and Literacy Education reorganized nine Regional Staff Development Centers into six Professional Development Centers (PDCs). These centers carry out well-planned opportunities for professional development with input from adult educators in the regions. The Regional Professional Development System is working toward meeting the challenge of providing consistent training in core content areas across regions.

Adult educators are participating in PDC-sponsored activities designed to meet individual and program needs leading to program improvement. The PDCs offer opportunities for teachers, administrators, and volunteers to participate in both training and research-oriented activities, as well as take part in workshops and focus groups.

**DEVELOPING TRAINING MODULES**

The Training Development Project is developing materials for use in Pennsylvania's professional development system. Project outcomes will ensure uniform content in the delivery of professional development for Pennsylvania's adult educators.

Selection of content areas is being determined through input from practitioners in activities such as those in Project EQUAL

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pilots and the Professional Development Centers as well as review of national resources. Practitioners statewide will advise on content, delivery, and trainer recruitment.

Content areas to be considered this year were determined through needs assessments conducted in the past year in PDCs and EQUAL pilots. Specialists in the areas will be designated and appropriate materials will be reviewed and screened by them as well as a review committee of practitioners, administrators, and staff from the Bureau and PDCs. Content-area training materials will highlight emerging practices. Trainers and training plans will be identified. Materials will be packaged and disseminated to trainers. Delivery of training in at least two content areas is planned to begin this program year. ☺

## INFORMING THE PROFESSION

AdvancE at the PDE Resource Center in Harrisburg continues to provide information services. Requests for references, technical assistance, and document retrievals were answered through such means as the Internet, state library LUIS searches and document retrieval, telephone/TDD, or subject files.

In support of Section 353 projects, certain project directors

were added to AdvancE's e-mail group, and federal project reports and projects were prepared for Focus review. ☺

## LEARNING THROUGH PRACTICE

**Pennsylvania Adult Literacy Practitioner Inquiry (PALPIN)** is providing four primary activities this year. The Winter Inquiry Institute will take place January 22-25, 1997 in Philadelphia. This Institute is open to any practitioner from an ABLE-funded program. Three PDC regions will offer practitioner inquiry seminars as well. In the Central-Northeast area most of the group's work will be conducted online. South-Central and Southeast regions are situating inquiry groups within particular programs.

Each of the regional groups and the Winter Institute will depend on facilitation and mentoring from 1995-96 participants. In this way, PALPIN has begun to build practitioner inquiry leadership around the state as it continues to provide ongoing opportunities to build professional community, generate new knowledge about teaching and learning, and improve individual practice and program development.

The **Pennsylvania Action Network (PA-ARN)** is in its second year of training and mentoring practitioners through the Southwest, South-Central

and Northwestern PDCs, with Central-Northeast yet to begin. The first of four *Action Update* newsletter issues have been distributed across the state describing project possibilities and how personal peer support will take place in 1996-97. ☺

## LEARNING ABOUT DIFFERENCES

The **Statewide Staff Development on Adults with Learning Differences** project began in August with a training session in the far corner of Northeastern Pennsylvania, Wayne and Pike Counties. Already this year, more than 200 adult educators have attended the 18 training activities conducted as part of this project. These activities include introductory, follow-up, and in-depth training sessions, as well as demonstrations of assessment and teaching techniques to adult educators who have a particular interest in learning problems. ☺

## WHAT DO WE NEED TO BE TEACHING?

Collection of research and reports is under way in the project called **Research and Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts**. Several states have developed adult competencies lists, usually based on CASAS.

Much of the research focuses on workforce education competencies, usually based on the SCANS competencies and, more recently, on O\*NET. In addition, the National Institute for Literacy is sponsoring research to expand on its Equipped for the Future initiative, identifying skills that adults need to function in family, workplace, and citizenship contexts.

The project is organizing and synthesizing the competencies found, focusing on a skills-based model encompassing communication and numeracy skills. This model will provide flexibility for programs to customize the competencies to match their goals and instructional focus. A six-member workgroup will meet in December to discuss the competencies framework. ☺

## BUILDING LEARNING COMMUNITIES

The **Building Communities for Learning (BCL)** project is assisting communities in establishing a collaborative process of community-based planning through which adult basic and literacy education providers, business and industry, job-training programs, county and community economic development and planning groups, local government and municipalities, and human resource services work together to improve adult education services.

Through their planning groups, BCL sites identify literacy needs, gaps in services, and widespread problems; prioritize current and emerging issues; develop strategies to promote and support literacy efforts; promote economic development by unifying literacy services with local employment needs; and develop plans for their most effective use. The result is better-coordinated and more comprehensive services for adult learners.

Four new community-based planning sites were awarded BCL grants this fall. Last year's pilot sites (Fayette County, Lycoming County, and Wyoming Valley) are functioning as Mentoring Communities, providing the new sites with field-driven training, technical assistance, resources, and ongoing mentoring. ☺

## Quality Improvement Projects, Contracting Agencies, Key Contacts

**Project EQUAL—Educational Quality for Adult Literacy:** COSMOS Corporation / Judith Alamprese

**Regional Professional Development Centers:** Northwest Tri-County I.U. 5 / Richard Gacka, Bootsie Barbour; Central I.U. 10 / Edith Gordon, Gail Leightley; Greater Pittsburgh Literacy Council / Donald Block, Karen Mundie, Rachel Zilcosky, Sue Snider; TIU Adult Education & Job Training Center / Carol Molek, Brian Frey, Paula Smith; Lancaster Lebanon I.U. 13 / David Karl, Sandra Strunk, Jaclyn Fowler-Frey; Mayor's Commission on Literacy / Rose Brandt, Diane Inverso

**AdvancE State Literacy Resource Center:** Pennsylvania Department of Education / Cheryl Harmon

**Western Pennsylvania Adult Literacy Resource Center:** Pennsylvania Department of Education / Chris Kemp

**Building Communities for Learning:** Pennsylvania State Coalition for Adult Literacy / Sheila M. Sherow

**Training Development Project:** TIU Adult Education & Job Training Center / Carol Molek

**Research & Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts:** Institute for the Study of Adult Literacy, Penn State University / Eunice N. Askov, Barbara Van Horn

**Technical Assistance for the Transmission of Data through Technology:** Center for Literacy, Inc. / JoAnn Weinberger

**Development of Criteria for Reporting Student Data:** Center for Literacy, Inc. / Ashley Stoudt

**Professional Development Evaluation & Reporting System:** South-Central Professional Development Center / Brian Frey

**Program Improvement Plans & Needs Assessment:** Southeast Professional Development Center / Sandra Strunk

**ABLENet:** Central-Northeast Professional Development Center / Debra Burrows

**Focus on Adaptation:** Royce & Royce / Sherry Royce

**Pennsylvania Action Research Network (PA-ARN):** Penn State University Monroeville / Allan Quigley

**Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN):** University of Pennsylvania / Alisa Belzer

**Statewide Staff Development on Adults with Learning Differences:** Center for Alternative Learning / Richard Cooper

**Tutors of Literacy in the Commonwealth:** Delaware County Literacy Council / Patricia Reitz Gaul

**Adult education eXpress Intercommunications Support:** Lancaster-Lebanon I.U. 13 / Tana Reiff



UPDATE

A QUALITY IMPROVEMENT REPORT TO PENNSYLVANIA'S ADULT BASIC & LITERACY EDUCATION COMMUNITY

... And Quality For All!

**PROJECT EQUAL PARTICIPATION GROWING IN YEAR 3**

Project EQUAL pilots are expanding program improvement initiatives within their respective agencies. By year end, pilots will have expanded the number of staff involved in program improvement and examined issues in new areas of operation. Other selected pilot sites will have tested a program self-assessment tool and written program improvement plans. In these ways, EQUAL pilots will have diffused quality continuous improvement processes throughout their entire agencies.

In early February, core pilots and Professional Development Center coordinators met to discuss and design the materials needed to train new agencies in Project EQUAL activities. Drawing on their experiences and what they have learned in the two and a half years of EQUAL, they are developing training modules for the skills and knowledge leading to implementation of continuous program improvement activities statewide.

With the dissemination of the draft program performance standards, the Section 353 development projects funded in recent years, the revised statewide monitoring system, and the new structure of the PDCs, ABLE-funded programs have guidance and assistance in meeting the goals and needs in their agencies for program improvement.

**This publication is designed to keep you informed of the Section 353 projects operating in Pennsylvania in support of the EQUAL initiative.**

BUREAU OF ADULT BASIC & LITERACY EDUCATION



PENNSYLVANIA DEPARTMENT OF EDUCATION

**Quality improvement for programs funded by the Bureau of Adult Basic and Literacy Education took on a new, visible dimension with the introduction of the slogan "... And Quality For All!" at the Midwinter Conference on Adult Education. Adult educators of every ilk were seen sporting lapel pins bearing the slogan, and a seven-foot banner served as a backdrop for the PDE Update session.**

"... And Quality For All!" signifies a unity among Pennsylvania adult basic and literacy education providers to work cooperatively toward the goals stated in the Draft Program Performance Standards released at the Bureau of ABLE Preconference Administrators and Directors Meeting:

*Every adult who wishes to improve his or her basic educational foundation shall have access to quality adult education that will enable the individual to articulate educational goals, persist in learning, demonstrate achievement, and become a lifelong learner.*

Thus, the initiative known as EQUAL—Educational Quality for Adult Literacy—moves us another step forward as we all work together for a high-quality, accountable adult basic and literacy education system in Pennsylvania.

**PROGRAM IMPROVEMENT: WHERE TO START**

The Program Improvement Plans & Needs Assessment project at Lancaster-Lebanon Intermediate Unit 13 has developed a draft Program Self-Assessment that is now being field-tested by several EQUAL core pilot sites. Its purpose is to help identify and prioritize program improvement needs related to Pennsylvania's ten Indicators of Program Quality. It is designed to help establish benchmarks for program improvement by using a consistent measurement instrument.

The Self-Assessment is the first step in a larger Program Improvement Plan that will take information gleaned from the Self-Assessment, help programs prioritize identified areas of

need, present a consistent structure for reporting program improvement plans to ABLE, and integrate the Data for Decision-Making process that has become second nature to EQUAL pilot sites. At the conclusion of the project, Pennsylvania's adult education programs will have a new tool for initiating continuous improvement efforts at the local level.

**COMPETENCIES WILL BE 'SKILLS'**

Barb Van Horn, director of the Adult Learner Competencies project, met with an advisory group comprised of ABE, GED, ESL, and workplace practitioners in December. They discussed the goals of the project, definitions of competencies, and what the field would need to

make the competencies useful as a tool for linking curriculum, instruction, and assessment to improve instruction and learner outcomes.

The final competencies will be phrased in terms of communication (reading, writing, speaking, listening) and math skills, as well as "soft skills" (e.g., employability skills). The skills will be arranged from basic to higher-order skills and divided into several levels (beginning, intermediate, advanced). The final report will include background information on competencies, the list of competencies, examples of how the competencies can be used to build curricula and instruction in family, work, and community contexts, and links to standardized assessments.

**TRAINING MODULES TAKING SHAPE**

The goal of the Training Development Project is to provide Pennsylvania ABE practitioners with the tools for quality teaching and lifelong learning through the provision of consistent training activities.

The content areas selected for this year were field driven and based on input from practitioners serving in various roles of adult education throughout the state.

Modules include: Teaching the Reading Process, Math as Problem Solving, Teaching Strategies for Multi-Level ESL Classes, Cooperative Learning, Case Management, and Assessment.

Some of the modules were developed by a consortium in the Northwest and will be adopted;

CONTINUED

others will be adopted and utilized with supplemental materials particular to Pennsylvania's specific needs. The other modules are being produced based on projects developed in Pennsylvania, as well as other resources.

The training modules will provide important tools for practitioners to use to address quality improvement in their programs. ☺

## INQUIRING MINDS

The Action Research Project's training team has been meeting with groups in four regions: Northwest, Southwest, Central-Northeast, and South-Central. There are 40 participants this year.

Action Researchers are posing questions in five broad areas: teaching and evaluating ESL students, retaining ABLE students, student skill building, improving student diagnosis and placement, and program evaluation. Several researchers from last year are serving as mentors. Participants work on problems in the group setting, like last year, but they are now linked to researchers statewide according to the nature of their question. And, they are examining "lasting change" as an internal study of changes to practitioners and programs as a result of involvement with Action

Research. The project continues to maintain a database so that findings can be shared.

In the east, the Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) continues to support the development of inquiry groups in two regions of the state.

The Central-Northeast Regional Inquiry Seminar has scheduled four face-to-face meetings but is doing most of its work online. After several rounds of discussion on pressing issues in the field in relationship to their own work, everyone is now moving toward developing an inquiry focus. Online work is being facilitated by participants in last year's Winter Inquiry Institute.

In the Southeast region, participants from two of last year's regional inquiry groups are leading "program-based" inquiry groups. These groups come together within an agency and are developing a single thematic focus for their inquiries.

The statewide Winter Inquiry Institute was held in January. More than half of the 19 participants were from western Pennsylvania, which means that even without inquiry groups there, practitioners are getting involved in PALPIN. After this intensive inquiry experience, participants identified an inquiry focus and

are now collecting data.

At Midwinter Conference, PALPIN hosted a preconference session as an opportunity for ongoing sharing and network development and a concurrent session providing hands-on experience for those new to inquiry. At the University of Pennsylvania Ethnography in Education Conference, PALPIN will present a panel discussion on moving from participant to leader in inquiry groups. ☺

## ABLE NET IS NOW ON THE WEB

ABLE Net serves as a technology resource for Pennsylvania's ABE/GED and literacy programs, with emphasis on developing online capabilities among practitioners and providing training across the state through technology mentors located in each of the six PDCs. ABLE Net maintains a Web page with links to useful sites in eight categories: *Potential Sources of Funding, Interactive Sites, Career and Vocational Education, School-to-Work, Career Information, Current Events Sites, Career Counseling Sites, and Links of Interest for Adult Educators*. URL is <http://eagle.lhup.edu/~lhinman>.

Progress is being made toward the goal of bringing 60 new

programs online in 1996-97, with 23 additional programs fully connected and utilizing online capabilities as of December. At Midwinter Conference, ABLE Net mentors met for a session on technology planning and problem solving, and Project Director Debra Burrows made a presentation on funding strategies for technology purchases. In February, ABLE Net assisted two PDCs with training sessions on software and technology planning and funding.

ABLE Net staff and mentors have encountered numerous impediments to technology utilization. However, the hard work will be worth it, since technology is a tool programs can use to achieve quality improvement goals. ☺

## COMMUNITIES JOINING FORCES IN ABLE PLANNING

The Building Communities for Learning (BCL) project conducted a competitive process to select four more communities to participate in a collaborative planning process among adult basic and literacy education providers, business and industry, job-training programs, economic development groups, local government, and human resource services.

Communities awarded new grants are Carbon County, Washington County, Northern Cambria County, and Pittsburgh. Last year's three pilot sites—Fayette County, Lycoming County, and Wyoming Valley—are functioning this year as Mentoring Communities and are matched with new sites to provide ongoing technical assistance and support.

Project director Sheila Sherow urges adult literacy providers to look at community-wide collaboration as a necessity in providing adult learners with the high-quality, comprehensive services they need to become independent and productive members of the community. For more information, contact Dr. Sherow at P.O. Box 501, Millheim, PA 16854 or [sms20@psu.edu](mailto:sms20@psu.edu). ☺

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# EQUAL

# UPDATE

A QUALITY IMPROVEMENT REPORT TO PENNSYLVANIA'S  
ADULT BASIC & LITERACY EDUCATION COMMUNITY

## Driving the Initiative

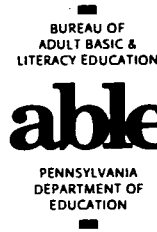
### SELF-ASSESSMENT: FIRST STEP TOWARD IMPROVEMENT

The Program Improvement Plans project is working with several EQUAL sites in piloting a draft self-assessment instrument designed to help programs think through what they are doing, how they are doing it, and why they are doing it. When the pilots have completed the draft self-assessment, they will have not only a laundry list of potential areas for program improvement, but also a solid sense of what is and is not working in key program areas. The EQUAL pilot sites will provide valuable feedback related to the design of the self-assessment instrument and the process of working through it with a Program Improvement Team.

Based on the ten Indicators of Program Quality, the self-assessment tool guides Program Improvement Teams through a series of questions related to each indicator. Questions are of three types: 1) questions about whether a program is doing certain things and if documentation is collected to support these activities, 2) descriptive questions that ask how certain things are done within the program, and 3) brainstorming questions designed to generate ideas for future investigation.

Project findings are not yet available; it is clear, however, that the pilot sites have found the instrument helpful in identifying areas for program improvement.

Training will soon be available to help programs use the revised self-assessment instrument. Since it parallels the ABLE monitoring instrument, it will also be an excellent tool for help-



**Project EQUAL is developing Pennsylvania's adult education program improvement and accountability system. The staff of Abt Associates have been working to support the further development and dissemination of Project EQUAL through a number of activities.**

Janet Voight from Abt conducted visits to each of the Project EQUAL core pilot sites, meeting with staff to discuss their EQUAL activities and ways in which their participation in EQUAL has helped improve their program operations.

Abt's staff have reviewed the Data for Decision Making Logs submitted by EQUAL sites and are providing feedback to the sites on their problem-solving strategies using program data.

An important component of Abt's work on Project EQUAL this year has been to provide technical assistance to Bureau of Adult Basic and Literacy Education staff and Section 353 project directors. Judy Alamprese facilitated a discussion with EQUAL sites and Professional Development Center staff to develop the framework for EQUAL training modules. She also has been working with Section 353 project directors in their development of materials to support the dissemination and implementation of EQUAL.Ⓢ

ing programs prepare for a monitoring visit. Until a program can clearly articulate what it is doing, how it is doing it, and why, positive change is little more than a shot in the dark. As the first step in the program-improvement cycle, program self-assessment plays an essential role in helping programs systematically identify key areas of strength and weakness. With this knowledge as a starting point, a program is well on its way to demonstrating continuous improvement.Ⓢ

### DEFINING LEARNER COMPETENCIES

The work group of the **Learner Competencies** project has met to review and discuss the draft skills lists. These lists include communication (reading, writing, speaking, listening), math,

metacognitive (learning-to-learn), and basic "employability" (e.g., time management) skills. Organized in three levels (beginning, intermediate, advanced), these lists will provide a framework for ABLE programs that will inform curriculum design, focus instruction, and link instruction to assessment.Ⓢ

### STREAMLINING DATA SUBMISSION

An upgrade of the data system, Version 2.1, has been mailed to agencies participating in mechanized data collection. Many bugs have been fixed (e.g. printer problems), and fields have been added to enable complete export to PDE of the Program Data Form. This version will assist programs in providing valid and complete information for export to PDE at the end of the year.Ⓢ

### TRAINING MODULES AVAILABLE SOON

As the project year winds down staff training modules are in the last stages of development by the Training Development Project.

The Assessment module offers comprehensive training in a three-day format with a follow-up period during which technical assistance will be offered. Content of the module includes theory of assessment, selecting and administering standardized assessments, assessment for program accountability, informal assessments, and program assessment planning. Trainers will provide hands-on activities for small groups.

The Case Management module will offer a comprehensive planning guide to developing a case management system within ABE programs.

Both modules will be ready for delivery by the end of the summer. Contact your regional PDC for scheduling. Other modules include Teaching Strategies for the Multi-level ESL Classroom, Cooperative Learning, and Math Problem Solving.Ⓢ

### STAYING IN TOUCH

Project AXIS has been working behind the scenes in a communication-support role. Publications including *The ABLE Administrators Handbook*, *The Provider Directory*, and *Freebies for ABLE* were produced during 1996-97. A Web site for the Bureau of Adult Basic and Literacy Education will soon be announced. "ABLE Site" contains information on adult basic and literacy education in Pennsylvania, the entire *Provider Directory* in Web-

CONTINUED Ⓢ

accessible format, downloadable files of publications, PDE funding guidelines and forms, and much more. ☺

## BUILDING MORE COMMUNITIES

**Building Communities for Learning (BCL)** is a Pennsylvania State Coalition for Adult Literacy (PSCAL) community-based planning project designed to improve the delivery of adult learner services and, ultimately, adult learner outcomes. During 1996-97 four pilot sites were added: Carbon County, Northern Cambria County, the Pittsburgh Neighborhood Learning Collaborative, and Washington County. These sites, along with Fayette County, Lycoming County, and Wyoming Valley, established in 1995-96, are building comprehensive, coordinated delivery systems of adult learner services. As a result of their collaborative efforts, these communities are more effectively and efficiently serving the multiple needs of adult learners.

The three original pilot sites were matched with 1996-97 grantees to provide individualized technical assistance and support. PSCAL plans to add four new community-based planning sites during August and September 1997. For more information or to be placed on the BCL mailing list, contact Dr. Sheila Sherow at sms20@psu.edu or (814) 349-2444. ☺

## RESOURCE CENTER IMPROVES ACCESS

**AdvancE**'s collection, files, and computers moved to a new location on the 11th floor of the Department of Education. The change combines all the collections housed in the Resource Center and provides improved access to the adult, vocational/School-to-Work, and basic education resources. The downlink site for teleconferences and an area for videoconferencing demonstrations are also available.

In support of the dissemination of 353 projects, AdvancE produced the *Projects Abstracts for the Fiscal Year 1995-96* and submitted all 1995-96 final re-

ports and products to the U.S. Department of Education and to ERIC for review and possible inclusion in the ERIC database. The 1995-96 final reports are being cataloged and entered into the State Library database. To search the AdvancE collection check out Access Pennsylvania at <http://accesspa.broadart.com>. ☺

## RESEARCH YIELDING NEW KNOWLEDGE

Participants in **Pennsylvania Adult Literacy Practitioner Inquiry** are busily analyzing data and writing up the findings from their inquiry projects. The topics represent a broad range of experiences and program types.

A literacy council coordinator used dialogue journals with three learner-tutor pairs to learn more about program participants' needs. A volunteer tutor is seeing how his students respond to language experience activities. A math teacher is learning more about how to help students succeed by involving them in developing a new math placement test and then collecting math writing samples and observations of

them doing their work. He reports that this "has revealed a ton of information." A number of participants are either trying out a new approach and documenting how students respond to it or are working to understand better how students perceive and respond to current practices as a way to develop new approaches.

A number of PALPIN participants in the Southeast region have been working with colleagues to develop a program-wide inquiry project. Two such groups are investigating the challenges of meeting the literacy needs of ESL learners where listening and speaking have been the primary instructional emphasis. One group is developing a plan to restructure their program based on the inquiry work.

This brief summary illustrates ways in which inquiry is helping to improve individual practice and contribute to overall program improvement and knowledge generation for the field.

The **Pennsylvania Action Research Network** research team has logged hundreds of hours and miles to meet and exceed the project's goals. A brief

summary: PA-ARN provided training and mentoring along with a training handbook. About 30 participants are expected to complete projects and monographs. The *Action Update* newsletter kept practitioners aware of both PA-ARN and PALPIN. A data bank is making every project accessible to anyone. Mentors from last year's project assisted this year. A panel of experts added objective input to the individual projects in two regions.

An internal evaluation of impact involving participants in PA-ARN's first year showed that some had continued with action research, some had not: yet, 94% said they "look at problems in a more systematic way as a result of action research." The same percent said they had "better problem solving strategies." A total of 63% had changed their program permanently and 63% said the institution's procedures had seen a lasting change as well. Their supervisors confirmed these statements in a second round of interviews.

Project leaders report that action research is beginning to show consistent strategies and patterns of findings, and that the field is already seeing some lasting impact—both in practice and institutional functions. With a growing base of knowledge, they hope that emerging patterns of successful strategies can be even better disseminated. ☺

## ONLINE ACCESS ENHANCING COMMUNICATION

**ABLE Net** developed and maintains a Web page ([www.lhup.edu/~lhinman/home.htm](http://www.lhup.edu/~lhinman/home.htm)) targeted to ABLE programs by providing links and information on technology funding, lesson plans, pending legislation, ESL, School-to-Work, training opportunities, workforce education, and more. During the past year, there has been a significant increase in the number of ABLE-affiliated individuals and programs that have secured online access. This will provide opportunities for faster, more efficient communication and access to information, which will help with the overall program improvement effort. ☺

### Quality Improvement Projects: Agencies/Contacts

**Project EQUAL—Educational Quality for Adult Literacy:** *Abt Associates/Judith Alamprese*

**Regional Professional Development Centers:** *Northwest Tri-County I.U. 5 / Richard Gacka, Bootsie Barbour; Central I.U. 10 / Edith Gordon, Gail Leightley; Greater Pittsburgh Literacy Council / Donald Block, Karen Mundie, Rachel Zikosky, Sue Snider; TIU Adult Education & Job Training Center / Carol Molek, Brian Frey, Paula Smith; Lancaster Lebanon I.U. 13 / David Karl, Sandra Strunk, Ilsa Powell Diller; Mayor's Commission on Literacy / Rose Brandt, Diane Inverso*

**AdvancE State Literacy Resource Center:** *Pennsylvania Dept. of Education/Cheryl Harmon*

**Western Pa. Adult Literacy Resource Center:** *Pennsylvania Dept. of Education/Chris Kemp*

**Building Communities for Learning:** *Pennsylvania State Coalition for Adult Literacy / Sheila M. Sherow*

**Training Development Project:** *TIU Adult Education & Job Training Center / Carol Molek*

**Research & Development of Pennsylvania-Specific Adult Learner Competencies in Family, Work, and Community Contexts:** *Institute for the Study of Adult Literacy, Penn State University / Eunice N. Askov, Barbara Van Horn*

**Technical Assistance for the Transmission of Data through Technology:** *Center for Literacy, Inc. / JoAnn Weinberger*

**Development of Criteria for Reporting Student Data:** *Center for Literacy, Inc./Ashley Stoudt*

**Professional Development Evaluation & Reporting System:** *South-Central Professional Development Center / Brian Frey*

**Program Improvement Plans & Needs Assessment:** *Southeast Professional Development Center / Sandra Strunk*

**ABLE Net:** *Central-Northeast Professional Development Center / Debra Burrows*

**Focus on Adaptation:** *Royce & Royce / Sherry Royce*

**Pennsylvania Action Research Network (PA-ARN):** *Penn State University Monroeville / Allan Quigley*

**Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN):** *University of Pennsylvania / Alisa Belzer*

**Statewide Staff Development on Adults with Learning Differences:** *Center for Alternative Learning / Richard Cooper*

**Tutors of Literacy in the Commonwealth:** *Delaware Co. Literacy Council/Patricia Reitz Gaul*

**AXIS—Adult education eXpress Intercommunications Support:** *Lancaster-Lebanon I.U. 13 / Tana Reiff*



# Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

## Action Research and Adult Literacy Practitioner Inquiry Networks—Year 2

### WHY WE'RE HERE

In 1995, the Pennsylvania Department of Education announced statewide initiatives involving teachers, tutors, counselors, and administrators in systems of problem solving and knowledge building for their organizations. The Pennsylvania Action Research Network (PA-ARN) and the Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) were the results of that funding. The thrust of both projects was to enable practitioners to solve problems in their practice and, in various ways, to disseminate the findings to others.

### ACTION UPDATE

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Staff Writer: David Fetterman

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Receptionalist/Assistant  
Mon.-Tues.-Thurs., 4-7 pm

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media on request.

The process of action-based research is: 1) a specific issue or problem question is defined; 2) the researcher/practitioner designs a procedure for addressing the problem; 3) the procedure is implemented; 4) an evaluative process is built into the process to determine if the question has been satisfactorily addressed; 5) the process continues in this cyclical fashion until the researcher is satisfied with the results, and/or begins with a new issue.

### 1995-96: What was done?

In Year 1 of the projects a variety of topics were researched by practitioners from across Pennsylvania. Among the topics explored through the Pennsylvania Action Research Network (PA-ARN) (*monographs of these projects are available through Advance*):

- Building self-esteem through reading (Susan Cooper)
- How classroom tests affect students' sense of progress (Kathleen Moon)
- Increasing the return of monthly progress reports (Debbie Thompson)
- Attendance and retention of Adult Basic Education students (Pat Scott)
- Increasing recruitment in the Gateway Project (Paige Thomas and Gail Campbell)
- Improving attendance of adult learners (Virginia Fetsko, Nancy Ott, and Lisa Walsh)
- Recruitment of ABE students through structured strategies (Gary Narbut and Joseph Mando)

- Implementing a portfolio system in the adult reading/writing classroom (Karen Tuminello)
- Learner retention action plan (Lisa Schmalzried)
- Increasing vocabulary levels of deaf (Patricia Palmiscno)
- Improving retention and resolving personal problems by instituting a regularly scheduled student support group (Nicole Despines)
- Increasing students critical reading (Monica McAghon)
- Linking adult education programs to post-secondary institutions (Barbara Kroh)
- Utilizing alternative assessment tools with individuals having developmental challenges (Joy Zamierowski)

Among the topics explored through the Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) were:

- What does discovery learning look like in my class?
- What will happen when I try to implement a program-wide inquiry project as staff development?
- How are ESL students learning to read in a second language?
- How can a small learning group support reading growth for the lowest-level readers in a very large class?
- What happens when I try to implement a visual screening for use during intake/student orientation in a volunteer-driven

program?

- What happens when I try to get students to return to class after they dropped out?
- How do various stakeholders in a workplace literacy class perceive the benefits of the class?
- What happens when I implement small discussion groups focused on literature in my GED preparation class?
- How do I feel about having a learner-centered classroom and how do my students respond to this new approach?
- What happens when a process for adult learners to set and assess their monthly goals is implemented?
- What teaching strategies help make adult education studies more interesting to learners?
- What does community look like in my program, and how does it get built?
- What could we do to improve retention in our program?

**Debbie Thompson**, a participant in the PA-ARN project ("Increasing the return of monthly progress reports"), said: "The purpose was to see if by including students in the process (submitting monthly reports to area literacy coordinators), the rate of return of these reports would increase ... It was my hope that with more student involvement, tutors would be more inclined to complete the reports and give them to their area coordinators. This in fact did happen. The project was conducted in three... areas and saw an overall increase, over a three-month period, of 25%."

### **YOU are invited to participate!**

If you are interested in finding solutions to problems in your practice and to enhancing the professional development of the field, your participation can be of great benefit to you. "How can I, specifically, benefit?" you may ask. Well, you will benefit by participating by:

- Receiving mentoring throughout the process.

PA-ARN work will occur in the Southwest, Northwest, and Central-Northeast Professional Development Center regions. Steps to participate in PA-ARN are easy:

**STEP 1:** Contact the PA-ARN office for registration form.

**STEP 2:** Get the approval of your project director.

**STEP 3:** Return approved form to the PA-ARN office.

- Receiving assistance in defining a problem in your setting around which the project will be conducted.
- Receive a Handbook in the PA-ARN project that will enhance your understanding of the process, and enable you to replicate later, too.
- Receive guidance and support from peers as you experiment with different problem-solving strategies.
- Receive up to \$300 for completing a successful project.
- Help the field evolve professionally in Pennsylvania and, above all, help your students in new ways.

### **Coming Attractions**

In 1996-1997 PA-ARN will be working in the Northwest, Southwest, and Central-Northeast Professional Development Center regions.

*In the western part of the state ...* A group will convene in Pittsburgh, led by PA-ARN team member **Drucie Weirauch**. A group will convene in the Erie/Meadville area, led by PA-ARN team member **David Fetterman**. The specific locations of these groups are yet to be determined.

*In the Central-Northeast ...* PA-ARN team member **Kathy Kalinosky** plans on leading two groups. Meeting sites for these groups are yet to be determined. One of these groups will probably be located in the eastern portion of the region and the other group in the western section. Specific locations will be determined based on the participants involved in an attempt to make the sites as easily accessible as possible to group

members.

PA-ARN team member **Linda Ritchey** will work with people who are unable to participate in a group.

For more information on PA-ARN, call **Debbie Doyle** at 412/372-6868 Monday, Tuesday, or Thursday, 4-7 p.m. Your project director and the PDC will need to OK your involvement in the project.

### **PALPIN**

Project Director **Alisa Belzer**, says, "PALPIN will provide several opportunities for practitioners from around the state to build professional community, generate new knowledge, improve practice, and do program development as they learn strategies for learning from practice in inquiry groups."

To accomplish this, Alisa indicates that practitioners from all regions of the state will be invited to the Winter Inquiry Institute in Philadelphia. The Institute will occur over four days in late January, 1997. In addition to that opportunity, practitioners will be able to participate in workshops and meetings at the PAACE Mid-Winter Conference.

There will be ongoing inquiry groups in the Southeast, Central-Northeast, and South-Central Regions:

- Southeast Region: inquiry-based professional development through peer coaching, program-based practitioner inquiry groups (meeting regularly at the program site), and an online or face-to-face cross-program inquiry group (determined by participant location and telecommunications access).
- Central-Northeast: an online inquiry group.
- South-Central: a program-based-practitioner inquiry group.

"All groups will have leadership and facilitation provided by local practitioners who participated in PALPIN during the 1995-96 year," Alisa adds.

For more information on PALPIN, contact your PDC coordinator or **Alisa Belzer** (215/898-8865 or [belzera@dolphin.upenn.edu](mailto:belzera@dolphin.upenn.edu)). Your project director and the PDC will need to OK your involvement in the project.





# Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

## Action Research & Adult Literacy Practitioner Inquiry Networks—Progress Reports

PA-ARN (The Pennsylvania Action Research Network) and PALPIN (The Pennsylvania Adult Literacy Practitioner Inquiry Network) are both several months into the second year of their work. They are working with groups and individuals across Pennsylvania. This issue of *Action Update* will report on the progress of these projects to date. In addition, there are some insights from several PA-ARN participants.

### News from ... Central-Northeast PDC

Kathy Kalinosky is facilitating Action Research Training in this region. To accommodate the size of the territory, there are two groups projected at the present time. One group will meet in the western portion of the region, while the other meets in the eastern portion.

The actual training in each section of the region is being preceded by an Orientation Meeting. At this session, potential participants have an opportunity to learn about PA-ARN, as well as about the ideas and expectations of program participants. The first Orientation Meeting was held in the eastern sector of the region on Thursday, November 21, with ten people in attendance. The Orientation Meeting for the western sector will be held on Friday, December 6. There's still room to join in the Central-Northeast.

### News from ... South-Central PDC

Linda Ritchey is conducting Action Research Training in this region. An Action Research Training session was held in the region on Friday, November 8. The meeting was held at the Tuscarora Intermediate Unit #11 in McVeytown.

Linda has scheduled a further training session for the Chambersburg area on Tuesday, December 3. Details are available through the PDC office or from Linda. Anyone interested in participating in a PA-ARN project in the South-Central Region are invited to attend. For details call Linda (814/539-8637) or the PA-ARN Office.

In addition to these formal group meetings, Linda is available for small-group consultation. If you are interested in completing an Action Research Project in the South-Central Region but are unable to participate in group meetings, contact the PA-ARN Office.

### News from ... Southwest PDC

Action Research Training in the Southwest Region is being conducted by Drucie Weirauch. Drucie held an Orientation Meeting at Goodwill Industries of Pittsburgh on Friday, November 8. It was attended by 24 literacy practitioners, representing seven pro-

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viders of adult literacy programs: Private Industry Council (Greensburg), Greater Pittsburgh Literacy Council, Goodwill Literacy Initiative, Carlow College, and Somerset Co. Vocational Technical School, as well as representatives from SPOC and Americorps. In addition to Drucie, the Southwest PDC Coordinator, Rachel Zilcosky, answered questions. The first Training Session was held on Friday, November 15 with further sessions scheduled on November 22, December 6, January 10, January 31, and March 14. It's almost full but inquiries are still welcome.

### **News from ... Northwest PDC**

Leadership for the Northwest Region Training is being provided by David Fetterman. Dave held an Orientation Meeting at Crawford County READ in Meadville on Thursday, November 7. It was attended by literacy practitioners from Erie, Meadville, New Castle, and Seneca.

The first Training Session was held on Thursday, November 21. It was attended by ten practitioners. Further sessions are scheduled on December 12, January 9, February 13, and March 13. For details, contact Dave or the PA-ARN Office.

### **News from ... Conferences and Training Events**

The word about Action Research and PA-ARN has been spreading through several programs in the past few months. In October Allan Quigley and David Fetterman presented a paper on Action Research: "Who Should Produce Knowledge? Variations on Practitioner Action Research for Adult Literacy," at University Park at the Eastern Adult, Continuing, and Distance Education Research Conference. In early November, Allan was on a panel with Dr. Peter Jarvis and Dr. David Deschler at the Commission of Professors of Adult Education Annual Conference in Charlotte, North Carolina. The panel topic was "Trends and Issues in Research." Allan shared details about the work of PA-ARN and PALPIN. In late November Allan Quigley, Marcia Anderson, and Debbie Thompson made a carousel presentation at the 12th Penn-Ohio Adult Basic Education Conference in Mars, Pennsylvania. Their topic was "Why not join the Action Research family?" Participants from this were interested in the progress being made here. In addition PA-ARN will be looking to present sessions at the PAACE Midwinter Conference, as will PALPIN.

### **News from ... PALPIN**

Regional inquiry groups have formed in the Central-Northeast and Southeast areas of the state. In Central-Northeast, the group had the first of four face-to-face meetings in early November. The group will participate in online journal groups for about two months, during which time participants will read current research literature on a variety of topics and respond to it in relationship to their own work experiences. Journal groups are being led by 1996 Winter Inquiry Institute participants in the region. By mid-January, they will move toward identifying an inquiry topic and will share data and collaborate on analysis online through the spring.

In the Southeast, participants from the 1995-96 PALPIN Region 6 Seminar will work as leaders in their region by facilitating inquiry groups based in their own or other programs. Program based, PALPIN encourages groups of practitioners in a program to identify a common theme or focus for inquiry.

In addition to these activities, plans are under way for the Winter Inquiry Institute to be held in Philadelphia on January 22-25. Applications, due December 13, are available from PDC Coordinators. Practitioners from all regions of the state are encouraged to participate. PALPIN also hopes to host two sessions at the PAACE Mid-Winter Conference. One will give interested practitioners from around the state an opportunity to gain hands-on experience doing an inquiry activity. The other will feature 1995-96 participants discussing their inquiry project findings.

### **News from a ... 'Returnee'**

In this second year of PA-ARN and PALPIN, there are a number of learners who have returned to do further research. One of them offers comments that help to illustrate the continuing value of this work for practitioners.

Joy Zamierowski from Erie writes: *"I decided to become involved in a second year of Action Research for a few different reasons. The main reason was that after completing one project, I was not sure that I had the confidence to utilize the process of Action Research on my own. Also, I decided to become involved again because one of the instructors in our program wanted to try it, and I believed that she would be more comfortable if I were to complete the process with her. Finally, I found that I had learned a lot from the other action researchers by simply attending the meetings. It was interesting to learn how others were attempting to solve problems that were also problems in our program.*

*"Action Research provides practitioners the opportunity to discover ways to improve existing practices. The end result is not always what one hopes it will be; however, it is a learning experience."*



# Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

## Across the State and Beyond: Working to Improve Practice Through Action Research and Practitioner Inquiry

Over the months PA-ARN and PALPIN have been working to develop new knowledge and leadership in the field of adult literacy. Much of that work goes on quietly: trainers from each project working with practitioners from every corner of Pennsylvania to enable them to enhance their own work in their own contexts. In addition, though, PA-ARN and PALPIN leaders have been at work to influence practitioners who are not directly involved in either projects to broaden the impact of action research and practitioner inquiry.

### Action Research Network at Midwinter Conference

This year at the Midwinter Conference in Hershey, current Pennsylvania Action Research Network (PA-ARN) team members Kathy Kalinosky, Allan Quigley, Drucie Weirauch, and Raiana Mearns presented a panel, "Pennsylvania Action Research Network: What We Have Done, What We Have Learned, What the Future Promises." They discussed the fact that there were 25 participants in three regions last year and 40 participants in four regions this year. Of the current participants, 30% in the two western regions participated in PA-ARN last year and have returned for either another cycle of their project from last year or a new project.

The PA-ARN panel also discussed their database, which remains a source of networking information for educators around the state. This newsletter, *Action Update*, was also discussed. It continues to be a source of

information and updating for those across the state.

Those who attended this presentation also heard about some of what PA-ARN has been learning in its one and a half years of existence. They have learned that single researchers with minimal contact with a group of peers or a group leader seem to have trouble carrying a project through to completion. Interaction with others provides a source of accountability and support. PA-ARN has discovered the value of "mentor assistants"—persons who have been through one year of PA-ARN training and are providing support and assistance to this year's participants.

For the future, the PA-ARN team is starting an internal study of the lasting effects of participation in action research—both on participants and their work and on programs and institutions. It is hoped that the future will also see the ability to be part of a system which will use the common findings from projects (such as repeated findings in retention projects), or the consistent findings in instructional approaches, to benefit practitioners across the field. Small studies are not suggesting wide generalizability from common findings, but those findings can be of help to those who want the benefit of what others have learned. Finally, the panelists stressed that through PA-ARN they have learned that people can help each other a lot in their work—more than they might have guessed at the beginning of the project.

### ABOUT THIS ISSUE

*Because of the external work of PA-ARN and PALPIN, this issue of Action Update will focus on researchers' work outside of their immediate projects through an upcoming book and the recent Adult Education Midwinter Conference, as well as a look at the networking activities of PA-ARN and a note from a PALPIN returnee.*

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## PA-ARN Participants Network

To facilitate the sharing of problems and intervention techniques among PA-ARN participants statewide, a network of common issues has been established. Information from participants' Project Planners have provided themes related to adult literacy. These thematic issues have been categorized. This list and an updated directory were mailed to all PA-ARN participants and trainers in the four PA-ARN regions.

Since "shared knowledge" is one of the goals of PA-ARN, this thematic issues network will encourage communication among participants statewide during the course of their projects. The network will facilitate the consideration of issues such as shared problems, interventions, and data-collecting methods. The network will also complement the monographs, which disseminate findings at the end of the project year.

To date, the network has included all 1996-97 projects that had completed Planners, as well as those with completed monographs from 1995-96. The themes, and the number of projects from each year, include:

- *Retention* (97:8, 96:5)
- *Student Outcomes (cognitive & affective)* (97:4, 96:2)
- *ESL* (97:3, 96:1)
- *Special Needs Students* (97:1, 96:3)
- *Recruitment* (97:2, 96:1)
- *Administrative* (97:1, 96:1)
- *Diagnosis & Student Placement* (97:2)
- *Incentives & Motivation* (97:1, 96:1)

## Action Research Book to be Published

Coming in May or June of 1997 Jossey-Bass will publish *Creating Practical Knowledge: Problem-Posing and Problem-Solving Through Action Research*. This book will be part of Jossey-Bass's *New Directions for Continuing and Higher Education Series*. Serving as co-editors are Allan Quigley and

Gary Kuhne. Contributors include action researchers Kathleen Cegles, David Fetterman, Kathy Kalinosky, Reana Mearns, Linda Murphy, and Drucie Weirauch, all discussing the projects they successfully completed in Pennsylvania.

In addition, the authors discuss the issues of research in the wider field of adult education and public education. The closing chapters constitute a discussion between John Peters of the University of Tennessee, known for his participatory research work with the Highlander Folk School, and the editors on action research. It promises to be a helpful, engaging addition to the field.

## PALPIN at Midwinter Conference

The Pennsylvania Adult Literacy Practitioner Inquiry Network (PALPIN) participated in the Adult Education Midwinter Conference in two ways. A pre-conference session was held for all current and past PALPIN participants from around the state to meet each other, hear about each other's work, and share experiences and findings from practitioner inquiry projects. Current participants received feedback on their inquiry questions, which they are now in the process of articulating. This session was

used to look collaboratively at some data from one participant's inquiry project. The future of PALPIN was discussed as well. One central challenge that the group identified is maintaining the benefits of face-to-face contact as participants work together over greater and greater distances. This separation has meant fewer opportunities to work together. Although PALPIN is experimenting with telecommunications (i.e., e-mail) as a partial alternative, those who are using it now agree that there is a need to work at making it a more effective substitute for being together.

PALPIN also facilitated a concurrent session by offering a hands-on inquiry experience, aimed at those who are uninitiated to practitioner inquiry (although several past and current participants attended). After providing some background on PALPIN and definition information on "practitioner inquiry," the bulk of the session was spent using a "structured conversation" (a frequently used inquiry strategy) to look at data from the classroom of Sandy Harrill, PALPIN facilitator. Participants commented that the experience of looking collaboratively and descriptively at Sandy's data had stimulated them to think about issues in their own work in new ways and also gave them a new strategy for working with colleagues.

## A PALPIN RETURNEE SPEAKS

A returnee to the PALPIN Project this year, **Kathy Gleockner**, writes of her experiences and her reasons for returning:

*"I am an instructor at Bradford County Action, an adult learning center in Towanda, PA. I've taught here four years, mostly in GED classes. I joined PALPIN last year because I was curious about practitioner inquiry and teacher research. I thoroughly enjoyed my participation last year at the Winter Institute in Philadelphia. Participation in PALPIN has given me a new way of looking at my students and myself. My project involved looking at GED classes and how change affected my students. I believe my research really helped me understand what my students were thinking and how they viewed class. I believe I am now better able to interact with my students and to individualize instruction.*

*"I chose to continue with PALPIN this year because Alisa [Alisa Belzer, PALPIN Director] offered me the opportunity to take a leadership role. I'm excited about sharing practitioner inquiry with other adult educators so that they may bring a new focus to their programs."*



# Action Update

WHAT'S HAPPENING IN THE STATEWIDE ACTION RESEARCH NETWORK

## PA-ARN AND PALPIN: 1996-97 FINAL REPORT

# Action Research Network Completes Work in Four Regions

### PA-ARN & PALPIN 1997-98

*We're baaaaack! Or we will be! The fall of 1997 will see the return of both the Pennsylvania Action Research Network and the Pennsylvania Adult Literacy Practitioner Inquiry Network. These projects are part of a statewide initiative, "Learning from Practice," funded by the Pennsylvania Department of Education. Both groups look forward to serving practitioners across the state. We hope to see people returning to the projects. We hope to see new participants. Together, we hope to improve the field as we improve our practice. Have a great summer!*

#### ACTION UPDATE

Editor: Allan Quigley

Staff Writer: David Fetterman

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Debbie Doyle  
Receptionalist/Assistant  
Mon.-Tues.-Thurs., 4-7 pm

**This publication is  
available in alternative  
media on request.**

Since the fall of 1996, four staff developers with the Pennsylvania Action Research Network (PA-ARN) have been working with practitioners across the state in Action Research. They have been mentoring, and facilitating their groups as practitioners developed, implemented, and evaluated specific projects using action research. Finally, they have guided those who have completed projects in 1996-97 in the writing of monographs. The 1996-97 monographs are available through AdvancE and Professional Development Center Offices.

#### ... in the Southwest Region

Drucie Weirauch facilitated the work of practitioners in the southwestern Pennsylvania counties. The nine completed monographs in the Southwest Region group are:

- Use of interviews and creative writing assignments to identify barriers and improve retention.
- Just-in-time training for volunteer tutors.
- Creating a process to evaluate the progress of ESL students' speaking skills using audiotapes.
- The effects of a problem-solving and goal-setting curriculum on student motivation.
- Increasing the number of potential recruits in the literacy program by formalizing policies in the orientation process.
- Improving student retention by concept maps and criterion-referenced testing.
- Using vocabulary building strategies to improve students' GED social studies and

science skills.

- Researching Greater Pittsburgh Literacy Council's impact survey to encourage students to be more reflective about their experiences with the agency.
- Recruitment of ABE students in a corrections facility.

#### ... in the South-Central Region

Linda Ritchey served as trainer for this region. Seven practitioners have completed action research projects and monographs. Projects from South-Central include:

- Effectiveness of offering additional classes to increase student retention.
- Motivating students to complete the GATB through workshop participation.
- Promoting job readiness in county jail inmates through self-awareness.
- How adult students respond to optional and additional class time.
- Improving self-esteem of minority students.
- Illiteracy's impact on patient education and compliance.
- Increasing the use of the computer lab for literacy, GED, and ESL students.

#### ... in the Northwest Region

Trainer David Fetterman guided the work of action researchers in this region. The following six projects and monographs have been completed in the Northwest Region:

- Learner retention action plan.

# Inquiry Project Update

by Alisa Belzer

- Using flash cards and audiotaped words to increase student vocabulary.
- Mixing ESL students with native-speaking basic education students.
- Increasing frequency of outside reading among literacy program participants.
- Action research on student retention in a one-on-one tutoring program.
- Utilizing student tutors within a special needs class.

## ... in the Central-Northeast Region

Trainer **Kathy Kalinosky** reports that five persons have completed Action Research project for 1996-97. Topic areas in this region include:

- Increasing communication between incarcerated dads and their children.
- Increasing participation and retention through cooperative learning groups.
- Increasing monetary and human resource support for annual fund-raising events.
- Using editorials and political cartoons to improve students thinking skills and GED social studies scores.
- Using collaborative learning to improve students' retention.

The Pennsylvania Adult Literacy Inquiry Network (PALPIN) project for 1996-97 is drawing to a close and participants are in the process of working on data analysis and final report writing based on very interesting and exciting projects. Two innovative approaches have been used this year to support the ongoing inquiry work of participants who work all over the state and are not able to have face-to-face meetings to provide ongoing feedback or support.

In the **Central-Northeast Region**, PALPIN participants have shared data from their projects using either U.S. mail or e-mail, and then the group has provided incisive and stimulating feedback which the facilitator then summarizes. All responses and summaries are shared via e-mail—not the same as sitting around a table together, but it might be the next best thing to being there!

**Winter Inquiry Institute** participants are currently looking at each oth-

ers' data and providing response and feedback via U.S. mail. This is not as quick as e-mail, but it doesn't exclude participants who lack access to telecommunications technology. Participants continue to remark that the data-sharing sessions used in PALPIN are stimulating and helpful to both the presenters and the participants.

The **Southeast Region** has five program-based inquiry groups under way (an on-site facilitator works with a group of staff at a single agency instead of the typical cross-program inquiry group). Program-based groups have identified a single theme or topic that is investigated by multiple staff people in the same program. Such groups have the pragmatic advantage of cutting out travel time to meetings and the professional-development advantage of allowing more in-depth investigations into a topic. However, they lack the opportunity for outsider input available in cross-program groups. We are going to try to borrow some of this benefit on June 15 at an inter-regional conference when participants from all five groups will have an opportunity to meet, exchange experiences and ideas, and share findings.

The projects this year represent a broad cross-range of experiences and professional positions, interests, and program types—from a volunteer tutor to program directors, from ESL to family literacy to prison literacy. Participants are investigating topics that focus on understanding what happens when they try something new in their practice, or are focusing on getting a better understanding of what's happening within their current practice. The range of projects illustrates well the fact that inquiry is helping both to improve individual practice as well as contribute to overall program improvement.

## ACTION RESEARCH IMPACT STUDY COMPLETED

In April 1997, **Debbie Doyle**, the Action Research Network Project Assistant, conducted a study of those who participated in the Pennsylvania Action Research Network and completed their projects in 1995-1996. The goal of the study was to gauge the impact of participation in action research on practitioners' work and on their institutions. Both participants and their supervisors were interviewed by telephone. A total of 16 participant-respondents participated in the study. Of those 16, 15 (94%) responded that after participating in action research they now look at problems in a more systematic way. Further, 15 (94%) also stated that, as a result of participation in action research, they now have better problem-solving strategies. Of the seven supervisors interviewed, 100% said they would allocate funding for action research in the future. A total of 57% saw an attitude change, 57% saw a behavior change in their staff who had participated, and 56% saw a lasting impact on their institution.

Action research is a method of organized problem posing and problem solving. It is intended to help practitioners to systematically analyze and solve specific problems and issues confronting them in their individual practice and/or that of the organizations in which they work. It is also hoped that utilizing the process of action research will enable the practitioner to view problems and their solutions in a more systematic way. This recent impact study of 1995-96 PA-ARN participants is important data suggesting that those goals are being accomplished. Complete results of this study are available from the Action Research Network Office.

## REGIONAL PROFESSIONAL DEVELOPMENT CENTERS (PDCs)

### Northwest PDC

*Armstrong, Beaver, Butler, Cameron, Clarion, Crawford, Elk, Erie, Forrest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren*

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### Central/Northeast PDC

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E-mail: CNEPDC@aol.com

### Southwest PDC

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Sue Snider, Coordinator  
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Phone: (412) 661-READ • Fax: (412) 661-3040  
E-mail: SWPDC2@aol.com

### South-Central PDC

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E-mail: scpdc@acsworld.net

### Southeast PDC

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Fax: (717) 270-2943  
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### Philadelphia PDC

*Philadelphia*

Rose Brandt, Director  
Diane Inverso, Coordinator  
Mayor's Commission on Literacy  
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Philadelphia, PA 19102  
Phone: (215) 685-6602  
Fax: (215) 685-6620  
E-mail: PHLPDC@aol.com,  
mcol@philadelphia.libertynet.org

**For more information  
please contact your  
regional PDC.**

# Professional Development Centers

**A STATEWIDE SYSTEM  
OF REGIONAL  
PROFESSIONAL  
DEVELOPMENT  
OPPORTUNITIES  
FOR ADULT BASIC &  
LITERACY EDUCATORS  
IN PENNSYLVANIA**

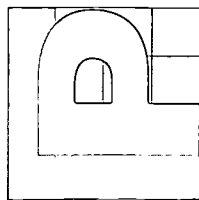
BUREAU OF  
ADULT BASIC &  
LITERACY EDUCATION

**able**

PENNSYLVANIA  
DEPARTMENT OF  
EDUCATION

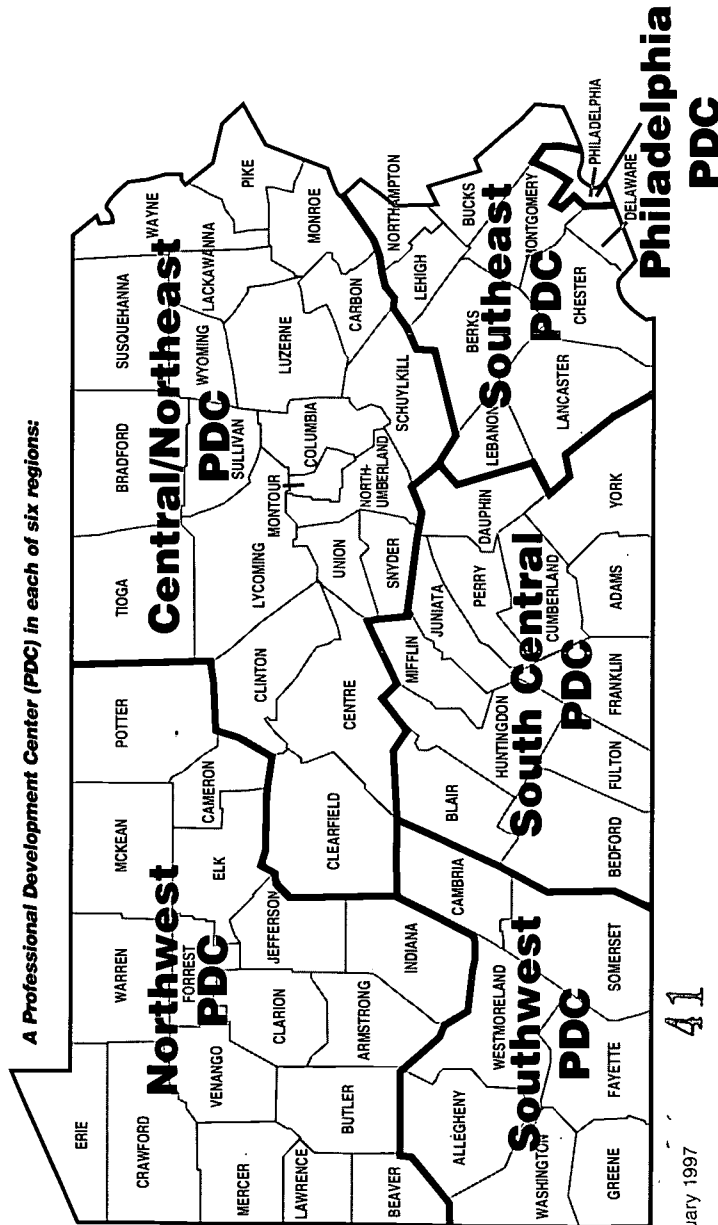
*Special Project*

**The PDCs provide a broad spectrum of professional development opportunities.**



Pennsylvania's Professional Development Centers (PDCs) offer a comprehensive professional development program providing technical assistance and ongoing support to adult education professionals throughout the Commonwealth. Each PDC fosters a network of adult education professionals throughout its region of the state as they pursue professional growth within adult education. In accordance with the Guiding Principles for the Professional Development of Adult Education Practitioners, the PDCs model an adult learning culture which encourages and facilitates self-reflective and creative learning on the part of adult participants.

**A Professional Development Center (PDC) in each of six regions:**



- Services to agencies include:**
- ▣ Practitioner Research Support
  - ▣ Customized Training
  - ▣ Technology Support
  - ▣ Observation/Feedback

- Technical assistance with:**
- ▣ Program Improvement Plans
  - ▣ Practitioner Needs Analyses
  - ▣ Agency Technology Plans

The PDCs serve the staff of adult education programs funded by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education.

- Staff may include:**
- ▣ Administrators
  - ▣ Counselors
  - ▣ Supervisors
  - ▣ Instructors
  - ▣ Office Support Staff Members
  - ▣ Teacher's Aides
  - ▣ Tutor Trainers
  - ▣ Volunteer Tutors

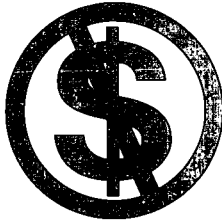




A catalog of all sorts  
of materials for your  
Adult Basic and Literacy  
Education program,  
available at no charge!

**Tana Reiff, Editor**

An Adult Education Act Section 353 project  
of the Pennsylvania Department of Education,  
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Produced by Project AXIS, Lancaster-Lebanon  
Intermediate Unit 13, Project #99-7005, 1996-97



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COMMONWEALTH OF PENNSYLVANIA  
TOM RIDGE, GOVERNOR

DEPARTMENT OF EDUCATION  
EUGENE HICKOK, SECRETARY

This book is a result of a project developed under support from the U.S. Department of Education through the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education; however, the opinions expressed herein do not necessarily reflect the positions or policies of the U.S. Department of Education or the Pennsylvania Department of Education, and no official endorsement should be inferred.

# FREEBIES FOR ABLE\*

Copyright 1996  
Commonwealth of Pennsylvania

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Bureau of Adult Basic and Literacy Education,  
Cheryl Keenan, Director  
1996-97  
Tana Reiff, Project Coordinator

Remaining copies of this publication are available from:

Advance  
PDE Resource Center  
Pennsylvania Department of Education  
333 Market Street, 11th Floor  
Harrisburg, PA 17126-0333  
1-800-992-2283 in Pennsylvania  
717-783-9541 if calling from outside Pennsylvania

\*ABLE is the acronym for Adult Basic and Literacy Education.

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# WELCOME TO THE LAND OF THE FREE

Nearly four years ago, we published the first-ever *Freebies for ABLE*. It was a big hit with adult basic and literacy educators in Pennsylvania and beyond. Since that time, materials budgets have remained tight, as teachers and tutors not only continue to sight their 'scopes for anything good and free but also find ever more merit in working with *realia*—the materials of real life. Many of the resources listed in the 1993 edition of *Freebies* are no longer available, and many new ones have become available. And, while most of us had never even *heard* of the Internet in 1993, many of us are now finding it an indispensable resource for adult education.

So, the time was quite nigh for a new edition of *Freebies*, and here it is!

We started our search for freebies practically from scratch. We recontacted the organizations and companies who had items listed in the 1993 edition. We asked Cheryl Harmon to list materials that are currently available from Advance. We also collected leads on other freebies from magazines, newspapers, and television, tucking the information into a file folder over the years. We located several other catalogs of free things (gee, other people have had the same good idea!) and culled them for anything that might be

appropriate for adult learners. Even a publication in the waiting room of a dentist's office produced some good sources. And, to be sure, there's plenty more out there that we don't know about.

We asked each source for samples of the freebies they were offering, then reviewed each item to determine its potential usefulness and appropriateness for ABLE programs. The following pages are the result of that search-and-review process. We think you'll find a lot to choose from!

A few things to keep in mind as you use this catalog:

- **The first criterion for inclusion was that the item had to be free.** Many, many more materials are available at minimal charge. Everything in *Freebies for ABLE* had to be FREE.
- **There's no guarantee that the resources listed here are still available.** Some will not be. In some cases, specific offerings change from time to time, but the source may be offering something else instead.
- **Not everything is for everyone.** But there's probably at least *something* for everyone in your ABLE program.
- **Please follow the ordering instructions to the letter.** If the source's "order pref" (preference) is to call an 800 num-

ber, then call the 800 number, even if an address is included in the listing. If the source is honoring "individual requests only," please don't ask for classroom quantities.

- **Order directly from the source.** Advance has on file one copy of each of the items listed, for review purposes only. Several other materials are listed as available from Advance or WPALRC. Otherwise, the State Literacy Resource Centers, the Bureau of Adult Basic and Literacy Education, and Project AXIS are *not* distributors of the materials listed here.
- **Many of the resources have a commercial angle.** If we felt the angle was *too* commercial, we didn't list the item. The private sources in particular may have an agenda to promote. Use this as a lesson in critical reading skills!
- **Students can often do their own ordering.** Having adult learners be responsible for obtaining materials of interest to them as individuals or groups, perhaps with your assistance, is a valuable activity in itself.

Enjoy *Freebies for ABLE*!

—Tana Reiff

Project Coordinator/Editor



# HOW TO USE THOSE FREEBIES

**F**or those materials that are not necessarily designed for classroom use, here are some tips for creating valuable lessons from the materials you've gathered.

## **Help students to:**

- Share what they know about the topic before and then after reading the brochure.
- Rewrite brochures into shorter, easier-to-understand sentences.
- Identify key words.
- Identify the main idea of a whole brochure, section, or

single paragraph.

- Discuss as a group issues presented in the brochure.
- Write individual reactions to the material.
- Read for specific details you have listed.
- Locate answers to specific questions about the material.
- Figure out unknown words by using context.
- Read a section, then paraphrase it orally.
- Report on how they have applied ideas from the material.
- Create similar materials re-

lated to your program: write and publish a student orientation guide; tips for taking the GED gathered from those who "have been there"; a booklet of student writings; information gathered on a topic of interest; or a publicity brochure for your program.

For more ideas, borrow *A Field Guide for Literacy*, by Jane W. Ditmars, from your SLRC. It is packed with step-by-step curriculum ideas for teaching adult basic education and literacy students using real-life materials.

# ABOUT THE LISTINGS

**E**ach listing contains a brief description of the material being offered and:

**Publication number**, if relevant  
**Publication date**, if available  
**Number of pages**, if relevant  
**Rdg lev** (reading level):

low = very controlled  
med = somewhat controlled  
general = not controlled

**Order pref:** Orders are preferred to be received by phone, fax, mail, e-mail, etc.  
**SASE** means to enclose a

stamped, self-addressed #10 business-size envelope.

**Quantity limits:** individual requests only, small quantities, or classroom quantities available (sometimes limited)

**Source/contact info**

# CIC = CONSUMER INFORMATION CENTER

**O**ur federal tax dollars help support the Consumer Information Center, a clearinghouse and fulfillment house for free and low-cost information on a wide variety of practical topics, based in Pueblo, Colorado. If you are in the market for free stuff, this is your first stop.

The good news is that CIC now has a splendid site on the World Wide Web. The complete

current catalog is available there, along with full text of all the publications, some of which are also presented in HTML and/or PDF format. You can't order online, but you can print out an order form and mail or fax it in.

The bad news is that an increasing number of CIC's offerings are not quite free. Even the free items require a \$1 fee for up to 25 titles. Still, this is an unbeatable central source.

At no charge, you can order classroom quantities of the Consumer Information Catalog, also in Spanish as *Lista de publicaciones federales en español para el consumidor*. Or subscribe to the quarterly catalog in quantities of 20 or more.

Check out the Web site at **www.pueblo.gsa.gov**. Or send for a free catalog to Consumer Information Center, Pueblo, CO 81002.

## Baby Products Selection.

"Safe and Sound for Baby" is a colorful guide to baby-product safety, use, and selection. Pub: 1994. 16pp. Rdg lev: med. Order pref: SASE for individuals. Classroom quantities up to 250cc. Juvenile Products Manufacturers Association Public Information, Two Greentree Centre, Box 955, Marlton, NJ 08053.

## Burn Prevention Tips.

Illustrated color booklet, 26pp., pub: 1995, rdg lev: med, and small burn prevention tips card. Also, lots of information on Shriners Hospitals. Order pref: mail or phone. Classroom quantities available; no limit. Shriners Hospitals, Public Relations Dept., PO Box 31356, Tampa, FL 33631-3356, (813) 281-0300.

## Buying a Safer Car.

Colorful brochure on automobile safety features, along with extensive rating charts rating current models on safety features, crash test results, and theft resistance. Jointly produced by AAA, National Highway Traffic Safety Administration, and the Federal Trade Commission. Pub: 1996. 12pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

## Car Care.

A series of inviting, two-color brochures, including: "What You Should Know About Your Car's Drive Train" (DT-FA), "Keep an Eye on Your Car's Filters" (F-FA), "The 8 Most Common Signs Your Car Needs a Tune-Up" (T-FA), "Renew or Replace: Rx for Making a Decision" (R-FA), "How to Keep

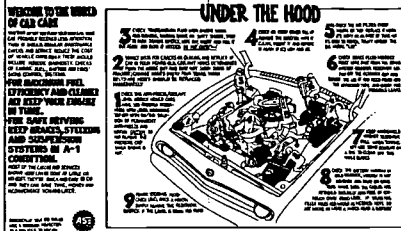
Change Their Own Motor Oil and Oil Filters" is a fold-out brochure describing nine steps for changing oil and how to recycle the oil and filter. Produced by Pennzoil for the U.S. Environmental Protection Agency. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

## Child Abuse Prevention.

Set of introductory materials with an emphasis on behavior management and the dangers of shaking babies, including bookmark in Spanish and free catalog of other materials for purchase. Approved by American Academy of Pediatrics. Rdg lev: varies. Order pref: mail or phone. Individual requests only. Pueblo Distribution Center, 649 Main St., Suite B, Groveport, OH 43125, (800) 858-8222, (614) 836-8360.

## Child Care Checklist.

"Finding Good Child Care: The Essential Questions to Ask When Seeking Quality Care for Your Child." A thorough overview of what to look for in family day care and child care centers.



Your Car Looking Young" (N-FA), "Are You Sure You and Your Car Are Ready for Winter?" (W-FA), "How to Find Your Way Under the Hood" (VH-FA—a very friendly labeled diagram), "How to Help Your Car Keep Its Cool" (C-FA), "How to Keep Your Wheels on the Road" (RC-FA), "How to Keep Your Brakes from Letting You Down" (B-FA), "Which Way to Go?" (NEPMA-FA). Rdg lev: med, with good-sized type. Order pref: SASE, individual requests only. Car Care Council, Dept. [get from publications listed above], One Grande Lake Dr., Port Clinton, OH 43452.

**Changing Motor Oil.** "Collecting Used Oil for Recycling/Reuse: Tips for Consumers Who



CCAC Information Guide 19. 3pp. Rdg lev: med. Also, "Child Care: An Action Guide" brochure. Order pref: mail or phone. Individual requests only. Child Care Action Campaign, Attn: Wanda Carter, 330 7th Ave., 17th Fl., New York, NY 10001, (212) 239-0138.

**Explosives Safety.** Colorful posters on safeguarding explosives: "Don't Touch," "Lock 'em Up," "Explosives Magazine Emergency Procedures," "Emergency Routing When Transporting Hazardous Materials," and "If it doesn't say 'Blasters' Don't use it!" Rdg lev: gen. Order pref: written. Classroom quantities free up to 25cc. Institute of Makers of Explosives, 1120 19th St., NW, Suite 310, Washington, DC 20036.

**Family History.** "Where Do I Start?" is a family tree chart, research log, and how-to that makes a great starting point for genealogy buffs. Also request "Library Services and Resources." Rdg lev: med. Order pref: mail. Family History Library, 35 North West Temple, Salt Lake City, UT 84150.

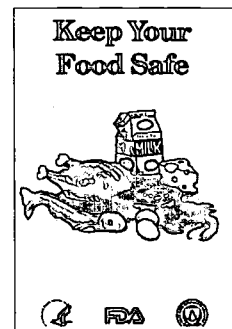


**Family Talk About Drinking.** Free video and brochures, "How to Talk to Your Kids About Drinking ... A Parent's Guide" and "Drinking and Driving Guide." Brochures also available in Spanish as "Guia Para Padres" and "Manejar Después de Haber Tomado." Note on video says: "The information in this video and in the 'Family Talk About Drinking' Guides is based on input from the Family Talk Advisory Panel, a group of nationally recognized, independent authorities in the area of child psychology, family counseling and alcohol treatment." Pub: 1993. Rdg lev: med. Order pref: mail, as kit or individual items; up to 5 copies free and one video free with each order. Anheuser-Busch Companies, Inc., c/o SFM Marketing, Inc., 16333 Westwoods Business Park, Ellisville, MO 63021.

**Fingerfood Cookbook.** "Fingerman's® Fingerfood Favorites" contains simple recipes, plus a coupon for Ziploc® bags. 16pp., color. DowBrands, PO Box 78980, New Augusta, IN 46278.

**Fire Prevention.** "NFPA's Guide to Implementing a Fire

Prevention Campaign in YOUR Community!" A comprehensive Community Awareness Kit including information on fire safety, carbon monoxide detectors, promotional ideas, lesson plans, games, print-ready ads, radio PSAs, etc., all in English and Spanish. Also, free video available for \$9.95 shipping. 56pp. Endorsed by American Red Cross. Rdg lev: varies, but student material is low. Order pref: mail; more than 5cc requires orderer to pay shipping. National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02269.



**Food Safety.** "Keep Your Food Safe," colorful, illustrated booklet, 20pp, rdg lev: low. "How Hector Got Sick," cartoon story in English and Spanish, with poster in Spanish on back. Order pref: fax (202) 720-9063 or mail. Classroom quantities up to 300cc, more if needed. Also, an information hotline, (800) 535-4555. USDA/FSIS, Food Safety Education Office, Room 1180, South Bldg., Washington, DC 20250.



**Growing Up Drug Free.** Subtitled "A Parent's Guide to Prevention," this is a must-have. Clearly written, attractively presented information, including specific pointers and activities for dealing with drug, alcohol, and tobacco issues with children of various ages, from kindergarten through grade 12. Contains color photographs of drugs and a thorough list of additional resources in back of book. 52pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

**Guide to Choosing a Nursing Home.** A thorough look at all considerations in this major decision, including a three-page checklist. Pub: 1993. 18pp. Rdg lev: med; large print. Pub. #528. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724. Also through U.S. Dept. of Health and Human Services, Health Care Financing Administration, 6325 Security Blvd., Baltimore, MD 21207-5187, pub. #HCFA-02174.

**Healthy Kids Magazine.** Published by the American Academy of Pediatrics, offers par-

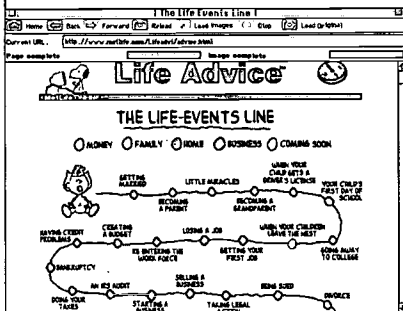
ents of children from birth to age 10 important information on child health. Free copies are available at pediatricians' offices.

**Life Advice.** A series of colorful brochures, featuring Peanuts comic strip characters, on issues including: "Getting Married," "Becoming a Parent," "Your Child's First Day of School," "Going Away to College," "Divorce," "Life Insurance," "Coping with the Loss of a Spouse," "Dealing with Disability," "Disability Insurance," "Coping with a Major Illness," "Caring for Your Aging Parents," "Choosing a Physician," "Health Insurance," "Nursing Homes," "Long-Term Care," and "Re-en-

tering the Workforce." See also the listing under Numeracy & Money for additional titles in this series. Order pref: mail. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002. Also available directly from MetLife by calling (800) METLIFE (638-5433) or at [www.lifeadvice.com](http://www.lifeadvice.com).

**Medicating Kids.** "Kids Aren't Just Small Adults: Medicines, Children and the Care Every Child Deserves" is a fold-out poster headed "Important Information About Giving Nonprescription Medicine to Your Children." Produced by the FDA and the Nonprescription Drug Manufacturers Association, 1150 Connecticut Ave., NW, Washington, DC 20857. Available through CIC. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

**National Consumers League.** Free information on this nonprofit organization's services and publications, many of which are free to members. Topics include: AIDS, Pap test, food and drug interactions, food safety, consumer credit, insurance, en-



The Life Advice Web site is a nicely designed, well-written, user-friendly resource. It contains all of the brochures in the Life Advice series by MetLife, including color pictures. Plus, the pages for each brochure contain links to other Web resources. Check it out with your adult learners!

[www.lifeadvice.com](http://www.lifeadvice.com)





vironment, fire safety, and Internet. Special rates for nonprofits. National Consumers League, 1701 K St., NW, Suite 1200, Washington, DC 20006. 202-835-3323, fax 202-835-0747.

**Parent Resource Guide.** Catalog of books, brochures, charts, videos, and software produced or endorsed by the American Academy of Pediatrics. Order pref: phone, fax, or mail. Also, extensive list of free brochures on many parenting and health topics, available free for SASE, one brochure per request. AAP Publications, PO Box 927, Elk Grove Village, IL 60009-0927, (800) 228-5005, fax (847) 228-1281.

**Politically Correct Shopping.** "Take Me Shopping" research report, a 6-panel chart rating a variety of common household products in areas such as environmental impact, animal testing, workplace issues, minority advancement in the company, etc. Rdg lev: gen. Order pref: mail. Classroom quantities available; no limit. Council on Economic Priorities, 30 Irving Place, New York, NY 10003.

**Rice Facts and Recipes.** Brochures including "Facts About USA Rice," "The Food Guide Pyramid," "Run Your Way to Fitness," and "Walk Your Way to Fitness" (with rice recipes). Rdg lev: med. Order pref: SASE for individual copies. Classroom quantities up to 200cc of each title. USA Rice, PO Box 740121, Houston, TX 77274.

**Salt: Household Hints and Salt Sculptures.** Clever uses for salt in the home, incl. stain removal, air freshener, cleaning silk flowers, etc. Also, "Dough-it Yourself™ Christmas Decorations" with recipe and instructions. Rdg lev: med. Order pref: postcard. Individual requests only. Morton Salt, 100 N. Riverside Plaza, Dept. PR, Chicago, IL 60606.

**Saving Energy at Home.** "Tips for Energy Savers," pub: 1991, rdg lev: med, 30pp. "A Guide to Making Energy-Smart Purchases," rdg lev: gen, 8pp. Also available: "Insulation" (FS142), "Caulking and Weatherstripping" (FS203), "Hot Water Energy Conservation" (FS204), "Moisture Control in Homes" (FS208), "Fans and Ventilation" (FS228). Order pref: mail, phone, fax, Internet. Available from many sources, including Sharron Brown, EREC (Energy Efficiency and Renewable Energy Clearinghouse), PO Box 3048, Merrifield, VA 22116, (800) 363-3732 (9am-

7pm EST), fax (703) 893-0400, TDD (800) 273-2957. URL: [www.eren.doe.gov](http://www.eren.doe.gov). May also borrow printing negatives from Division of Public Information, PA-5, MS 1E-200, U.S. Dept. of Energy, Washington, DC 20585.

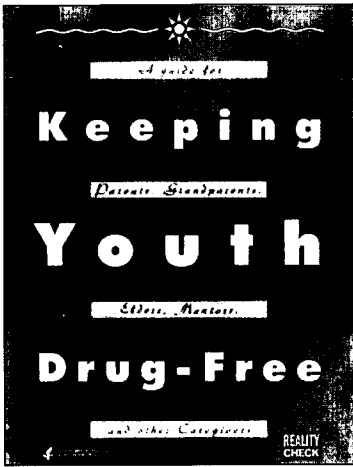
**Strawberries.** "Berry Facts," "A Guide to Folic Acid" (including recipes) "The Easy Way to 5 a



Day," and a nutrition lesson plan with emphasis on strawberries and more recipes. Rdg lev: med. Order pref: written request (postcard or letter). Individual requests or classroom quantities up to 30cc of "5 a Day" + 1 lesson plan. California Strawberry Commission, PO Box 269, Watsonville, CA 95077-0269.

**Telecommunications Consumer Information.** Tele-Consumer Hotline is an impartial, independent consumer education service for phone users. Toll-free hotline and publications, including "Shoppers Guides to Adaptive Telephone Equipment." Some materials in Spanish. Free brochure listing all services. Order pref: mail. Tele-Consumer Hotline, 901 15th St., NW, Suite 230, Washington, DC 20005.

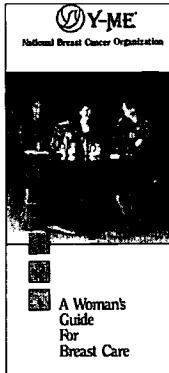




**Alcohol and Drugs.** National Clearinghouse for Alcohol and Drug Information Clearinghouse Catalog is a must-have—packed with free materials for every purpose and very low-cost videos. Too numerous to describe everything, but outstanding materials in sample packet included: “The typical alcoholic American” poster; “Keeping Youth Drug-Free” booklet, with “reality check” activities; “We Have Better Things to Do Than Drugs” decal; “Alcohol: We’re not buying it!” postcard; “Quick List: Ten Steps to a Drug-Free Future” brochure; and “Using Your Medicines Wisely: A Guide for the Elderly” booklet in large print, with “Passport to Good Health Care” insert. Order pref: none. National Clearinghouse for Alcohol and Drug Information, PO Box 2345, Rockville, MD 20847-2345, (800) 729-6686.

**Asthma and Allergy.** Packet of information on managing asthma and allergies, including list of other resources for purchase. Rdg lev: med. Order pref: call (800) 727-8462. Individual requests only. Asthma and Allergy Foundation of America, 1125 15th St., NW, Suite 502, Washington, DC 20005.

**Breast Cancer.** Booklets: “When the Woman You Love Has Breast Cancer,” for men, 16pp, rdg lev: gen; “For Single Women With Breast Cancer,” 40pp, rdg lev: gen. Brochures: “Breast Cancer: Information and Support,” “A Woman’s Guide For Breast Care,” “The Teen Guide For Breast Care.”



All in English or Spanish, except teen brochure. Order pref: mail or phone. Individual requests only. Multiple copies available at charge. Y-ME, 212 W. Van Buren St., 4th Fl., Chicago, IL 60607-3908, (312) 986-8338.

**Breast Health.** Impressive packet of information on breast health, including Breast Self-Exam Shower Card, “Answers

to your questions about breast health,” “Questions to ask the doctor about breast cancer,” etc. Enclosed order form indicates all materials available and their reading levels. Some in Spanish. Order pref: fax to (214) 701-2151, Attn: John. Individual requests only. Susan G. Komen Breast Cancer Foundation, 5005 LBJ Freeway, Suite 370, Dallas, TX 75244.

**Cancer Publications.** A long list of brochures, cookbooks, shopping list tablet, charts, stickers, and calendar. Sample titles: “Menus and Recipes to Lower Cancer Risk,” “Sneak Health Into Your Snacks,” “Infant Nutrition,” “The New Food Labels,” “Hints for a Healthy Weight,” and many more. Ask for Publications Order Form first. Rdg lev: varies. Order pref: Individual requests only, free up to 2 copies per order. American Institute for Cancer Research, Publications Dept., Washington, DC 20069-2012, (800) 843-8114.

**Cholesterol.** Cholesterol Survival Kit emphasizes prescription-drug therapy but includes good tips on why high cholesterol is dangerous, risk factors, how to lower cholesterol, etc. Pub: 1996. Rdg lev: med. Order

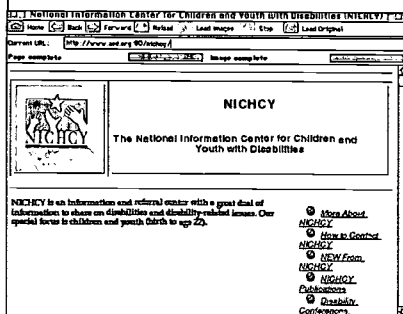


pref: call (800) 516-3725. Individual requests only. Merck & Co., Inc., PO Box 14902, Research Triangle Park, NC 27709-4902.

**Cystic Fibrosis.** "Commitment" newsletter on CF research, organization activities, legislative issues, etc. Rdg lev: gen. Order pref: call (800) 344-4823. Individual requests only. Cystic Fibrosis Foundation, 6931 Arlington Rd., Bethesda, MD 20814.

**Disabilities in Children and Youth.** Free list of Pennsylvania state resources for persons with disabilities and catalog of publications, many of which are free up to 10cc. Free items include "Parenting a Child with Special Needs," "Parent's Guide to Accessing Programs for Infants, Toddlers, Preschoolers w/ Disabilities," "Questions Often Asked About Special Education Services," and fact sheets on autism, cerebral palsy, deafness and hearing loss, Down Syndrome, emotional disturbance, epilepsy, learning disabilities, mental retardation, severe and/or multiple disabilities, speech and language impairments, spina bifida, visual impairments, traumatic brain injury, and attention deficit disorder. Most in

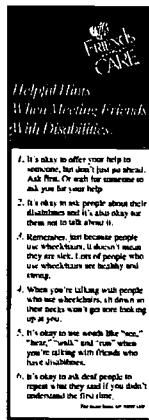
English or Spanish. Publications available in alternative format on request. Full text of publications available through Gopher link from Web site. Order pref: order form in catalog, phone, fax, e-mail. National Information Center for Children and Youth with Disabilities, PO Box 1492, Washington, DC 20013-1492, (800) 695-0285 (voice/TT). E-mail: nichcy@aed.org. URL: [www.aed.org/nichcy](http://www.aed.org/nichcy).



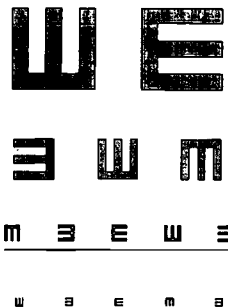
Visit the Web site of the National Information Center for Children and Youth with Disabilities at:

[www.aed.org/nichcy](http://www.aed.org/nichcy)

**Disability Awareness.** Friends Who Care: Packet of three brochures and a card of "Helpful Hints When Meeting Friends With Disabilities" for sensitization educa-



tion and information on Americans with Disabilities Act. Rdg lev: med. Order pref: SASE. Individual requests only. National Easter Seal Society, 230 W. Monroe St., Chicago, IL 60606, (312) 726-6200, TDD (312) 726-4258, fax (312) 726-1494.



**Family Home Eye Test.** User-friendly fold-out brochure including symptoms of eye trouble in adults and children, "pointing game" chart for testing distance vision, and easy-to-follow instructions. Rdg lev: med. Order pref: phone or mail. Individual requests only. Prevent Blindness America, 50 E. Remington Rd., Schaumburg, IL 60173, (800) 331-2020 or (847) 843-2020.

**FDA Consumer Magazine Reprints.** A wide array of article topics is available through CIC in the form of 8.5" x 11" pamphlets. Sample titles, with CIC publication numbers: "An FDA Guide to Choosing Medical Treatments" (#537), "Making It Easier to Read Prescrip-



tions" (#542), "Healthy Tan"—A Fast-Fading Myth" (#529), "Can Your Kitchen Pass the Food Safety Test?" (#584), "Food Allergies: Rare but Risky" (#519), "Food Label Close-Up" (#520), "Growing Older, Eating Better" (#602), "Healthful Snacks for the Chip & Dip Crowd" (#600), "Decoding the Cosmetic Label" (#527), "Feeding Baby: Nature and Nurture" (#503). Rdg lev: med, but print is small. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002,



(719) 948-4000, fax (719) 948-9724. Free sample copy of *FDA Consumer* and subscription form are available through Food and Drug Administration, HFI-40, Rockville, MD 20857.

**Headaches.** "Tap the best resource" brochure covers types of headaches and organization

membership information, plus sample "Head Lines" newsletter. Rdg lev: gen. Order pref: agency letterhead. Classroom quantities up to 35cc. National Headache Foundation, 428 W. St. James Place, 2nd Floor, Chicago, IL 60614-2750.

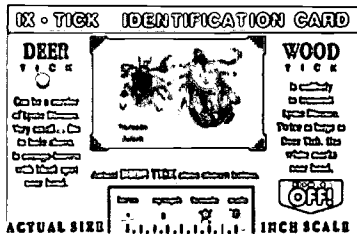
**Health Guides.** Currently six titles in series: "What You Need to Know About Heart Attacks," "What You Need to Know About Breast Cancer," "What You Need to Know About Stroke," "Every Woman's Health in Menopause and Beyond," "Learning About Your Prostate Can Save Your Life," and "New Hope for Depression and Other Mental Illnesses." A variety of therapies are described, with slight bent toward drug therapy. Very readable and attractive. 8pp each. Rdg lev: med. Order pref: single copies and order forms for large quantities through WPALRC, (800) 446-5607, ext. 216. "Shoeboxes" of 500 each title through America's Pharmaceutical Research Companies, 1100 Fifteenth St. NW, Washington, DC 20005-1797, (800) 862-4110, [www.phrma.org](http://www.phrma.org).

**Healthy Babies.** Catalog of public health education materials on pregnancy, prevention of birth defects, and related topics, many in Spanish. Order pref: pick up at local March of Dimes office. Some pamphlets also

available in local offices. Classroom quantities available. March of Dimes Birth Defects Foundation, National Office, 1275 Mamaroneck Ave., White Plains, NY 10605, (914) 428-7100. Fulfillment Center in Wilkes-Barre, PA: (800) 367-6630, fax (717) 825-1987.

**Hearing.** Series of brochures: "Your Guide to Better Hearing," including a self-hearing test; "A Guide to Your Child's Hearing"; "Discover a world of better hearing!" and "Desubre un mundo donde se oye mejor!"; "Overcome Hearing Loss NOW!"; "We Chose Better Hearing!" (success stories of celebrities with hearing loss); "Answers to Common Questions About Assistive Technology"; "Tinnitus, or Head Noises"; "Nerve Deafness and You." Rdg lev: gen. Order pref: phone or mail. Individual requests only. Better Hearing Institute, PO Box 1840, Washington, DC 20013, (800) EAR WELL.





**Lyme Disease.** Full-color brochure, "Lyme Disease: what it is ... how it's transmitted ..." produced by Pfizer and Tick Identification Card produced by Offit by S. C. Johnson & Son. Order pref: mail. Limited classroom quantities available. Order through PA Game Commission, Dept. MS, 2001 Elmerton Ave., Harrisburg, PA 17110-9797.

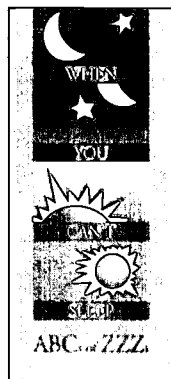
**Rape.** Series of brochures on sexual violence and abuse, seeking medical attention, male victims of rape, and related topics. Several in Spanish. Rdg lev: med. Order pref: phone. Individual requests only. Deanna Ferraino, Pennsylvania Coalition Against Rape, 910 N. Second St., Harrisburg, PA 17102, (800) 692-7445, x17.

**Reye's Syndrome.** "Because You Need to Know" brochure on this disease that affects the liver and brain, associated with the use of aspirin. Rdg lev: med.



Order pref: call (800) 233-7393. Individual requests only. National Reye's Syndrome Foundation, 426 N. Lewis, Bryan, OH 43506. E-mail: reyessyn@bright.net. URL: www.bright.net/~reyessyn.

**Running and Fitness.** Extensive series of brochures: "Fitness is a Family Affair," "Run! Your Way to Fitness"; "Water ... the Essential Nutrient"; "You and Your Body Fat"; "AR&FA's Guide to Running and Racing"; "Fitness is ... Feeling Great!"; "Cold Weather Exercise"; "Hot Weather Exercise & You"; "Share the Road" (etiquette for walkers, runners, bicyclists); "Simple Tips for a Safe Workout"; "Running Injuries"; "Target Heart Rate Zone Running." Rdg lev: med. Order pref: SASE with \$.55 postage. American Running and Fitness Association, 4405 East West Highway, Suite 405, Bethesda, MD 20814, (800) 776-ARFA, fax (301) 913-9520. E-mail: ARFArun@aol.com.



**Sleep.** Attractive, colorful brochures: "The Nature of Sleep," "When You Can't Sleep: ABCs of ZZZs," "Sleep and the Traveler," "Wake Up!" (drowsiness while driv-

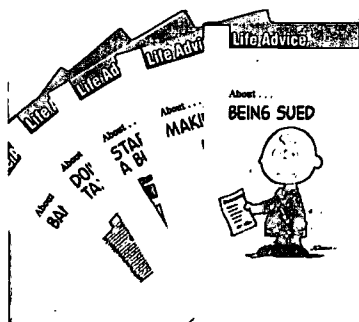
ing), etc. Rdg lev: med. Order pref: mail. Individual requests only. National Sleep Foundation, 1367 Connecticut Ave. NW, Suite 200, Washington, DC 20036.

**Stroke.** "Reducing Risk and Recognizing Symptoms" brochure explains what a stroke is and how to reduce the risk of its occurring. Rdg lev: med. Order pref: mail. Classroom quantities to 25cc. National Stroke Association, 8480 Orchard Rd., Suite 1000, Englewood, CO 80111-5015, (800) 787-7537, (303) 771-1700, fax (303) 771-1886, TDD (303) 771-1887.

**Why Do You Smoke?** A short test from the National Cancer Institute to help individuals understand reasons for smoking and the best way to quit. Rdg lev: general (but worth a try for any smoker!). Pub. #533. Order pref: mail, phone, or fax. May also read online or download at www.pueblo.gsa.gov. CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

# MATH & MONEY

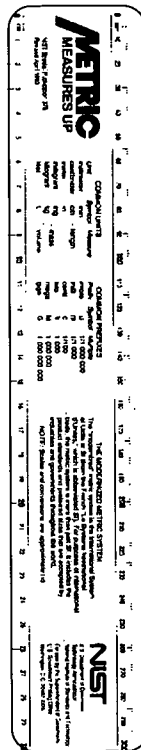
**College Financing.** "Paying for College" (24pp, pub: 1995, pub #589) is a worksheet for estimating college expenses and how to finance them through savings, financial aid, loans, grants, and work-study. "Direct Student Loan Consolidation" (16pp., pub: 1996, pub #509) explains how to consolidate federal student loans into a single Direct Loan Account. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.



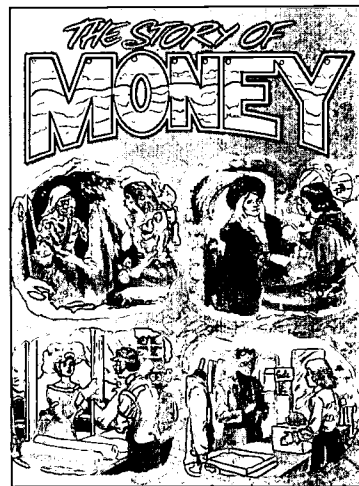
**Life Advice.** A series of colorful fold-out brochures on personal finance issues, featuring Peanuts comic strip characters. Titles include: "Starting a Small Business," "Running a Small Business," "Losing a Job," "An IRS Audit," "Choosing a Financial Advisor," "Selling a Business," "Being Sued," "Doing Your Taxes" (an especially use-

ful one), "Making a Will," "Bankruptcy," "Establishing a Trust Fund," "Planning Your Estate," "Being an Executor," "Inheritance," "Making Charitable Contributions," and "Life Insurance." Produced by Metropolitan Life Insurance Company. Pub: 1996. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724. Also available directly from MetLife by calling (800) METLIFE (638-5433) or at [www.lifeadvice.com](http://www.lifeadvice.com).

**Metric System.** A nifty learning kit, including: "All About Metric" booklet (18pp); "A Brief History of Measurement Systems" (SP304a) brochure/poster; metric conversion wallet card (SP365); Metric Measures Up Ruler (SP376); and "The United States and the Metric System" (LC1136) loose sheets. Order pref: mail, fax, e-mail. Classroom quantities available. They have developed an op-



tional special order form for us, available from Advance Metric Program/ABLE Kit, National Institute of Standards & Technology, Bldg. 820 Room 306, Gaithersburg, MD 20899, (301) 975-3690, fax (301) 948-1416. E-mail: [metric\\_prg@nist.gov](mailto:metric_prg@nist.gov).



**Money, Banks, Finance.** Seven catchy comic books: "A Penny Saved ... Why and How We Save, and How Saving Helps the U.S. Economy"; "Once Upon a Dime" (basic economics, with accompanying free video which we have not previewed); "The Story of Banks"; "The Story of Checks and Electronic Payments"; "The Story of Money";



## MATH & MONEY (continued)

"Too Much, Too Little" (origins of the Federal Reserve System); "The Story of Foreign Trade and Exchange"; and "The Story of Monetary Policy." Rdg lev: med. Also, "Understanding the Federal Debt and Deficit" brochure (20pp, pub: 1994, rdg lev: med)

and "The Basics of Foreign Trade and Exchange" booklet (48pp, pub: 1993, rdg lev: gen). Order pref: postcard. Classroom quantities up to 35cc per title. In addition, request the "Catalog of Public Information Materials," a long list of other publica-

tions, most of which are free, and videos which can be borrowed at no cost. Catherine Merrell, Federal Reserve Bank of New York, Public Information Dept., 33 Liberty St., New York, NY 10045, (212) 720-2892.

## RECREATION

**Air Travel.** "Fly Smart" (2pp, pub: 1994, pub #572) lists 30 things one can do to help make a flight safer. Includes a passenger checklist. "New Horizons for the Air Traveler with a Disability" (33pp, pub: 1995, pub #573) describes accommodations, facilities, and services that are required to be available and accessible. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

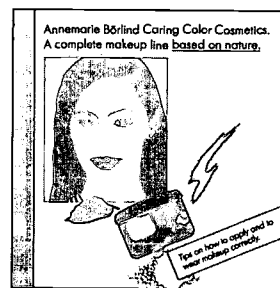
### Braille Card and Bookmark.

For leisure or required reading, why not a "Reading is for Everyone" bookmark in Braille? Also, a card of the entire Braille alphabet. Order pref: mail. Classroom quantities available. National Library for the Blind and

Physically Handicapped, The Library of Congress, 1291 Taylor St. NW, Washington, DC 20542, Attn: Reference Section.

**Fishing and Boating.** Pamphlets on a variety of topics, including trout/bass/muskie/walleye fishing, rivers and lakes, ice fishing, drinking and boating, shad restoration, and boat owning. Free up to 3 copies per order. Also, a number of wall charts and books at low cost. Order pref: request order form. Pennsylvania Fish and Boat Commission, PO Box 67000, Harrisburg, PA 17106-7000.

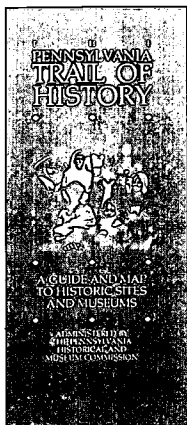
**Gettysburg.** Gettysburg information booklet tells the story of the famous Battle of Gettysburg, lists tourist attractions, and includes lots of photos and a tour map. Also includes an offer for a free poster. 64pp. Order pref: mail. Classroom quantities available. Gettysburg Convention & Visitors Bureau, Dept. 703, 35 Carlisle St., Gettysburg, PA 17325-1899.



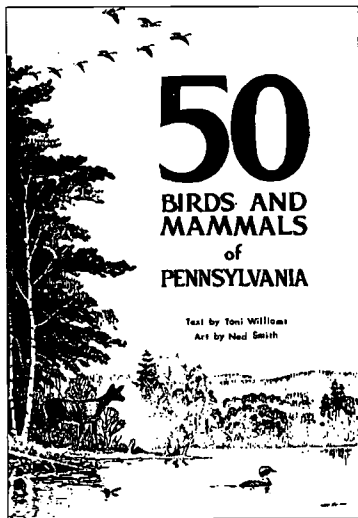
**Makeup.** Attractive little booklet full of tips and pictures on how to apply makeup. Emphasis on certain products, but good general information. Order pref: mail. Classroom quantities up to 25cc. Borlind of Germany, PO Box 130, New London, NH 03257.

**Pennsylvania State Museums.** "The Pennsylvania Trail of History" is a guide, with map, to historic sites and museums in this state. Also, free publications catalog is packed with titles on every imaginable aspect of Pennsylvania history, though these are not free. Order pref: mail or phone. Classroom quantities available. Pennsylvania





Historical and Museum Commission, PO Box 1026, Harrisburg, PA 17108-1026, (717) 787-9123.



**Pennsylvania Wildlife.** An array of free publications for those who enjoy hunting or the outdoors. Offerings include Wildlife Notes on a long list of indig-

enous animals, along with pamphlets on topics including birds and mammals, hunting, deer and bear harvest map, building birdhouses and duck nesting boxes, poison ivy, poisonous plants, venison, and a wildlife crossword puzzle. Rdg lev: varies. Order pref: mail. Single copies are free; classroom quantities may entail a small charge. You might want to see the "Educational Publications & Merchandise" brochure and order form first. Pennsylvania Game Commission, Dept. MS, 2001 Elmerton Ave., Harrisburg, PA 17110-9797.

**Phillies Fan Pack.** A season schedule, player facts cards, and merchandise catalog for Philadelphia Phillies baseball team. Order pref: SASE. Individual requests only. Phillies Fan Mail, PO Box 7575, Philadelphia, PA 19101.

**Shoes.** A Study of Shoemaking is kit of educational materials ... "Shoes from Idea to Packing Room" is a poster showing how shoes are made, step by step. Rdg lev: med. "Shoes of Yesterday" is a fascinating booklet about the history of shoes and shoes of various cultures. Also, a brochure on the history of Buster Brown shoes. Rdg lev: gen (print's a bit small, too). Order pref: mail. Brown Shoe

Company, 8300 Maryland Ave., St. Louis, MO 63105.



**Stamp Collecting.** "Introduction to Stamp Collecting" is a colorful overview of postage stamps including how to begin collecting them; a glossary; and a list of museums, organizations, publications, and other resources, with lots of photos. Pub: 1994. 32pp. Rdg lev: med. Available at local Post Offices. Certain Post Offices are designated as philatelic centers; they can offer more information and services on stamp collecting.





**Carbon Monoxide.** A checklist of the likely sources of carbon monoxide in the home, to assist in detecting possible "leaks" of this deadly gas. Pub: 1995. 2pp. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

**Energy Conservation.** Conservation package includes print information on renewable energy, saving energy at home, classroom conservation activities, etc., plus quiz and reading list. Rdg lev: med. Order pref: mail, phone, fax, Internet. Sharron Brown, EREC (Energy Efficiency and Renewable Energy Clearinghouse), PO Box 3048, Merrifield, VA 22116, (800) 363-3732 (9am-7pm EST), fax (703) 893-0400, TDD (800) 273-2957. URL: [www.eren.doe.gov](http://www.eren.doe.gov); contains links to many related resources.

**Litter and the Environment.** Keep America Beautiful Month poster with ideas and activities. Also, brochures "Take Care of America," "Tips for Preventing Litter in Your Community," and "What Can You Do?" plus a catalog of other items. Rdg lev: med.

Order pref: mail. Individual requests only. Keep America Beautiful, Washington Square, 1010 Washington Blvd., Stamford, CT 06901.

**Pennsylvania Wildlife.** See listing under *Recreation*.

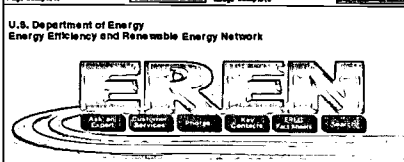
**Recycling Motor Oil.** See listing under *Home and Family*.

**Water and Watersheds.** Two fold-out informational posters, "Wetlands: Vital to Watershed Health" (pub: 1995) and "Watershed Health" (with many excellent household tips; pub: 1993). Rdg lev: med. Also, "Your Hometown Clean Water Tour," a bit childish in approach but

adult in content. Rdg lev: low. Order pref: mail. Soil and Water Conservation Society, 7515 N.E. Ankeny Rd., Ankeny, IA 50021-9764.



**Why Save Endangered Species?** Attractive, illustrated brochure explaining the benefits of natural diversity and how ordinary citizens can help. Produced by the U.S. Department of the Interior and U.S. Fish & Wildlife Service. Pub: 1993. 8pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.



Welcome to EREN - the Office of Energy Efficiency and Renewable Energy's (OER) premier resource for information about renewable energy and energy efficiency technologies. Check out What's New on EREN, and join the EREN Users Group. EREN values customer contribution to its continued development.

Find lots of energy information at the Web site of the Energy Efficiency and Renewable Energy Clearinghouse. EREN's URL is:

**[www.eren.doe.gov](http://www.eren.doe.gov)**



## Attorney General Publications.

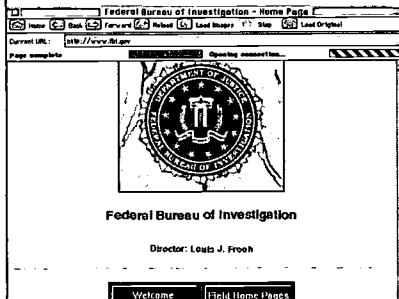
List of current topics includes: consumer protection, buying a home, selling a home, manufactured homes, telephone scams, home heating, credit repair scams, shoplifting, telemarketing fraud, weight loss programs, rent-to-own, bankruptcy, con artists, alcohol abuse, crack abuse, marijuana abuse, drug and alcohol abuse and children, inhalant abuse, school musical instrument buying guide, hate crimes, ethnic intimidation, and more. Rdg lev: gen. Order pref: order form. Classroom quantities up to 25cc. Samples and order form: William Johnston-Walsh, Office of Attorney General, 15th Floor, Strawberry Square, Harrisburg, PA 17120, (717) 772-0907.



### TIP:

Use the links on various government Web sites to "surf" and/or search for government information on many other topics.

**FBI.** "Overview of the Federal Bureau of Investigation" is a 16-page booklet that is currently under revision. Rdg lev: gen. Order pref: postcard or letter. Individual requests or quantities up to 10cc. Much more information on FBI's web site: [www.fbi.gov](http://www.fbi.gov). Federal Bureau of Investigation, Office of Public and Congressional Affairs, Washington, DC 20535.



See the country's most wanted criminals, and much more, at the FBI's Web site:

[www.fbi.gov](http://www.fbi.gov)

## Medicare Information.

"Guide to Health Insurance for People with Medicare" (38pp, pub: 1995, pub #513); "Medicare Covers Mammograms" (5pp., pub: 1995, pub #514); and "Medicare Pays for Flu Shots" (2pp., pub: 1994, pub. #591 are three publications from the Health Care Finance Administration (HCFA) that are available through CIC. "The Medicare Handbook" (30pp, pub: 1996, pub. #116) costs \$2.25.

Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

## Social Security Information.

"Your Social Security Number" (2pp, pub: 1994, pub. #511); "Request for Earnings and Benefit Estimate Statement" (3pp, pub: 1994, pub. #515); and "Social Security: Understanding the Benefits" (40pp, pub: 1996, pub. #517) are three Social Security Administration publications available through CIC. Completing "Request for Earnings" would make a particularly good classroom activity. Order pref: mail, phone, or fax. May also read online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

## Workers' Compensation.

"Workers' Compensation and the Injured Worker" is a brochure covering the basics of WC regulations in Pennsylvania. Rdg lev: gen. Order pref: none. Bureau of Workers' Compensation, 1171 S. Cameron St., Room 103, Harrisburg, PA 17104-2501, (800) 482-2383.



**ABLE and ESL Curriculum Guides** (2 separate volumes). Annotated bibliographies of resources, plus workplace curricula and exemplary special projects of PDE Bureau of Adult Basic and Literacy Education. Produced by Royce & Royce. Pub: 1994. Order pref: AdvancE, (800) 992-2283.

**Adult Education 353 Special Projects: Project Abstracts.** PDE Bureau of Adult Basic and Literacy Education. Brief descriptions of all projects funded under Section 353 of the Adult Education Act. Annual editions available up to 1994. Good reference for requesting loan materials. Order pref: AdvancE, (800) 992-2283.

**Assessment Instruments.** Actual, usable student forms and test administrator's guidelines available for The Official GED Practice Tests (also in Spanish), ETS Tests of Applied Literacy Skills, Basic English Skills Test (ESL), Adult Language Assessment Scale, Tests of Adult Basic Education (TABE), Adult Placement Indicator, Woodcock-Johnson Reading Achievement and Tests of Cognitive Ability, and others. Order pref: AdvancE, (800) 992-2283.



**Blind and Dyslexic Students.** "Learning Through Listening: An Informational Guide for Educators and Parents of Students with Learning Disabilities," pub: 1995, 40pp. "Learning Through Listening: An Informational Guide for Students with Learning Disabilities," pub: 1995, 20pp. Order pref: phone or fax. Individual requests only. Publications available in alternative format on request. Recording for the Blind & Dyslexic, 20 Roszel Rd., Princeton, NJ 08540, (800) 221-4792, fax 609-987-8116.

Circular

# 21

Reproduction of  
Copyrighted Works  
by Educators  
and Librarians



**Copyright Office Publications.** Four items of particular interest to educators: "Reproduction of Copyrighted Works by Educators and Librarians" (Circular 21) details copyright law as applied to classroom use

of copyrighted materials. "Have a Question About Copyright Registration?" answers the most frequently asked questions. "What's New Online at the U.S. Copyright Office" lists their announcements, forms, files, and publications available online and by fax. "New Short Forms Now Available" helps determine which form to send for to register a copyright. Order pref: variety. Copyright Office, Library of Congress, Washington, DC 20559-6000, (202) 707-3000, TTY (202) 707-6737. URL: [lcweb.loc.gov/copyright](http://lcweb.loc.gov/copyright), providing lots of information and a link to the Library of Congress.

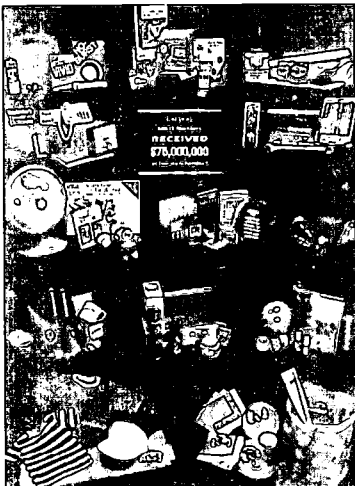


**ERIC Resources.** For adult educators, ERIC offers its Digests, Myths and Realities, Keys, Trends and Issues Alerts, and Practice Application Briefs at no charge. These are excellent resources for keeping up-to-date in the field. Order pref: mail or e-mail; SASE requested. May order up to 15 titles at once and material may be duplicated. Start with the list of ERIC No-Cost Resources. Some full-text materials available online. ERIC Clearinghouse on Adult, Career, and Vocational Education, 1900 Kenny Rd., Columbus, OH 43210-1090, (800) 848-4815. E-mail: [wagner.6@oas.edu](mailto:wagner.6@oas.edu) or

ericacve@magnus.acs.ohio-state.edu. URL: [www.acs.ohio-state.edu/units/education/cete/ericacve/index.html](http://www.acs.ohio-state.edu/units/education/cete/ericacve/index.html); contains full text of many ERIC publications.

## FOCUS

**FOCUS Bulletins.** Newsletter reviewing exemplary Section 353 projects from Pennsylvania and other states. Order pref: mail or fax for free subscription; back issues through AdvanceE, (800) 992-2283. Individual subscription requests only. Sherry Royce, Editor, Focus Publications, 1938 Crooked Oak Dr., Lancaster, PA 17601, fax (717) 560-9903.



**Free Supplies for Schools and Nonprofits.** Request a free membership kit about joining NAEIR. For fees ranging from \$225 to \$595, a qualified

501(c)(3) organization or school will periodically receive catalogs of merchandise donated by American corporations contributing excess inventory. These include office supplies, tools, software, janitorial supplies, sporting goods, toys, arts and crafts materials, books, clothing, furniture, floor and wallcovering, and more. Financial hardship waiver available to qualifying organizations. Membership fee refundable if the value is not doubly recouped in free merchandise. Order pref: phone. NAEIR, 560 McClure St., PO Box 8076, Galesburg, IL 61402-9976, (800) 562-0955.

### GED Alumni Stretch & Reach.

Tuscarora I.U. 11's project to develop alumni associations throughout Pennsylvania based on their model. Contains lots of practical how-to information. 130pp. Pub: 1988. Order pref: AdvanceE, (800) 992-2283.

**GED Information.** *Information Bulletin on the Tests of General Educational Development* provides an overview of the GED testing program for potential candidates, along with sample questions for each section of tests, test-taking strategies, phone numbers for state administrators, and an order form for taking the Official GED Practice Tests at home. 16pp. Rdg lev: med. Order pref: mail, phone, or fax. May also read

online or download at [www.pueblo.gsa.gov](http://www.pueblo.gsa.gov). CIC, PO Box 100, Pueblo, CO 81002, (719) 948-4000, fax (719) 948-9724.

**NCLE Publications.** For adult literacy and ESL educators, the National Clearinghouse for ESL Literacy Education offers relevant ERIC Digests and Annotated Bibliographies at no charge. These are excellent resources for keeping up-to-date in the field. Order pref: mail or e-mail. Quantities up to 10cc. Start with publications list. NCLE, Center for Applied Linguistics, 1118 22nd St. NW, Washington, DC 20037. E-mail: [ncle@cal.org](mailto:ncle@cal.org). URL: [www.cal.org/cal/html/ncle.htm](http://www.cal.org/cal/html/ncle.htm).

**News for You.** Free sample issue of this current-events newspaper written at a low reading level for adult new readers. Also, free catalog of all New Readers Press products. Order pref: phone. Individual requests only. New Readers Press, 1320 Jamesville Ave., Box 131, Syracuse, NY 13210, (800) 448-8878.

**OERIBulletin.** Quarterly newsletter of the U.S. Department of Education, Office of Educational Research and Improvement, reports on research and publi-



cations at all levels of education. Order pref: mail. OERI Bulletin, Outreach and Customer Services Division, 555 New Jersey Ave. NW, Washington, DC 20208-5570.

**PAACE Publications.** Join your state professional organization, the Pennsylvania Association for Adult Continuing Education, and receive a free subscription to *PAACE News* and *PAACE Journal of Lifelong Learning*. Order pref: mail. PAACE, PO Box 3796, Harrisburg, PA 17105-3796. E-mail: [jlmsl@aol.com](mailto:jlmsl@aol.com).

### Parent Education Network.

This organization provides parents with specific knowledge concerning state and federal laws and regulations regarding special education and their special-needs children. Free publications include "IEP Guide for Parents," "Your Right to Disagree," "Early Intervention in Pennsylvania: A Guide for Parents," "Transition: Preparation for Adult Living, A Guide for Parents," and a brochure about the organization. Rdg lev: med. Order pref: individual requests preferred; can accommodate up to 5cc per order. Parent Education Network, 333 E. 7th Ave.,

York, PA 17404, (800) 522-5827 (voice/TDD).

**The Pennsylvania ABLE Staff Handbook, 1995 Edition, and Administrators Handbook, 1996 Edition** (2 separate volumes). Introduction to a variety of topics relevant to either teachers/tutors/counselors/other staff or administrators of programs funded by the Bureau of Adult Basic and Literacy Education, in articles written by ABLE professionals. Useful for orientation as well as reference. 64pp. each. Request through AdvancE, (800) 992-2283.

### Report on Literacy Programs.

Free sample issue of "The Bi-weekly Newsletter on Basic Skills Training and Workplace Literacy." Reports on a variety of topics and issues related to adult literacy programming and instruction. (Annual subscription, 25 issues, is \$220.) Order pref: phone or fax. Report on Literacy Programs, 951 Pershing Dr., Silver Spring, MD 20910-4464, (800) 274-6737, fax (301) 589-8493.

### Pennsylvania Government Web Sites

The main World Wide Web site for the Commonwealth of Pennsylvania, which includes pages for government, services, a visitors' guide, education, and technology, is:

[www.state.pa.us/](http://www.state.pa.us/)

**Success Stories.** Annual compilations of personal stories of the ten Outstanding Students of the Year honored by the Bureau of ABLE each year. Photos and touching tales make these applicable for motivational classroom use as well as public awareness tool. Request through AdvancE, (800) 992-2283.

**Teaching Adults Videos.** "An Introduction to Teaching Adults" is a video series designed for teachers new to the adult education profession. Although there is a charge for the videos and accompanying print materials, "Introduction to Series" is a free print overview. Other priced materials are also offered through this source. Order pref: none. City School District of Albany, Albany Educational TV, 27 Western Ave., Albany, NY 12203, fax (518) 462-7104.

### WHAT'S THE BUZZ? the Buzz?

**What's the Buzz?** Pennsylvania's Adult Basic and Literacy Education newsletter. Reports news and trends in this state and elsewhere. Five issues/year. Order pref: mail. Individual subscription requests only. What's the Buzz? Box 214, Troy, PA 16947.



# SCAVENGING OTHER SOURCES

**P**ractically every business, organization, and agency offers some sort of print material to the general public. Many make excellent real-life curriculum materials for ABLE, and the sources are usually happy to provide multiple copies for educational purposes. You'll find many brochures and forms on display racks, yours for the taking. If not, ask for what you need—but beware of high reading levels on some materials.

Here is a starter list of what to find where.

## **Auto Club**

- car child-safety brochures
- maps (free to club members)
- travel brochures

## **Bank**

- checking account applications
- deposit slips
- loan applications
- sample bank statements
- sample checks and registers
- savings account applications

## **County Courthouse (or other municipal offices)**

- application for copy of birth record
- hunting and fishing applications
- recycling information
- voter registration form

## **County Extension Service**

- budget form
- gardening information
- home economics information

## **Department of Public Welfare Office**

- benefit application
- food stamps application

## **Employers**

- employment applications
- paycheck stubs

## **Health Agencies**

- informational brochures

## **Home (yours or students')**

- books
- cookbooks
- games
- greeting cards
- "junk mail"
- magazines
- product containers/labels
- product instructions
- rulers, measuring cups, food scales
- sewing patterns
- telephone directories
- tools
- warranties

## **Hotels, Motels, Visitors Bureau, Chamber of Commerce, Travel Agencies**

- promotional materials
- tourist maps
- travel brochures on local points of interest

## **Insurance Agencies**

- brochures on various types of insurance
- insurance applications

## **Internal Revenue Service**

- filing requirements
- tax forms
- withholding exemption certificates

## **Library**

- activity bulletins
- business information
- family literacy information
- library card applications

## **Magazines**

- advertisements
- articles
- subscription cards

## **Make-It-Yourself**

- flashcards
- games: word bingo, cross-words, word searches, anagrams, lotto, matching card games, math tic-tac-toe
- signs, street signs
- worksheets to go with specific materials

## **Medical Offices, Hospitals, Pharmacies**

- appointment cards
- child safety pamphlets
- health information pamphlets
- home emergency charts
- insurance forms
- "Mr. Yuk" and other poison-control stickers
- patient data forms
- prescription information

## **Newspapers**

- advertisements (esp. grocery ads for math activities)
- advice columns (students write the answers)
- calendars of events
- comics



# SCAVENGING OTHER SOURCES (continued)

employment want-ads (as starter for writing letters and resumes)  
entertainment ads  
horoscope  
news articles and op-ed pages  
obituaries (then write their own)  
other classified sections  
special supplications (often available free in quantity to schools after initial run)  
sports pages  
TV listings  
weather maps

## **PennDOT (Department of Transportation)**

(Automated information line:  
(800) 932-4600 in PA)  
automobile registration form  
change of care title form  
driver's license application  
driver's manual (includes road signs)

## **Police Department**

child ID cards  
crime prevention brochures  
Neighborhood Watch information

## **Post Office**

change-of-address forms  
passport applications  
stamp collecting materials  
stamps-by-mail forms

## **Public Transportation Stations**

bus/train schedules  
information on ticket purchase plans  
travel brochures

## **Schools**

athletic schedules  
events fliers  
parent handbook  
parenting information  
PTA information

## **Social Security Office**

application for a Social Security number  
benefits applications  
general information brochures

## **State Job Center**

Unemployment Compensation application  
withholding exemption application  
various job applications

## **Stores/Shops**

catalogs  
credit applications  
mall map  
order forms  
plant tips (@garden centers)  
product literature  
promotional items: calendars (in Dec.), yardsticks (hardware store), keychains, datebooks, magnets, etc.  
recipes  
sales receipts and slips  
sales tax charts  
top 40 song lists

## **Telephone Company**

phone/address booklets  
telephone directories

## **Utility Companies**

consumer brochures  
sample utility bills  
usage guidelines

## **Other Freebies Catalogs**

**Free (and Almost Free) Things for Teachers**, by Susan Osborn. 1993. The Putnam Publishing Group, 200 Madison Ave., New York, NY 10016. (New editions are released periodically.)

**Absolutely Free!** by Dawn Hardy. 1995. Prima Publishing, PO Box 1260BK, Rocklin, CA 95677, (916) 632-4400.

**Free Stuff for Kids**. Annual editions. Meadowbrook Press, 18318 Minnetonka Blvd., Deephaven, MN 55391. Available through Scholastic.

Many of the items listed in the above books require sending up to \$1 with orders.

We also reviewed three books listing "free stuff on the Internet." In testing some of the addresses, we found many of them defunct, even though the books had 1995 copyrights. Further, most of the "free stuff" was free information, not free things. Check at a bookstore to see if any of the available books meet your needs.



# SCAVENGING OTHER SOURCES (continued)

**M**any useful materials are most accessible through the local offices of state or national organizations and agencies. Some may also provide free speakers for your program. Here is a partial list of such offices. Space is provided to jot down their local phone numbers.

AIDS Organization (name varies)

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American Cancer Society

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American Lung Association

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American Red Cross

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Community Action Agency

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Consumer Protection

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Cystic Fibrosis Foundation

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Diabetes Foundation

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Drug and Alcohol Program

---

Drug and Alcohol Program

---

Easter Seals

---

Internal Revenue Service

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Kidney Foundation

---

March of Dimes

---

Mental Health/Mental Retardation

---

Multiple Sclerosis Society

---

Muscular Dystrophy Association

---

National Kidney Foundation

---

Planned Parenthood

---

PTA/PTO

---

Rape Crisis Center (name varies)

---

SCORE (Service Corps of Retired Executives—business counseling)

---

Social Security Administration

---

Spina Bifida Association

---

State Police

---

United Way

---

Urban League

---

Veterans Administration

---

Volunteers in Aid of Sickle Cell Anemia

---

Well Baby Program

---

WIC Program (Women, Infants & Children food supplements)

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Other:

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# RESOURCES FROM YOUR SLRCs & PDCs

**Y**our State Literacy Resource Centers (SLRCs) and regional Professional Development Centers (PDCs) are well stocked with professional and curriculum materials. They exist for your benefit!

## SLRCs:

### Advance

PDE Resource Center  
333 Market St., 11th Fl.  
Harrisburg, PA 17126-0333  
Cheryl Harmon, Resource Spec.  
Phone: (800) 992-2283 in PA,  
(717) 783-9192  
Fax: (717) 783-5420  
E-mail: harmon@shrsys.hslc.org

### Western PA Adult Literacy Resource Center (WPALRC)

5347 William Flynn Hwy. Rt 8  
Gibsonia, PA 15044-9644  
Christine Kemp, Resource Spec.  
Phone: (800) 446-5607, ext. 216  
in PA; (412) 961-0294, ext. 216  
Fax: (412) 443-1310  
E-mail: wpalrc@pgh.nauticom.net

## PDCs:

### Northwest PDC

*Armstrong, Beaver, Butler, Cameron, Clarion, Crawford, Elk, Erie, Forrest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren*  
Richard Gacka, Director  
Bootsie Barbour, Coordinator  
Regina Rastatter, Staff Assistant  
Northwest Tri-County IU #5

670 W. 36th St.  
Erie, PA 16508-2645  
Phone: (814) 866-3775 ext. 223  
Fax: (814) 866-5045  
E-mail: NorthWPDC@AOL.com,  
bootsie@iu05trc.trinet.k12.pa.us,  
rich\_gacka@smtp.trinet.k12

### Central-Northeast PDC

*Bradford, Carbon, Centre, Clearfield, Clinton, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Schuylkill, Snyder, Sullivan, Susquebanna, Tioga, Union, Wayne, Wyoming*  
Edith A. Gordon, Director  
Gail Leightley, Coordinator  
Donna King, Staff Assistant  
Central Intermediate Unit #10  
Development Center for Adults  
Centre Co. Vo-Tech School  
Pleasant Gap, PA 16823  
Phone: (814) 359-3069  
Fax: (814) 359-2344  
E-mail: CNEPDC@aol.com

### Southwest PDC

*Allegheny, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland*  
Donald Block, Director  
Karen Mundie, Supervisor  
Rachel Zilcosky, Coordinator  
Sue Snider, Coordinator  
Greater Pittsburgh Literacy Council  
100 Sheridan Square, 4th Floor  
Pittsburgh, PA 15206  
Phone: (412) 661-READ  
Fax: (412) 661-3040  
E-mail: SWPDC2@aol.com

### South-Central PDC

*Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, York*  
Carol Molek, Director  
Brian Frey, Technical Coordinator  
Paula Smith, Training Coordinator  
TIU Adult Ed. & Job Training Center  
MCIDC Plaza, Building 58  
6395 SR 103 North  
Lewistown, PA 17044  
Phone: (717) 248-4942  
Fax: (717) 248-8610  
E-mail: scpdc@pennet.net,  
SCPDC@aol.com

### Southeast PDC

*Berks, Bucks, Chester, Delaware, Lancaster, Lebanon, Lehigh, Montgomery, Northampton*  
David P. Karl, Director  
Sandra Strunk, Coordinator  
Jadyn Fowler-Frey, Staff Developer  
Lancaster-Lebanon I.U. 13  
1 Cumberland St.  
Lebanon, PA 17042  
Phone: (717) 270-2935, 270-2936  
Fax: (717) 270-2943  
E-mail: SEPDC1@aol.com

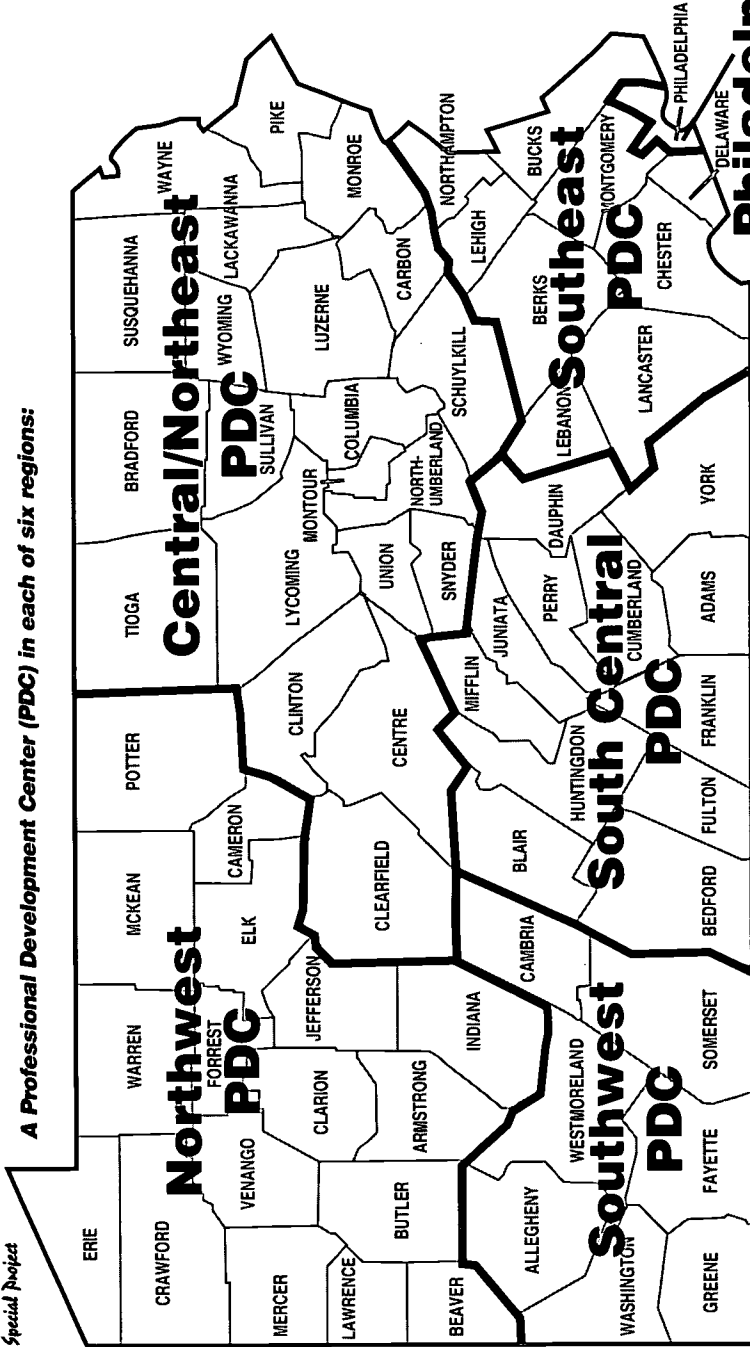
### Philadelphia PDC

*Philadelphia*  
Rose Brandt, Director  
Diane Inverso, Coordinator  
Mayor's Commission on Literacy  
1500 Walnut St., 18th Floor  
Philadelphia, PA 19102  
Phone: (215) 685-6602  
Fax: (215) 685-6620  
E-mail: PHLPDC@aol.com,  
mcol@philadelphia.libertynet.org

# able Pennsylvania Professional Development System

*Special Project*

**A Professional Development Center (PDC) in each of six regions:**



BUREAU OF  
ADULT BASIC &  
LITERACY EDUCATION

able

PENNSYLVANIA  
DEPARTMENT OF  
EDUCATION



PRINTED ON RECYCLED PAPER



BUREAU OF  
ADULT BASIC &  
LITERACY EDUCATION

able

PENNSYLVANIA  
DEPARTMENT OF  
EDUCATION

# THE Provider DIRECTORY

**Adult Basic & Literacy Education  
Services in Pennsylvania**

**1996-97**



# THE **Provider** **DIRECTORY**

## **Adult Basic & Literacy Education Services in Pennsylvania**

**1996-97**

### **COMMONWEALTH OF PENNSYLVANIA**

Tom Ridge, *Governor*

### **DEPARTMENT OF EDUCATION**

Eugene W. Hickok, *Secretary*

### **Office of Postsecondary and Higher Education**

Michael B. Poliakoff, *Deputy Secretary*

### **Bureau of Adult Basic and Literacy Education (ABLE)**

Cheryl Keenan, *Director*

### **Project AXIS - Lancaster-Lebanon Intermediate Unit 13**

Tana Reiff, *Coordinator*



This book is a result of a project developed by Project AXIS, Lancaster-Lebanon Intermediate Unit 13, under support from the U.S. Department of Education through the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education; however, the opinions expressed herein do not necessarily reflect the positions or policies of the U.S. Department of Education, the Pennsylvania Department of Education, or Lancaster-Lebanon Intermediate Unit 13, and no official endorsement should be inferred.

**The Provider Directory**  
**Adult Basic and Literacy Education Services in Pennsylvania**  
**1996-97**

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1996-97  
Tana Reiff, Project Coordinator/Editor

Copies of this book, while supplies last, are available from:

AdvancE State Literacy Resource Center  
333 Market Street, 11th Floor  
Harrisburg, PA 17126-0333  
(800) 992-2283 in Pennsylvania  
(717) 783-9192 from outside PA  
Fax: (717) 783-5420

Western Pa. Adult Literacy Resource Center  
5347 William Flynn Hwy. Rt. 8  
Gibsonia, PA 15044-9644  
(800) 446-5607, ext. 216 in Pennsylvania  
(412) 961-0294, ext. 216, from outside PA  
Fax: (412) 443-1310

Listings are as accurate as possible, at press time, based on information provided.  
We regret any inconvenience caused by inadvertent errors.

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# Providers of Adult Basic and Literacy Education Services in Pennsylvania

The following agencies have received state and/or federal grants administered through the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education, for the 1996-97 program year.

## Abington Free Library Adult Literacy

1030 Old York Road  
Abington, PA 19001

**Contact:** Marlyn Cohen  
ABE Program Director

**Phone:** 215-885-5183

**Fax:** 215-885-9242

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**No. of students:** 145

**No. of paid staff:** 2

**No. of volunteer staff:** 157

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Montgomery, Philadelphia, Bucks

**Description of sites:** Abington Free Library (one-on-one), Rydal Park Retirement Community (classes)

**Program description:** An adult literacy program for adults 17 and older in need of reading, writing, math, spelling, and English language for foreign-born students. One-on-one tutoring and classes for writing, ESL, book discussion, family literacy, and math. Pre-GED help is available.

## Adult Literacy Center of the Lehigh Valley

801 Hamilton Mall Suite 201  
Allentown, PA 18101

**Contact:** Dr. Linda V. McCrossan  
Executive Director

**Phone:** 610-435-0680

**Fax:** 610-435-5134

**E-mail address:** lvmc@ptd.net

**Services:** Literacy, ABE, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish, French

**Other services:** Referral to other educational, training programs, outreach to workplaces, welfare, school system.

**No. of students:** 650

**No. of paid staff:** 15

**No. of volunteer staff:** 100

**Availability:** Day classes. Evening classes. Community based.

**Counties served:**  
**Description of sites:**

Lehigh, Northampton  
Community learning sites, businesses, libraries, schools, churches.

**Program description:**

A community-based literacy organization begun in 1977. The Center's programs are the first step to other educational and training programs and jobs in our community. Our students are non-English speaking and English speaking students who need to improve their reading, math, and English skills. Yearly approximately 20% of students are taught individually by trained volunteer tutors. Collaborating with school districts, the Center works with increasing the literacy and English skills of parents.

## Adult Literacy Lawrence Co.

207 E. North Street  
New Castle, PA 16101

**Contact:** Marcia Anderson  
Director

**Phone:** 412-654-1500

**Fax:** 412-658-0912

**E-mail address:** HLXV69B@Prodigy.Com

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish, French

**Other services:** Computer literacy

**No. of students:** 125

**No. of paid staff:** 2.5

**No. of volunteer staff:** 75

**Availability:** Community based.

**Counties served:** Lawrence

**Description of sites:** Sites vary, but the majority of tutoring takes place in the public libraries within the county.

**Program description:**

Learners reading at or below the fifth-grade level are matched with volunteer tutors. ESL learners are matched with tutors who meet at mutually convenient times and places. Every attempt is made to aid adult learners as they attempt to change life circumstances, thus every effort is made to secure tutors relating to learners' needs. GED tutoring is offered if learners are unable to attend existing classes. Family Reading Workshops are offered to parents of pre-schoolers, primarily through local Head Start.

**Alle-Kiski Literacy Council**

935 4th Ave.

New Kensington, PA 15068

**Contact:** Mary J. Jendrey  
ABE Program Director

**Phone:** 412-335-0707

**Fax:** 412-335-6892

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Other services:** Job readiness, daily living skills, career development.

**No. of students:** 230

**No. of paid staff:** 5

**No. of volunteer staff:** 35

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Westmoreland, Allegheny, Armstrong, Butler

**Description of sites:** Learning Center, institution, one-on-one tutoring in various places such as libraries, churches, and businesses.

**Program description:** The Alle-Kiski Literacy Council is a non-profit educational facility. We offer quality education in areas of basic literacy, GED preparation, ESL, family literacy, daily living skills, and job readiness to adults 17 years and older who reside in the Alle-Kiski Valley. We also provide these services to local minimum security prisons and group homes. We provide service through use of professional staff and trained volunteers.

**Allegheny I.U. 3, Allegheny County Center for English as a Second Language**

1401 Forbes Ave., Room 225

Pittsburgh, PA 15219

**Contact:** Alina Hudson  
ABE/ESL Program Director

**Phone:** 412-281-4494

**Fax:** 412-281-7939

**Services:** Literacy, ABE, ESL

**Languages spoken by staff:** Spanish, Hebrew, Italian, French, Chinese

**No. of students:** 1,500

**No. of paid staff:** 20

**No. of volunteer staff:** 25

**Availability:** Evening classes. Community based. School based.

**Counties served:** Allegheny

**Description of sites:** Adult Learning Center, high schools, libraries, churches—classrooms and private tutoring sessions.

**Program description:** Program seeks to help any non-English-speaking person,

refugee, foreign student, temporary visitor, or employee or spouses of foreign employees to learn American English. Program enrolls approximately 1,500 students from 50 different countries each year. Instruction focuses on teaching daily living skills. Students who complete the required number of hours receive a Certificate of Achievement at the end of the school year. Open-entry program with continuous registration running from September to May.

**Allentown Area School District**

31 S. Penn St.

Allentown, PA 18105

**Contact:** Richard Parks  
ABE Program Director

**Phone:** 610-820-2205

**Fax:** 610-820-2228

**Altoona Area Public Library / Blair County Literacy Council**

1600 5th Avenue

Altoona, PA 16602

**Contact:** Carole Holes  
ABE Program Director

**Phone:** 814-946-1544

**Fax:** 814-946-3230

**Services:** Literacy, ABE, GED, ESL, Family Literacy

**Other services:** One-on-one tutoring to adults who are institutionalized.

**No. of students:** 120

**No. of paid staff:** 2

**No. of volunteer staff:** 115

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Blair, Northern Cambria

**Description of sites:** Public libraries, churches, community rooms, Head Start, drug and alcohol rehabilitation, Blair County prison.

**Program description:** Program assists adults who lack basic reading, writing, or English conversation, reading, and writing skills. Basic literacy skills are provided to adults in the 0-8 range, including ESL. Students level 9-12 receive a tutor. Adult learners are matched with a trained tutor and work in a one-on-one teaching situation. The council also works to increase public awareness of literacy and to improve collaboration among providers of adult educational services.

**Altoona Area School District**

1415 6th Avenue  
Altoona, PA 16602

**Contact:** Jerry Valeri  
Director Federal Projects

**Phone:** 814-946-8366

**Fax:** 814-946-8489

**E-mail address:** jvaleri@altoona.k12.pa.us

**Services:** Literacy, ABE, GED, ESL, Family Literacy

**Other services:** JTPA job readiness, JTPA employability assessment

**No. of students:** 900

**No. of paid staff:** 34

**No. of volunteer staff:** 80

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Blair, Cambria, Bedford, Clearfield, Huntingdon

**Description of sites:** Schools, family centers, and Head Start centers

**Program description:** Provides basic literacy and employability classes.

**Appalachian Youth Service**

115 S. Marion Street, Suite A  
Ebensburg, PA 15931

**Contact:** Patrick J. Boland  
Coordinator

**Phone:** 814-472-7874

**Fax:** 814-472-7920

**Services:** Literacy, ABE, GED

**Other services:** Job readiness training

**No. of students:** 40

**No. of paid staff:** 3

**No. of volunteer staff:** 3

**Availability:** Day classes. Community based.

**Counties served:** Cambria

**Description of sites:** Adult learning centers, group instruction and one-on-one tutoring.

**Program description:** Daytime classes in two locations in Cambria County. Provides ABE and GED instruction. One-on-one tutoring available. Three hours per week minimum attendance requirement.

**Guide to Services Provided:**

Literacy: basic reading instruction  
ABE: Adult Basic Education  
GED: preparation for the Tests of General Educational Development  
ESL: English as a Second Language  
Workplace: adult education in conjunction with employers  
Family Literacy: intergenerational learning environment

**Ardmore Library**

108 Ardmore Ave.  
Ardmore, PA 19003

**Contact:** Peggy Newman  
ABE Program Director

**Phone:** 610-642-5187

**Fax:** 610-649-2618

**Services:** GED

**No. of students:** 20

**No. of paid staff:** 1

**No. of volunteer staff:** 4

**Availability:** Evening classes. Community based.

**Counties served:** Montgomery, Delaware, Philadelphia

**Program description:** Ardmore Library offers a free GED preparation class once a year. The class usually starts the first Tuesday after Martin Luther King, Jr. holiday. Ardmore Library also refers adults to other literacy agencies.

**ARIN Intermediate Unit 28**

Rt. 422E, P.O. Box 175  
Shelocta, PA 15774

**Contact:** Susan A. Hanson  
ABE Program Director

**Phone:** 412-463-5300

**Fax:** 412-463-5315

**E-mail address:** hanson@iu28.arin.k12.pa.us

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Other services:** Educational testing for community-based and governmental agencies. Contracted educational services to private industry councils. Even Start family literacy.

**No. of students:** 500

**No. of paid staff:** 19

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Armstrong, Indiana

**Description of sites:** ABE and GED classes are offered at Adult Learning Centers and in outlying communities, one-on-one tutoring in community sites. Vocationally-oriented classes in a Learning Lab.

**Program description:** ARIN offers comprehensive Adult Education Services to all individuals who request those services. ABE/GED classes are also taught in county jails, community vocational agencies, and residential facilities. ARIN actively seeks opportunities to expand educational services through contacts with local, state, and federal community-based and government agencies.

**Asian Social Social Service**

1719 Morris St.  
Philadelphia, PA 19145

**Contact:** Rev. Joseph Dinh Cong Huyn  
ABE Program Director  
**Phone:** 215-334-2312

**Bayard Taylor Memorial Library**

216 E. State St., P.O. Box 730  
Kennett Square, PA 19348

**Contact:** Susan Calio  
Coordinator  
**Phone:** 610-444-9118  
**Fax:** 610-444-1752  
**E-mail address:** apeters@chester-county.lib.pa.us  
**Services:** Literacy, ABE, GED, ESL,  
Workplace, Family Literacy

**Languages spoken by staff:** Spanish  
**No. of students:** 140  
**No. of paid staff:** 2  
**No. of volunteer staff:** 150  
**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Chester  
**Description of sites:** One-on-one tutoring at commu-  
nity facilities.

**Program description:** The Adult Literacy Program  
offers free one-on-one instruc-  
tion in literacy skills and ESL to  
adults in southern Chester  
County. Trained volunteer  
tutors address the learning  
needs and goals of individuals  
and schedule tutoring at  
convenient times and locations.  
Adults may enter the program  
at any time.

**Beaver County Area Labor-Management Committee**

400 9th St., Suite A  
Conway, PA 15027

**Contact:** Alex Garcia  
Executive Director  
**Phone:** 412-869-7890  
**Fax:** 412-869-7894  
**E-mail address:** BCALMC.CCIA.COM  
**Services:** ABE, GED, Family Literacy  
**Languages spoken by staff:** Polish, basic Sign Language  
**Other services:** Project New Start (job place-  
ment), Employee Assistance  
Program (EAP), Institute for  
Career Development (ICD)

**No. of students:** 180  
**No. of paid staff:** 6  
**No. of volunteer staff:** 20  
**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Beaver  
**Description of sites:** Union halls, Job Center, private

**Program description:**

industry, public schools,  
churches, and public housing  
community centers.  
BCALMC's educational services  
is a group of adult-literacy  
professionals who work locally  
to help the unemployed and  
underemployed improve their  
skills. Our main purpose is to  
provide training and counseling  
designed to prepare adults for  
the GED and beyond to higher  
educational levels. We also work  
with families to acquire lifelong  
learning habits to arrest the  
cycle of intergenerational  
literacy.

**Beaver County Community College**

One Campus Drive  
Monaca, PA 15061

**Contact:** Kim Tonio  
ABE Program Director  
**Phone:** 412-775-8561  
**Fax:** 412-775-4055  
**Services:** ABE, GED  
**No. of students:** 60  
**Availability:** Evening classes. School based.  
**Counties served:** Beaver, Lawrence  
**Description of sites:** College Learning Center  
**Program description:** The Community College of  
Beaver County provides both  
ABE and GED tutoring services.  
This is a direct tutoring service  
to all students who want to  
achieve their goal of earning a  
GED. Students work/study  
twice a week in the evening  
with professional tutors. Pre-  
and post-tests are given to  
determine the amount of  
progress that each student  
makes. Detailed records are  
kept and individual education  
plans are created for each  
student.

**Beaver Valley Intermediate Unit**

225 Center Grange Road  
Aliquippa, PA 15001

**Contact:** Edward E. Perrott  
ABE Program Director  
**Phone:** 412-774-7800  
**Fax:** 412-774-4751  
**No. of students:** 15  
**No. of paid staff:** 4  
**Counties served:** Beaver  
**Description of sites:** All classes are taught in the  
Beaver County jail.

**Program description:** Primary function is to have  
inmates have access to an  
education program that helps  
them become educationally and  
economically better to lead

productive, independent lives. Target groups are educationally disadvantaged adults, adults with less than an 8th-grade education, adults without a high school diploma, unemployed, and minorities.

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**Bensalem School District**

3000 Donallen Drive  
Bensalem, PA 19020

**Contact:** Charles R. Vortreflich  
ABE Program Director

**Phone:** 215-244-2923

**Fax:** 215-245-4875

**Services:** ABE, GED, ESL

**Languages spoken by staff:** Spanish

**No. of students:** 135

**No. of paid staff:** 10

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Bucks

**Description of sites:** High school classrooms, community education center

**Program description:** Provide ABE, GED, and ESL classes to needy individuals who wish to enhance their English, math, or communication skills. Also prepare students for the GED exams.

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**Bethlehem Area School District**

1516 Sycamore Street  
Bethlehem, PA 18017

**Contact:** Iris M. Cintron  
ABE Program Director

**Phone:** 610-861-0500

**Fax:** 610-861-8107

**Services:** ABE, GED, ESL

**Languages spoken by staff:** Spanish

**No. of students:** 65

**No. of paid staff:** 7

**Availability:** Evening classes. Community based. School based.

**Counties served:** Northampton, Lehigh

**Description of sites:** Liberty High School and the Welcome Place Community Center

**Program description:** The two ABE classes are classroom-based and are conducted two days per week at one site. We project 15 persons per class and they cover basic skills in reading, writing, math, and ESL. The GED classes are classroom-based and conducted at two different locations. Class size is projected at 20 persons per site. The community site is an ESL/GED class. The other two are held in the high school and are traditional GED classes.

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**Bidwell Training Center**

1815 Metropolitan Street  
Pittsburgh, PA 15233

**Contact:** Valerie Njie  
ABE Program Director

**Phone:** 412-323-4000

**Fax:** 412-321-2120

**E-mail address:** PITBID@AOL.COM

**Services:** Literacy, ABE, GED

**Other services:** Vocational training center

**No. of students:** 250

**No. of paid staff:** 8

**No. of volunteer staff:** 6

**Availability:** Day classes. Community based.

**Counties served:** Allegheny, Beaver, Butler

**Description of sites:** Adult vocational training center and Comprehensive Adult Learning center

**Program description:** Program provides literacy and ABE services in the form of reading, writing, math and English instruction. Courses are geared to increase the educationally disadvantaged adult's ability to reach personal, academic, and employment goals needed to function as a productive member of society. Classes are offered in a modern, spacious high-tech vocational training/arts facility.

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**Bradford Area School District**

50 Congress Street  
Bradford, PA 16701

**Contact:** David Sapala  
Principal

**Phone:** 814-362-3845

**Fax:** 814-362-1765

**Services:** ABE, GED

**No. of students:** 39

**No. of paid staff:** 8

**Availability:** Evening classes. School based.

**Counties served:** McKean

**Description of sites:** Comprehensive Adult Learning Center - local senior high school.

**Program description:** Encompassing a population area of approximately 15,000, our program seeks to provide the necessary skills for individuals in math and language arts. For those with minimum skills our ABE program meets for nine months (Sept.-May) to focus on academic advancement and life skills. The GED program involves instruction in the areas required to obtain a diploma. The overall goal is for all to attain a GED and become a productive member of the workforce in our community.

**Bradford County Action, Inc.**

500 William Street  
Towanda, PA 18848

**Contact:** Penne Watkins  
ABE Program Director  
**Phone:** 717-265-4434  
**Fax:** 717-265-4136  
**Services:** Literacy, ABE, GED, ESL,  
Workplace, Family Literacy

**Languages spoken by staff:** Spanish

**Other services:** Employment and training for  
youth and adult, dislocated  
worker services, SPOC.

**No. of students:** 120

**No. of paid staff:** 17

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Bradford

**Description of sites:** Comprehensive Adult Learning  
Center, local school districts,  
workplace sites.

**Program description:** Bradford County Action, Inc.  
provides on-site and community  
based classes to residents of  
Bradford County over the age of  
15. Classes available include  
ABE, GED, ESL, and literacy.  
We also provide worksite based  
ABE and GED level classes.

**Bradford County AVTS / Northern Tier Career Center**

RR 1 Box 157A  
Towanda, PA 18848

**Contact:** Walter A. Becker  
Director

**Phone:** 717-265-8111

**Fax:** 717-265-3002

**Services:** ABE, GED

**No. of students:** 65

**Availability:** Evening classes.

**Counties served:** Bradford

**Description of sites:** High school, Northern Tier  
Career Center, Bradford County  
Jail

**Program description:** ABE, GED programs

**Bradford County Library**

RR 3, Box 320  
Troy, PA 16947

**Contact:** Sherry Spencer  
ABE Program Director

**Phone:** 717-297-3375

**Fax:** 717-297-4197

**E-mail address:** bwclit@epix.net

**Services:** Literacy, ABE, ESL, Family  
Literacy

**Languages spoken by staff:** Spanish

**Other services:** Training volunteer tutors in 12-

hour workshops held three or  
four times a year in various  
communities.

**No. of students:** 120

**No. of paid staff:** 4

**No. of volunteer staff:** 130

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Bradford, Wyoming

**Description of sites:** The Bradford-Wyoming County  
Literacy Program is headquar-  
tered at the Bradford County  
Library and maintains a  
satellite office at the Wyoming  
County Courthouse in  
Tunkhannock.

**Program description:** Program trains volunteer tutors  
and provides one-on-one  
tutoring in basic reading,  
writing, math, and ESL for  
adults and teenagers. Tutoring  
takes place at public libraries,  
churches, schools, and busi-  
nesses at times convenient for  
both the learner and tutor.  
Learners and tutors receive  
support from program staff  
through phone calls and bi-  
monthly newsletter.

**Bridge School See Therapeutic Center at Fox Chase**

**Bristol Township School District**

6401 Mill Creek Road  
Levittown, PA 19057

**Contact:** Anthony Scarpiello  
ABE Program Director

**Phone:** 215-547-3002

**Fax:** 215-547-4802

**Services:** ABE, GED, ESL

**Languages spoken by staff:** Spanish

**No. of students:** 125

**No. of paid staff:** 8

**Availability:** Evening classes. School based.

**Counties served:** Bucks County

**Description of sites:** ABE/GED/ESL evening classes  
conducted at Neil A. Armstrong  
Middle School in Fairless Hills,  
PA.

**Program description:** Conduct two GED classes, two  
ESL classes and one ABE class  
on Monday and Wednesday  
evenings from 7 PM to 10 PM.

**Bucks County Intermediate Unit 22**

705 Shady Retreat Road  
Doylestown, PA 18901

**Contact:** Beverly Carey  
ABE Program Administrator

**Phone:** 215-348-2940

**Fax:** 215-348-8315

**E-mail address:** bcarey@bucksnet.bciu.K12.pa.us

**Services:** ABE  
**No. of students:** 60  
**No. of paid staff:** 12  
**Availability:** Evening classes. School based.  
**Counties served:** Bucks  
**Description of sites:** Bucks County Correctional Facility and Community Correction Centers  
**Program description:** The mission of the Adult Basic Education Program at the BCCF and Community Correction Centers is to aid in the rehabilitation of the inmates by increasing literacy through the teaching of functional competencies in English, math, and life skills so that the clients can meet and cope with their adult responsibilities when returned to their communities.

**Bucks County Volunteers in Teaching Alternatives**

8 E. Court Street  
 Doylestown, PA 18901  
**Contact:** Linda Wolfson  
 Literacy Coordinator  
**Phone:** 215-345-8322  
**Fax:** 215-345-8675  
**E-mail address:** LEWOLFSON@aol.com  
**Services:** Literacy, GED, ESL, Workplace, Family Literacy  
**No. of students:** 400  
**No. of paid staff:** 6  
**No. of volunteer staff:** 300  
**Community based:** on  
**Counties served:** Bucks  
**Description of sites:** One-on-one tutoring takes place in semi-public places like churches, libraries and other places convenient to both the student and the tutor.  
**Program description:** Mission is to provide free, individualized, accessible literacy and decision-making instruction in skills such as reading, writing, math, and problem solving to adults in Bucks County. Tutors are trained to understand the dynamics of adult learners; most literacy tutoring is delivered through one-on-one instruction.

**Bureau of Corrections**

333 Market Street, 12th Floor  
 Harrisburg, PA 17126  
**Contact:** William D. Mader  
 Director  
**Phone:** 717-783-9224  
**Fax:** 717-783-4305  
**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish, Vietnamese  
**No. of students:** 1,725  
**No. of paid staff:** 250+  
**Availability:** Day classes. Evening classes.  
**Description of sites:** Statewide programming in state institutions.  
**Program description:** Correction education and training program providing educational services for offenders incarcerated in state correctional services.

**Butler County Community College, Adult Literacy Program**

Box 1203, College Drive  
 Butler, PA 16003  
**Contact:** Ana Kladny  
 ABE Program Director  
**Phone:** 412-287-8711  
**Fax:** 412-287-3290  
**Services:** Literacy, ABE, GED, ESL  
**Languages spoken by staff:** Spanish  
**No. of students:** 150  
**No. of paid staff:** 5  
**No. of volunteer staff:** 60  
**Availability:** Day classes. Evening classes. School based.  
**Counties served:** Butler  
**Description of sites:** College classrooms, library classrooms, one-on-one tutoring in public libraries  
**Program description:** The Adult Literacy Program's mission is to ensure that adults in Butler County have basic reading, writing, and math skills so that they may reach their potential and become productive members of their community. The program offers one-on-one tutoring, ESL tutoring, and reading/writing/math small-group instruction. Services are free.

**Capital Area Intermediate Unit 15 See also:**

**Cumberland County Prison**

**Dauphin County Prison**

**Harrisburg State Hospital**

55 Miller St., Box 489  
 Summerdale, PA 17093

**Contact:** Michele Shuler  
 ABE Program Director  
**Phone:** 717-732-8400

**Guide to Services Provided:**

Literacy: basic reading instruction  
 ABE: Adult Basic Education  
 GED: preparation for the Tests of General Educational Development  
 ESL: English as a Second Language  
 Workplace: adult education in conjunction with employers  
 Family Literacy: intergenerational learning environment

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**Carbon County Area Vocational Technical School**

150 W 13th St.  
Jim Thorpe, PA 18229

**Contact:** Grace Dunn  
Coordinator  
**Phone:** 717-325-4140  
**Fax:** 717-325-7806  
**E-mail address:** GDUNN@postoffice.pdt.net  
**Services:** ABE, GED  
**No. of students:** 90  
**No. of paid staff:** 4  
**Availability:** Day classes. Evening classes.  
School based.  
**Counties served:** Carbon  
**Description of sites:** Adult Education Center and  
high school classrooms  
**Program description:** 3 classroom GED instruction  
sites: Palmerton Jr. High,  
Leighton Middle School, and  
Carbon Vo-Tech (6 to 9 p.m.-  
Tuesdays and Thursdays)  
12 hours per week ABE  
instruction at Carbon County  
Correctional Facility  
3 days per week (9-3 p.m.) for  
JTPA eligibles covering ABE  
and GED instruction

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**Carbon County Volunteers for Literacy**

44 Susquehanna Street  
Jim Thorpe, PA 18229

**Contact:** Virginia W. Smith  
Program Coordinator  
**Phone:** 717-325-2260  
**Fax:** 717-325-8547  
**Services:** Literacy, ESL  
**No. of students:** 60  
**No. of paid staff:** 2  
**No. of volunteer staff:** 60  
**Community based:** on  
**Counties served:** Carbon  
**Description of sites:** Churches, schools, libraries, and  
homes.  
**Program description:** The C.C.V.L. is a private, non-  
profit community-based  
organization that has as its  
mission free one-on-one tutoring  
for educationally disadvantaged  
adults (17 years of age and  
older). Instructional materials  
designed to fit the individual  
student's need are provided to  
the volunteer tutor, who meets  
with the student a minimum of  
2 hours per week. Tutors  
complete a 15-hour training  
course that is also free. Instruc-  
tion is given in reading, spelling,  
writing, math, English, and  
ESL.

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**Carlisle Area OIC, Inc.**

29 S. Hanover St.  
Carlisle, PA 17013

**Contact:** Claudia Morton  
ABE Program Director  
**Phone:** 717-243-6040  
**Fax:** 717-243-6030  
**Services:** Literacy, ABE, GED, ESL,  
Workplace  
**Languages spoken by staff:** Polish  
**Other services:** Counseling, assessment, skills  
training, life skills, job readi-  
ness, and placement assistance.  
**No. of students:** 70  
**No. of paid staff:** 12  
**No. of volunteer staff:** 34  
**Availability:** Day classes. Evening classes.  
Community based.  
**Counties served:** Cumberland, Perry  
**Description of sites:** Handicapped accessible,  
downtown Carlisle on public  
transportation route.  
**Program description:** One-on-one adult literacy, open  
entry, open exit. Computer-  
assisted learning. New state-of-  
the-art computer center for  
vocational skills training.

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**Carlisle Area School District**

623 West Penn Street  
Carlisle, PA 17013

**Contact:** Adult Education Director  
ABE Program Director  
**Phone:** 717-240-6872  
**Fax:** 717-240-6757  
**Services:** ABE, GED, ESL  
**No. of students:** 240  
**No. of paid staff:** 5  
**Availability:** Day classes. Evening classes.  
School based.  
**Counties served:** Cumberland, Adams, Perry

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**Carlow College, Office of Community Education**

3333 5th Avenue  
Pittsburgh, PA 15213

**Contact:** Patricia Scott  
ABE Program Director  
**Phone:** 412-578-6653  
**Fax:** 412-578-6498  
**Services:** ABE, GED  
**No. of students:** 105  
**No. of paid staff:** 2  
**No. of volunteer staff:** 4  
**Availability:** Day classes. Evening classes.  
School based.  
**Counties served:** Allegheny  
**Description of sites:** Classroom, one-on-one tutoring  
in schools, churches, and library.



**Program description:** Community Education offers ABE and GED services to adult learners at three sites: the Oakland area of the city, a southern site in Bethel Park, and a northern site in North Hills. The Oakland site targets single parents and welfare recipients. The Office of Community Education also offers skill training and career exploration programs such as the New Choices for single parents and displaced homemakers, and the New Options program for exploring nontraditional job opportunities.

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#### Catholic Charities Immigration and Refugee Services

900 N. 17th Street  
Harrisburg, PA 17103

**Contact:** Judy Sides  
ESL Program Manager

**Phone:** 717-232-0568  
**Fax:** 717-234-7142  
**Services:** ESL, Workplace  
**Languages spoken by staff:** Spanish, French, German  
**Other services:** Workplace Spanish, citizenship classes, pre-vocational ESL

**No. of students:** 500  
**No. of paid staff:** 7  
**No. of volunteer staff:** 8  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Dauphin, Cumberland, Adams  
**Description of sites:** Classes held in churches, schools, and community centers.

**Program description:** Provides ESL classes for LEP individuals living in and around Harrisburg. Pre-vocational classes focus on preparing learners to work or assimilate more successfully in an English-speaking environment. Provides survival ESL classes for new arrivals as well as intermediate-level classes which help prepare students to enter local community colleges. Also provide worksite classes for ESL learners and worksite Spanish classes for English speakers.

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#### Centennial School District

433 Centennial Road  
Warminster, PA 18974

**Contact:** Robert Jesberg  
ABE Program Director

**Phone:** 215-364-5965  
**Fax:** 215-441-8055  
**Services:** ABE, GED, ESL  
**Languages spoken by staff:** Spanish  
**No. of students:** 125

**No. of paid staff:** 11  
**Availability:** Evening classes. School based.  
**Counties served:** Bucks, Philadelphia, Montgomery

**Program description:** Two nights a week of classes. Monday and Wednesday nights. ABE is three levels, ESL, 0-4, and 5-8. GED is four classes. Mondays are math and science classes. Wednesdays are English and social studies classes.

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#### Center for Alternative Learning

6 E. Eagle Rd.  
Havertown, PA 19083

**Contact:** Richard Cooper  
ABE Program Director

**Phone:** 610-525-8336  
**Fax:** 610-525-8337  
**E-mail address:** RCooper642@aol.com  
**Services:** Literacy, ABE, GED, ESL  
**Languages spoken by staff:** Spanish, Swedish  
**Other services:** Testing for learning disabilities and Attention Deficit Disorder; specialized instruction

**No. of students:** 15  
**No. of paid staff:** 2  
**Availability:** Day classes. Community based.  
**Counties served:** Delaware, Montgomery, Bucks, Chester, Philadelphia

**Description of sites:** Storefront Learning Center  
**Program description:** The staff at the Center provides specialized testing and instruction for adults with special learning needs, especially learning disabilities and Attention Deficit Disorder.

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#### Center for Literacy

636 S. 48th Street  
Philadelphia, PA 19143

**Contact:** JoAnn Weinberger  
Executive Director

**Phone:** 215-474-1235  
**Fax:** 215-472-7290  
**E-mail address:** JAWCFL@aol.com  
**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**No. of students:** 2,400  
**No. of paid staff:** 42  
**No. of volunteer staff:** 450  
**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Philadelphia  
**Description of sites:** Libraries, schools, churches, synagogues, community centers, and corporations.

**Program description:** Free literacy and basic education services to adults include one-on-one and small-group

tutoring with trained volunteers and classes taught by professional educators. Programs: family literacy, workforce education, education for learners with mental disabilities and/or substance abuse histories, and community-based classes. Related services: curriculum development, research, tutor training, and authentic assessment. CFL practices a learner-centered, goal-directed philosophy of instruction.

**Central IU 10 Development Center for Adults**

540 N. Harrison Road  
Pleasant Gap, PA 16823

**Contact:** Edith A. Gordon  
Director  
814-359-3069  
**Fax:** 814-359-2344  
**E-mail address:** EdieDCA@aol.com  
**Services:** Literacy, ABE, GED, Workplace  
**Other services:** Teen parent, dislocated workers, inmate services, customized job training, Corning Asahi training coordination, VISTA volunteers, Central-Northeast Professional Development Center, West Branch Technology Center, etc.

**No. of students:** 725  
**No. of paid staff:** 35  
**No. of volunteer staff:** 100  
**Availability:** Day classes. Evening classes. Community based. School based.  
**Counties served:** Centre, Clearfield, Clinton  
**Description of sites:** Primarily rural, located at learning and technology centers, vo-techs, churches, schools, community organizations, industries, etc.

**Program description:** Offers a variety of program services to meet student needs. Includes GED, basic skills, remediation, job-specific basic skills, job search skills, preparation for GATB, LPN, business school entrance exams, and college placement tests. Teaching format includes one-on-one tutoring, stand-up instruction, small-group, and computer-assisted instruction.

**Central Pennsylvania Literacy Council**

P.O. Box 60690  
Harrisburg, PA 17106

**Contact:** Carole Coval Sawchuck  
ABE Program Director  
**Phone:** 717-234-0077  
**Fax:** 717-234-0088

**Services:** Literacy, ABE, ESL  
**Languages spoken by staff:** ASL  
**Other services:** Tutor training and training for adult learners prior to their match with tutors.  
**No. of students:** 87  
**No. of paid staff:** 1  
**No. of volunteer staff:** 97  
**Availability:** Day classes. Evening classes. Community based. School based.  
**Counties served:** Dauphin, Cumberland  
**Description of sites:** One-on-one tutoring.  
**Program description:** Central PA Literacy Council trains adult volunteers to become tutors of adults who want to learn to read or read better. Adult learners may attend the Goals Program, a six-hour preparation prior to becoming matched with a tutor for 1.5-hour sessions at convenient public sites, such as libraries and churches. Services are free and confidential.

**Central Susquehanna Intermediate Unit 16**

Box 213  
Lewisburg, PA 17837

**Contact:** Michael Wilson  
Program Director  
**Phone:** 717-523-1155  
**Fax:** 717-524-7104  
**E-mail address:** mwilson@northstar.csiu.k12.pa.us  
**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish  
**Other services:** GED testing  
**No. of students:** 1,200  
**No. of paid staff:** 26  
**No. of volunteer staff:** 247  
**Availability:** Day classes. Evening classes. Community based. School based.  
**Counties served:** Columbia, Montour, Northumberland, Snyder, Union  
**Description of sites:** High schools, YMCA, workplace, county buildings, and public housing. One-on-one tutoring libraries and churches.

**Program description:** Adult education department conducts classes and one-on-one tutoring for adults in need of basic education and skills instruction. Instruction includes math, English, reading, GED preparation, social studies, ESL, and vocational-based programs. Student's goal and abilities determine instruction. Assessment of student's abilities is required. No charge to students for books, materials, or instruction.

**Chatham College Adult Literacy Program**

Woodland Road  
Pittsburgh, PA 15232

**Contact:** Doris C. Moody  
ABE Program Coordinator

**Phone:** 412-365-1526

**Fax:** 412-365-1505

**E-mail address:** Moody@Chatham.edu.

**Services:** Literacy, ABE, GED

**Other services:** Referrals for community-based services and career-exploration counseling, as needed.

**No. of students:** 35

**No. of paid staff:** 3 (part time)

**No. of volunteer staff:** 35

**Availability:** Day classes. School based.

**Counties served:** Allegheny

**Description of sites:** One-on-one tutoring in the Chatham College Learning Center, located in the Jennie King Mellon Library.

**Program description:** Program provides literacy instruction in the areas of reading, language arts, and mathematics. Adult learners are tutored one-on-one by college faculty, staff, students, alumnae, and friends. All instruction is self-paced and free of charge.

**Cheltenham Township Library System**

215 Keswick Avenue  
Glenside, PA 19038

**Contact:** Hilma F. Cooper  
ABE Program Director

**Phone:** 215-885-0457

**Fax:** 215-885-1239

**E-mail address:** cttlbrsys@hslc.org

**Services:** ESL

**No. of students:** 110

**No. of paid staff:** 3

**No. of volunteer staff:** 75

**Availability:** Evening classes. Community based.

**Counties served:** Montgomery, Philadelphia

**Description of sites:** Public library.

**Program description:** The ESL program provides one-on-one tutoring by volunteers to adult members of the community who are recent arrivals to the area or who are not ready to begin work to develop English language skills. Some small classes are held. The program has been in operation since 1985.

**Cheltenham Township School District**

1000 Ashbourne Road  
Elkins Park, PA 19027

**Contact:** Thomas Stretton  
ABE Program Director

**Phone:** 215-881-6323

**Fax:** 215-884-6929

**Services:** ABE, Workplace

**No. of students:** 20

**No. of paid staff:** 2

**Availability:** Evening classes. School based.

**Counties served:** Montgomery, Philadelphia

**Program description:** Program is geared to educationally disadvantaged students, adults with less than an eighth-grade education, and adults without a high school diploma. We develop reading, language, and math skills to prepare students for GED and provide for better job opportunities.

**Chester County Intermediate Unit 24**

535 James Hance Court  
Exton, PA 19341

**Contact:** Carol M. Brane  
ABE Program Director

**Phone:** 610-524-5107

**Fax:** 610-524-5167

**E-mail address:** CarolB@cciu.k12.pa.us

**Services:** ABE, GED, ESL, Workplace

**Languages spoken by staff:** Spanish

**No. of students:** 400

**No. of paid staff:** 22

**No. of volunteer staff:** 3

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Chester

**Description of sites:** Classroom instruction at vo-tech schools, libraries, drug and alcohol rehabilitation centers, high schools, prisons, and worksites.

**Program description:** ABE/ESL programs held at CAT Brandywine, Chester County Prison. GED programs are held at CAT Pickering, Downingtown High School, Kennett High School, Octorara High School, Owen J. Roberts Middle School, Ore-Ida Foods, Inc., Oxford High School, Oxford Library, and Chester County Prison. All are presented in a classroom-type setting. Community workplace and prison/institutional populations are served.

**Chester County Library**

400 Exton Square Parkway  
Exton, PA 19341

**Contact:** Frances L. Adams  
ABE Program Director

**Phone:** 610-323-0884

**Fax:** 610-594-0999

**E-mail address:** f\_adams@mail.co.chester.pa.us

**Services:** Literacy, ABE, GED, ESL, Workplace

**No. of students:** 55

**No. of paid staff:** 1

**No. of volunteer staff:** 56

**Counties served:** Chester

**Description of sites:** Offices at library. Tutors also meet with students at various sites in the county.

**Program description:** Computer-assisted instruction and workforce literacy support for students enrolled in Literacy at the Chester County Library.

**Chester County Opportunities Industrialization Center, Inc.**

125 S. Penn Street  
West Chester, PA 19382

**Contact:** Judith Honohan  
Executive Director

**Phone:** 610-692-2344

**Fax:** 610-935-7285

**Services:** Literacy, ABE, GED, ESL, Workplace

**Languages spoken by staff:** French, Spanish

**Other services:** Job readiness and job search through Block Grant and HUD funding. Also job search and support through Public Welfare Department.

**No. of students:** 180

**No. of paid staff:** 9

**No. of volunteer staff:** 3

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Chester

**Description of sites:** Handicapped accessible, three classrooms, two offices, kitchen. Space donated by Housing Authority of Chester Co. in freestanding building.

**Program description:** GED - 2 mornings, 2 evenings, total 11 hrs/week. ABE - 3 mornings, 2 evenings, total 14 hrs/week. ESL - 4 mornings, 2 evenings, total 16 hrs/week. Literacy - 2 mornings, 2 hrs/week. Workplace - 2 classes, 1 day/week - total 4 hrs/week

**Chester Housing Authority**

1010 Madison Street  
Chester, PA 19013

**Contact:** Larry Billops  
ABE Program Director

**Phone:** 610-876-5561

**Fax:** 610-876-9497

**TDD:** 610-499-4731

**Services:** Literacy, ABE, GED, Family Literacy

**Other services:** Computer skills training.

**No. of students:** 25

**No. of paid staff:** 3

**No. of volunteer staff:** 5

**Availability:** Evening classes. Community based.

**Counties served:** Delaware

**Description of sites:** Designated community centers within public housing communities in the city of Chester, PA.

**Program description:** Program provides literacy services, including ABE and limited GED studies. It is primarily one-on-one training with limited small groups facilitated during the evening hours to try to maximize resident participation.

**Chester Upland School District**

1720 Melrose Ave.  
Chester, PA 19013

**Contact:** Charles Oakley  
ABE Program Director

**Phone:** 610-447-3832

**Fax:** 610-447-3648

**Services:** ABE, GED, ESL

**Languages spoken by staff:** Spanish

**Family Literacy**

**No. of students:** 125

**No. of paid staff:** 10

**No. of volunteer staff:** 1

**Availability:** Day classes. Evening classes.

**Counties served:** Delaware

**Description of sites:** Comprehensive Adult Learning Center

**Program description:** District has provided services in ESL, adult basic education, and GED. Provide GED testing and other classes to do competency in reading, spelling, and writing.

**Chestnut Ridge School District**

RR 1, Box 79-A  
New Paris, PA 15554

**Contact:** Susan M. Iagulli  
ABE Program Director  
**Phone:** 814-839-4480  
**Fax:** 814-839-4742  
**Services:** Literacy, ABE, ESL, Workplace,  
Family Literacy

**Other services:** Courses in driver's education

**No. of students:** 60

**No. of paid staff:** 6

**No. of volunteer staff:** 51

**Availability:** Day classes. Evening classes.  
School based.

**Counties served:** Bedford

**Description of sites:** One-on-one tutoring and/or  
small-group tutoring at public  
libraries, churches, human  
service agencies, township  
buildings, and homes.

**Program description:** Provides assessment, educa-  
tional counseling, and tutoring  
for disadvantaged adults in  
need of literacy skills to become  
functional and successful in life.  
Program provides tutor training  
and in-services for volunteers.  
Program is organized and  
operated by high school stu-  
dents who serve as office  
volunteers or work on commit-  
tees.

**Chichester School District**

P.O. Box 2100  
Boothwyn, PA 19061

**Contact:** Theodore R. Elder, Jr.  
ABE Program Director  
**Phone:** 610-485-6881  
**Fax:** 610-485-3557

**Clarion County Literacy Council**

Ross Memorial Library Building, Box 663  
Clarion, PA 16214

**Contact:** Susan Hays  
Director  
**Phone:** 814-226-4626  
**Fax:** 814-226-6750

**Clarion County Area Vocational Technical School**

1976 Career Way  
Shippenville, PA 16254

**Contact:** R. Leroy Tabler  
Adult Education Coordinator  
**Phone:** 814-226-5857  
**Fax:** 814-226-7350  
**Services:** Literacy, GED

**No. of students:** 55  
**No. of paid staff:** 2  
**Availability:** Evening classes. School based.  
**Counties served:** Clarion, Forrest, Armstrong  
**Description of sites:** School classroom only  
**Program description:** Casual atmosphere with one-on-  
one learning assistance rather  
than structured lectures or  
instruction. Lending library.

**Community Action Southwest**

315 E. Hallam Ave.  
Washington, PA 15301

**Contact:** Dr. Barbara Mooney  
ABE Program Director  
**Phone:** 412-852-2893  
**Fax:** 412-627-7713  
**E-mail address:** CASW@GreenePA.NET  
**Services:** Literacy, ABE, GED, ESL,  
Family Literacy

**Languages spoken by staff:** Spanish

**Other services:** Community Action SW operates  
Head Start, WIC, Food Bank,  
Case Management, Even Start,  
Parental Assistance Center,  
Family Center, Information &  
Referral, Housing Counseling,  
Senior Services

**No. of students:** 68

**No. of paid staff:** 5

**No. of volunteer staff:** 15

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Washington, Greene

**Description of sites:** Classes held at an Even Start  
site, Senior Center, elementary  
school, church, and Family  
Center-Health Center. Tutoring  
takes place at community sites,  
such as libraries.

**Program description:** Project First Step provides  
Adult Basic Education to out-of-  
school adults 17 years of age or  
older. Instruction takes place in  
small class settings throughout  
Washington and Greene  
Counties. Instruction is indi-  
vidualized and students work at  
their own pace. Volunteer  
instructional aides are trained  
to work with students on a one-  
to-one basis. Tutor and students  
meet at least once a week for  
approximately 2 hours at a  
neutral site.

**Guide to Services Provided:**

Literacy: basic reading instruction  
ABE: Adult Basic Education  
GED: preparation for the Tests of General Educational Development  
ESL: English as a Second Language  
Workplace: adult education in conjunction with employers  
Family Literacy: intergenerational learning environment

**Community College of Allegheny County**

800 Allegheny Avenue  
Pittsburgh, PA 15233

**Contact:** Jean Snider  
Program Director  
**Phone:** 412-237-3033  
**Fax:** 412-237-3091

**Community College of Allegheny County, South Campus**

1750 Clairton Rd., CCAC S. Campus  
West Mifflin, PA 15122

**Contact:** Dr. Leslie A. Bartok, Charlotte Bennett  
ABE Program Director  
**Phone:** 412-469-6360  
**Fax:** 412-469-4319

**E-mail address:** cbennett@ccac.edu  
**Services:** Literacy, ABE, GED, ESL  
**No. of students:** 100  
**No. of paid staff:** 10  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Allegheny  
**Description of sites:** Adult Learning Center  
**Program description:** Adult Basic Education, GED preparation, and English as a Second Language classes in the Mon Valley. Classes are offered both day and evening at two locations.

**Community College of Philadelphia**

1700 Spring Garden Street  
Philadelphia, PA 19130

**Contact:** Delores Weaver  
ABE Program Director  
**Phone:** 215-751-8250  
**Fax:** 215-751-8954

**Community Learning Center**

2801 Frankford Avenue  
Philadelphia, PA 19134

**Contact:** Jean L. Fleschute  
ABE Program Director  
**Phone:** 215-426-7940  
**Fax:** 610-328-4826  
**E-mail address:** CLC@libertynet.org  
**Services:** ABE, GED, ESL, Family Literacy

**Languages spoken by staff:** Spanish, Italian, Arabic, French  
**Other services:** Child care available for some classes. Computed-assisted instruction.  
**No. of students:** 275  
**No. of paid staff:** 8  
**No. of volunteer staff:** 10

**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Philadelphia  
**Description of sites:** CLC provides services through classroom instruction at three neighborhood sites.  
**Program description:** Program is a adult literacy program open to men and women ages 16+. Targets: minorities, welfare recipients, and those of low income. Classes meet for three hours twice a week September through June. Goals include teaching basic skills in reading, writing, and mathematics; GED preparation; ESL instruction; and improving employment readiness.

**Community Women's Education Project**

2801 Frankford Avenue  
Philadelphia, PA 19134

**Contact:** Cynthia L. Ferguson  
Executive Director  
**Phone:** 215-426-2200  
**Fax:** 215-426-3284  
**E-mail address:** CWEP@liberty.nrt.org  
**Services:** Literacy, ABE, GED, Workplace  
**Languages spoken by staff:** Some Spanish

**Other services:** Childcare, counseling, tutoring, referrals, computer classes, and first year college.  
**No. of students:** 80  
**No. of paid staff:** 16  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia  
**Description of sites:** On-site classes with childcare; off-site at Kensington High School and the Richmond Library.

**Program description:** Provides literacy, basic skills, GED and post-secondary education and educational support systems for low-income adults. Since 1977, CWEP has helped more than 12,000 women and their families rise from public assistance to self-assistance through this uniquely tailored and nourishing program.

**Connelley Technical Institute and Adult Education Center** See Pittsburgh School District

**CORPP, Inc.**  
1217 Samson St., 7th Floor  
Philadelphia, PA 19107

**Contact:** Clifton Williams  
Executive Director  
**Phone:** 88 215-592-8011  
**Fax:** 215-592-8014

**Coudersport Area School District**

698 Dwight Street  
Coudersport, PA 16915

**Contact:** David Matzinger  
ABE Program Director

**Phone:** 814-274-8055

**Fax:** 814-274-7551

**Services:** Literacy, ABE, GED

**No. of students:** 30

**No. of paid staff:** 4 (part time)

**No. of volunteer staff:** 2

**Availability:** Evening classes. Community based.

**Counties served:** Potter and surrounding

**Description of sites:** Two classrooms in the Coudersport Area Elementary School. One of the classes is in the computer lab.

**Program description:** ABE classes are primarily structured around the 5-8 levels. The class is structured to provide individualized and small-group instruction. Instructors and tutors work in all subject areas through use of multi-level and multi-media materials, and individual as well as network computer programming. Large-group instruction is mainly in English and essay writing.

**Crawford Central School District**

Instructional Support Center, 11280 Mercer Pike  
Meadville, PA 16335

**Contact:** David Bowser Jr.  
ABE Program Director

**Phone:** 814-336-1121

**Fax:** 814-337-5160

**Services:** Literacy, ABE, GED

**Other services:** Students are able to earn Crawford Central School District diplomas by participating in class and passing GED test.

**No. of students:** 70

**No. of paid staff:** 8

**No. of volunteer staff:** varies

**Availability:** Evening classes. School based.

**Counties served:** Crawford and surrounding

**Description of sites:** Meadville Junior High School located in downtown Meadville; standard classrooms.

**Program description:** Students interested in GED or brush-up before resuming higher education are tested and placed in ABE 5-8 or GED 9-12 classes which meet three nights a week for ten weeks. Classes meet GED subtests. Students may attend additional semesters as needed. Another group

may meet and work on basic literacy, math, and social skills. This group has a large and loyal following, but also welcomes new students.

**Crawford County Literacy Council, Inc.**

966 1/2 Park Avenue  
Meadville, PA 16335

**Contact:** Jane Martin  
Coordinator

**Phone:** 814-337-7323

**Fax:** 814-337-1250

**E-mail address:** JMARTI@Gremlin.org

**Services:** Literacy, ABE, GED, ESL, Family Literacy

**Languages spoken by staff:** French, Spanish

**Other services:** Life skills classes, Crawford County Jail Educational Program (ABE-322).

**No. of students:** 301

**No. of paid staff:** 5

**No. of volunteer staff:** 102

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Crawford

**Description of sites:** Two offices in Crawford County, one in Meadville, and one in Titusville. GED classes and one-on-one tutoring are conducted at both sites. Some one-on-one tutoring is in local public places.

**Program description:** Provides ABE, GED, ESL, life skills, and family literacy programs for the residents of Crawford County. Low-income, disadvantaged adults who are desiring help to become productive members of the workforce and the community are targeted. Aid people at the point of their literacy needs and help them achieve their maximum capabilities.

**Cumberland County Prison, Capital Area I.U. 15**

1001 Claremont Road  
Carlisle, PA 17013

**Contact:** Helen D. Sneed  
ABE Program Director

**Phone:** 717-249-1620

**Fax:** 717-245-8792

**Services:** Literacy, ABE, GED

**Languages spoken by staff:** Sign Language

**No. of students:** 205

**No. of paid staff:** 4

**No. of volunteer staff:** 4

**Availability:** Evening classes.

**Counties served:** Cumberland, Perry

**Description of sites:** Prison

**Program description:** Provides ABE, GED, and

tutorial services to inmates housed here.

**Cumberland Valley School District**

6746 Carlisle Pike  
Mechanicsburg, PA 17055

**Contact:** Samuel C. Gruber  
Coordinator of Continuing Education  
717-766-0217  
717-795-9709  
**E-mail address:** adult\_education@Cumberland.K12.Pa.US  
**Services:** GED, Workplace  
**No. of students:** 160  
**No. of paid staff:** 7  
**No. of volunteer staff:** 6  
**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Cumberland, Dauphin, Perry, York, plus others

**Description of sites:** Cumberland Valley High School, community where participants live

**Program description:** GED preparation and "High School Diploma Program for Adults." A life-skill and academic program designed to allow adults the opportunity to earn the same diploma as graduating seniors. Academic work is completed at Cumberland Valley and the life skills in the home community of the participant.

**Dauphin County Housing Authority**

501 Mohn St.  
Steelton, PA 17113

**Contact:** John Ames  
Director  
717-939-9301

**Dauphin County Prison, Capital Area I.U. 15**

501 Mall Road  
Harrisburg, PA 17111

**Contact:** Connie L. Orosz  
ABE Program Director  
717-558-1100  
717-561-7244  
**Services:** ABE, GED, ESL  
**Languages spoken by staff:** French  
**No. of students:** 299  
**No. of paid staff:** 3  
**No. of volunteer staff:** 1  
**Availability:** Day classes.  
**Counties served:** Dauphin  
**Description of sites:** ABE/GED classes are offered to medium and maximum security

male inmates with classroom instructions and utilizing inmate tutors. ESL class is available to all inmates with classroom instruction and inmate tutors.

**Program description:**

The Dauphin County Prison Education Program assists in the rehabilitation of inmates by providing educational opportunities. As 45% of the inmates have not achieved a high school diploma, ABE/GED classes are provided approximately 8 hours per week by two part-time certified teachers. The minority population averages 72% with a large portion of Hispanics. ESL classes are offered by a part-time certified teacher to inmates wishing to improve their English skills.

**Delaware County Prison**

P.O. Box 23A  
Thornton, PA 19373

**Contact:** Rick DeAntoniis  
ABE Program Director  
610-358-2150  
610-558-1722  
**Services:** ABE, GED  
**No. of students:** 170  
**No. of paid staff:** 6  
**Availability:** Evening classes.  
**Counties served:** Delaware  
**Description of sites:** County prison housing approximately 950 inmates  
**Program description:** ABE, GED programs and GED test site.

**Delaware County Community College**

901 S. Media Line Road  
Media, PA 19063

**Contact:** Jeanne Anastasi  
Program Administrator  
610-359-5137  
610-359-7334  
**E-mail address:** JANASTAS@DCCCNET.DCCC.EDU  
**Services:** Literacy, ABE, GED, ESL  
**Other services:** Full-credit college curriculum and non-credit course offerings.  
**No. of students:** 40  
**No. of paid staff:** 4  
**No. of volunteer staff:** 2  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Delaware  
**Description of sites:** College satellite campus.  
**Program description:** To assist County residents (particularly in Chester) in obtaining their GED, in



response to requests to increase an available pool of eligible workers for the new State prison in Chester. Individuals who will want to take the Civil Service exam for employment at the prison will need to have a diploma or GED. Two cycles of training (day and evening) are offered to serve a total of 40 clients.

**Delaware County Literacy Council**

2217 Providence Avenue  
Chester, PA 19013

**Contact:** Patricia R. Gaul Reitz  
Executive Director

**Phone:** 610-876-4811

**Fax:** 610-876-5414

**Services:** Literacy, ABE, ESL

**Other services:** Early Intervention, Delaware County Prison, Civil Service Orientation

**No. of students:** 614

**No. of paid staff:** 22

**No. of volunteer staff:** 242

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Delaware

**Description of sites:** Comprehensive adult literacy center, part-time intake and learning center, small-group instruction sites, one-on-one tutorial in myriad locations.

**Program description:** A private non-profit educational agency that provides one-on-one, free literacy instruction to non- and low-reading adults through a county-wide network of trained volunteer tutors.

**Delaware Valley School District**

RR 2 Box 2275  
Shohola, PA 18458

**Contact:** Robert L. Smith  
ABE Program Director

**Phone:** 717-296-3615

**Fax:** 717-296-3161

**Services:** ABE, GED

**No. of students:** 20

**No. of paid staff:** 5

**No. of volunteer staff:** 2

**Availability:** Evening classes. School based.

**Counties served:** Pike

**Description of sites:** High School

**Program description:** Provides free Adult Basic Education classes through monies from the federal grant. Instruction includes individual and small-group work. Instruction given by paid staff with the assistance of volunteer tutors

and takes place in room A101 of the Delaware Valley High School.

**District 1199C Training and Upgrading Fund**

1217 Sansom Street, 3rd floor  
Philadelphia, PA 19107

**Contact:** James T. Ryan  
Director

**Phone:** 215-592-8321

**Fax:** 215-592-8877

**E-mail address:** phihosdst@hslc.org

**Services:** ABE, Workplace

**Other services:** Re-training for laid-off workers, skills training and continuing education for eligible healthcare workers.

**No. of students:** 90

**No. of paid staff:** 7

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** Comprehensive adult learning center.

**Program description:** Fund is a joint union-management trust of 100 contributing hospitals and healthcare institutions to assist health care workers to acquire new skills to train new workers. The program provides quality training, including job-skills training, continuing education, and basic skills classes, to move entry-level workers up the career ladder.

**Dr. Gertrude A. Barber Center Adult Education Program**

136 East Avenue  
Erie, PA 16507

**Contact:** Joy Zamierowski  
ABE Program Director

**Phone:** 814-453-7661

**Fax:** 814-454-2771

**TDD:** 814-459-4211

**Services:** Literacy, ABE

**Other services:** Serves individuals having developmental delays and challenges from birth to senior years.

**No. of students:** 172

**No. of paid staff:** 14

**No. of volunteer staff:** 7

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Erie

**Description of sites:** Housed in agency owned buildings, convenient to all forms of public education.

**Program description:** Program deals with individuals having learning challenges from both the community and the

Barber Center Adult program, either vocational or residential. Program focuses on individuals whose skills are between the first- and eighth-grade levels. All those who are eligible may participate.

**East Pennsboro School District**

890 Valley St.  
Enola, PA 17025

**Contact:** Laura Templeton  
ABE Program Director  
**Phone:** 717-763-7211  
**Fax:** 717-763-8150

**Easton Housing Authority**

P.O. Box 848  
Easton, PA 18044

**Contact:** Gary A. Smith  
ABE Program Director  
**Phone:** 610-258-0808  
**Fax:** 610-258-0262  
**TDD:** 610-258-0807  
**Services:** GED  
**Languages spoken by staff:** Spanish  
**Other services:** Public housing; case management  
**No. of students:** 40  
**No. of paid staff:** 1  
**No. of volunteer staff:** 10  
**Availability:** Day classes. Community based.  
**Counties served:** Northampton  
**Description of sites:** Classroom-like; not crowded; well lighted; air conditioned.  
**Program description:** Under subcontract, Northampton Community College provides qualified teachers who conduct adult basic education and GED services. Student body is comprised of participants in Even Start Program as well as other public housing residents.

**Easton Area School District Adult Literacy Program**

811 Northampton Street  
Easton, PA 18042

**Contact:** John N. Merlo  
ABE Program Director  
**Phone:** 610-250-2428  
**Fax:** 610-250-9730  
**Services:** ABE, GED, ESL  
**Languages spoken by staff:** Spanish, French  
**No. of students:** 230  
**No. of paid staff:** 11  
**No. of volunteer staff:** 5  
**Availability:** Day classes. Evening classes.  
**Counties served:** Northampton

**Description of sites:**  
**Program description:**

Schools and churches  
The program services ABE, GED, and ESL students. Program has an institutional component as well as a collaborative program with a local community organization. A GED test center is also housed at the high school.

**Elwyn, Inc.**

111 Elwyn Road  
Elwyn, PA 19063

**Contact:** Ellen Thomas  
ABE Program Director  
**Phone:** 610-891-2267  
**Fax:** 610-891-2200  
**Services:** Literacy, ABE, Family Literacy  
**No. of students:** 100  
**No. of paid staff:** 5  
**No. of volunteer staff:** 40  
**Availability:** Day classes. Community based. School based.  
**Counties served:** Chester, Delaware  
**Description of sites:** Sites on Elwyn's main campus and community satellite programs. Also local churches, libraries, and schools as arranged by instructors.  
**Program description:** ABE classes geared primarily towards disabled population. Instruction geared towards functional academics and community skills such as reading signs and recognizing money. Also stress workplace skills both specific to an individual's job as well as work adjustment.

**Employment & Training, Inc.**

723 Portland Ave.  
Huntingdon, PA 16652

**Contact:** Lois Heart  
Program Director  
**Phone:** 814-643-3093  
**Fax:** 814-643-9381  
**TDD:** 12-1380927  
**Services:** GED  
**Other services:** JTPA services—all facets of work experience and educational programs.  
**No. of students:** 70  
**No. of paid staff:** 3  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Huntingdon  
**Description of sites:** Held in Employment & Training offices/classrooms and in church basements.  
**Program description:** Adult GED/remedial education classes supervised by a certified

teacher in a classroom setting. Tutors are from Juniata College and are education majors. The number of tutors varies according to program. Students may begin classes at any time during the year. Each student works at their own pace. Students are given TABE test upon entering to establish their level. Students in GED training are given pre-GED tests to determine their readiness to take the test.

**Erie City School District**

2931 Harvard Road

Erie, PA 16508

**Contact:** Daniel Tempestini  
Director, Adult Learning Center

**Phone:** 814-871-6656

**Fax:** 814-871-6326

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Russian, Polish, Italian

**No. of students:** 1,271

**No. of paid staff:** 16

**No. of volunteer staff:** 32

**Availability:** Day classes. School based.

**Counties served:** Erie

**Description of sites:** Comprehensive Adult Learning Center

**Program description:** The Erie City Adult Learning Center was founded in 1969 with federal and state grants and was the first full-time adult learning center in PA. The programs offered include ABE, GED preparation, literacy instruction, ESL, tutor training, and workplace literacy. Classes are free and available from 8:30 a.m. to 3:30 p.m., Monday through Friday at Hamilton, and evenings at Central High School.

**Farrell Area School District**

1600 Roemer Blvd.

Farrell, PA 16121

**Contact:** Nancy Hromyak  
Special Programs Director

**Phone:** 412-346-6585, ext. 488

**Fax:** 412-346-0223

**Services:** ABE, GED, Family Literacy

**Other services:** Coordinated with the districts' family center, health clinic, career center, and community agencies that offer job training, post secondary education, counseling, or health/human services.

**No. of students:** 85

**No. of paid staff:** 5

**No. of volunteer staff:** 4

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Mercer

**Description of sites:** Secondary school setting with access to the secondary school family center, computer labs, career lab, educational labs, and health clinic. Handicap accessible.

**Program description:** Site-based adult education programs for basic literacy. Open entry-open exit programs offer a basic level of instruction for adults at the grade 0-4 literacy level, the advanced level for adults at grade 5-8 literacy level, and the GED level offers instruction for adults to achieve high school equivalency diploma. The district hosts the program and offers adults access to its educational and support services.

**Fayette County Community Action Agency, Inc.**

137 N. Beeson Ave.

Uniontown, PA 15401

**Contact:** James M. Stark  
Executive Director

**Phone:** 412-437-6050

**Fax:** 412-437-4418

**Services:** Literacy, ABE, GED, ESL, Family Literacy

**Other services:** Transportation, housing, case management, WIC, employment and training programs.

**No. of students:** 455

**No. of paid staff:** 6

**No. of volunteer staff:** 110

**Availability:** Day classes. Community based.

**Counties served:** Fayette

**Description of sites:** Two comprehensive sites: one in Connellsville and one in Uniontown; one-on-one tutoring at neutral sites; Fayette County Prison.

**Program description:** Variety of educational and vocational training classes to improve academic and interpersonal skills, capabilities, and self-sufficiency. GED, ABE, Literacy, GED Prison, ABE Prison, and Job Readiness programs. Assessment of individual needs, abilities, and goals. Program is designed for accomplishing the goals set by the student. Free and confidential. Volunteer Workshops are held quarterly to train literacy and classroom volunteers. Tutor Workshops for volunteers interested in working with inmates.

**Focus on Renewal Sto-Rox Neighborhood Corporation**

500 Chartiers Avenue  
McKees Rocks, PA 15136

**Contact:** Amy Ernharth  
ABE Program Director  
412-331-2400

**Phone:** 412-331-2400

**Services:** Literacy, ABE, GED, Family Literacy

**Other services:** Academic support for 7th-12th grade students; library; parenting, pre-school, babysitting, transportation, health care, food bank, thrift store, credit union, and social services.

**No. of students:** 165

**No. of paid staff:** 11

**No. of volunteer staff:** 30

**Availability:** Day classes. Community based.

**Counties served:** Allegheny

**Description of sites:** Learning Center

**Program description:** F.O.R. offers ABE and GED classes on-site during the day, and one-on-one tutoring day and evenings. Family Literacy services are provided through Even Start and five other locations. The Center also serves students from 7th-12th grade who are in need of academic support. Career planning, resume preparation, and job placement are offered on site via linkages with Community College of Allegheny County and Westnet. Support services are available at no charge.

**Forbes Road East AVTS**

607 Beaty Road  
Monroeville, PA 15146

**Contact:** Marie Bowers  
Adult Education Coordinator  
412-373-8100

**Phone:** 412-373-8100

**Fax:** 412-373-8106

**E-mail address:** forbes02@nb.net

**Services:** Literacy, ABE, GED, ESL

**No. of students:** 170

**No. of paid staff:** 3

**No. of volunteer staff:** 6

**Availability:** Day classes. School based.

**Counties served:** Allegheny, Westmoreland, Butler, Fayette, Armstrong, Indiana

**Description of sites:** Two literacy classrooms with five computers and multi-instructional materials. Two computer rooms for supplemental instruction.

**Program description:** Provides literacy services and academic remediation to the

educationally and economically disadvantaged in a six-county area. Target groups are dislocated workers and the unemployed; minorities; adult public assistance recipients; educationally disadvantaged and adults without a high school diploma. The program is open entry/open exit and is designed to help students improve grade levels, pass the GED, enter higher education, and/or attain employment.

**Free Library of Philadelphia, Reader Development Program**

1901 Vine Street  
Philadelphia, PA 19103

**Contact:** Susan McDougall  
Head, Reader Development program  
215-686-5346

**Phone:** 215-686-5346

**Fax:** 215-686-5371

**E-mail address:** mcdougallse@library.phila.gov

**No. of paid staff:** 2 full-time, 5 part-time

**Program description:** Program selects, evaluates and distributes the best available materials on or below an eighth-grade reading level to individuals and organizations helping adult Philadelphians improve their literacy skills. The collection includes books for leisure reading, coping skills, employment materials and tutor training materials, in addition to a wide variety of instructional materials on reading, writing, science, social studies, math, and ESL.

**Fulton County Area Vocational Technical School**

151 E. Cherry Street  
McConnellsburg, PA 17233

**Contact:** Dayton P. Tweedy  
ABE Program Director  
717-485-5813

**Phone:** 717-485-5813

**Fax:** 717-485-5450

**Services:** Literacy, ABE, GED

**Languages spoken by staff:** Spanish, French

**No. of students:** 20

**No. of paid staff:** 4

**No. of volunteer staff:** 8

**Availability:** Evening classes. School based.

**Counties served:** Fulton

**Description of sites:** Small classes in three locations in Fulton County. One-on-one tutoring available at individual's home.

**Program description:** Free adult classes in reading, English, and math. We offer an individual approach, convenient location, and flexible schedule.

**Genesis II**

1214 N. Broad Street  
Philadelphia, PA 19121

**Contact:** Joseph Beech  
ABE Program Director  
**Phone:** 215-763-2650  
**Fax:** 215-232-9895

**Germantown Women's Educational Project**

21 W. Washington Lane  
Philadelphia, PA 19144

**Contact:** Peggy McGuire  
Executive Director  
**Phone:** 215-843-2148  
**Fax:** 215-843-3856  
**E-mail address:** gwep@philadelphia.libertynet.org  
**Services:** Literacy, ABE, GED, Family Literacy  
**Other services:** Child care; transition support; community volunteer/work experience internship program

**No. of students:** 75  
**No. of paid staff:** 8  
**No. of volunteer staff:** 4  
**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Philadelphia  
**Description of sites:** Adult Learning Center situated in neighborhood church; one class in local middle school building.

**Program description:** Innovative, accessible day and evening classes in Adult Basic and Literacy Education and GED preparation as a basis for further education, career readiness, and family and community development. Professional and volunteer class teams offer individualized and small-group instruction, transition support, on-site child care, personal/family/vocational counseling, support groups, and referrals.

**Goodwill Industries of Pittsburgh**

2600 E. Carson Street  
Pittsburgh, PA 15203

**Contact:** Judith Aaronson  
Director  
**Phone:** 412-390-2327  
**Fax:** 412-481-0187  
**E-mail address:** aaronson@goodwillpitt.org  
**Services:** Literacy, ABE, GED, Workplace, Family Literacy  
**Other services:** ABE/GED classes at the Allegheny County Jail. GED

testing at the County Jail. Tutor training — ABE/GED tutoring at Goodwill's community correction center.

**No. of students:** 365  
**No. of paid staff:** 11  
**No. of volunteer staff:** 50  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Allegheny  
**Description of sites:** Adult literacy services at its primary location on the south side of Pittsburgh, at other Goodwill and Community sites, and at the Allegheny County Jail,

**Program description:** Addresses adult literacy education from the perspective of family literacy, career development and vocational-based education. Provides quality education programs to disadvantaged and disabled adults.

**Greater Erie Community Action Committee (GECAC)**

1006 W. 10th Street  
Erie, PA 16502

**Contact:** Lynne Burke  
ABE Program Director  
**Phone:** 814-451-5610  
**Fax:** 814-451-5618  
**Services:** Literacy, ABE, GED, Family Literacy  
**Other services:** Complete social service agency offering services from cradle to grave.  
**No. of students:** 110  
**No. of paid staff:** 3  
**No. of volunteer staff:** 6  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Erie  
**Program description:** Programs offered in family literacy and GED level. Open entry/open exit. Classes offered Monday through Friday and evenings on Monday and Wednesday.

**Greater Johnstown Career and Technology Center**

445 Schoolhouse Road  
Johnstown, PA 15904

**Contact:** Anthony C. Crimarki  
ABE Program Director  
**Phone:** 814-269-3874  
**Fax:** 814-269-4586  
**Services:** Literacy, ABE, GED, ESL, Workplace  
**Other services:** Standard evening high school diploma; tutor training; remedial developmental reading and

mathematics.

**No. of students:** 42  
**No. of paid staff:** 10  
**No. of volunteer staff:** 2  
**Availability:** Day classes. Evening classes. School based.

**Counties served:** Cambria, Somerset, Westmoreland, Indiana

**Description of sites:** General classroom for group and individual learning in a comprehensive learning center.

**Program description:** The Greater Johnstown CTC is the primary provider of literacy for the greater Johnstown community. This includes ABE, GED, ESL, workplace literacy, tutoring, remedial classes in English and math, and other specialized classes. After completion, participants may elect to enter any of 18 excellent post-secondary career courses available at GJCTC.

**Greater Pittsburgh Literacy Council**

100 Sheridan Square 4th floor  
 Pittsburgh, PA 15206

**Contact:** Donald G. Block  
 Executive Director

**Phone:** 412-661-7323  
**Fax:** 412-661-3040  
**E-mail address:** gplc@aol.com  
**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** French, Spanish

**Other services:** Southwest Professional Development Center: a regional training center for all adult education programs. Literacy Americorps: a project providing full-time national participants to literacy programs in Allegheny County.

**No. of students:** 2,200  
**No. of paid staff:** 30  
**No. of volunteer staff:** 650  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Allegheny

**Description of sites:** Eleven neighborhood offices are located throughout Allegheny County. Classes are held in convenient neighborhood sites.

**Program description:** A comprehensive adult education agency which provides classes in basic skills, GED preparation, ESL, job preparation, workplace literacy, and family literacy. In 1997 the Council will open a center for computer-assisted learning. Classes run three to four hours a week, or 25 hours a week. Class sites are located throughout Allegheny County.

**Greene County Library System**

311 N. West Street  
 Waynesburg, PA 15370

**Contact:** Barbara E. Rohrer  
 ABE Program Director

**Phone:** 412-627-9776  
**Fax:** 412-852-1900  
**E-mail address:** bowlby@greenepa.net  
**Services:** Literacy, ESL, Workplace, Family Literacy

**No. of students:** 70  
**No. of paid staff:** 1  
**Availability:** Day classes. Evening classes.  
**Counties served:** Greene  
**Description of sites:** Library system (includes three sites), also in community buildings

**Program description:** Volunteer-based adult literacy classes levels 0-5, and ESL classes beginning, intermediate, and advanced. Provides tutors and all materials free of charge.

**Greenville Literacy Council**

12 N. Diamond Street  
 Greenville, PA 16125

**Contact:** Georgina S. Rettinger  
 Director

**Phone:** 412-588-6141  
**Fax:** 412-588-9881  
**E-mail address:** Rettinge@Nauticom.Net  
**Services:** Literacy, ABE, GED, ESL, Family Literacy

**No. of students:** 75  
**No. of paid staff:** 13  
**No. of volunteer staff:** 80  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Mercer  
**Description of sites:** McNeilly Business Center, Mercer County Jail, a firehall, a Salvation Army Center, and a social hall.

**Program description:** In addition to our ongoing basic literacy service, ABE, GED, and ESL programs, we recently received a grant combining parents with educational needs, either literacy or vocational, and their children, ages 0-7, in a special program titled Even Start.

**Guide to Services Provided:**

Literacy: basic reading instruction  
 ABE: Adult Basic Education  
 GED: preparation for the Tests of General Educational Development  
 ESL: English as a Second Language  
 Workplace: adult education in conjunction with employers  
 Family Literacy: intergenerational learning environment

**Grove City Area Literacy Council**

211 S. Broad Street  
Grove City, PA 16127

**Contact:** Roberta Wykoff  
Coordinator  
412-458-7270

**Phone:** 412-458-7270

**Services:** Literacy, ABE, GED, ESL,  
Family Literacy

**No. of students:** 50

**No. of paid staff:** 2

**No. of volunteer staff:** 35

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Mercer, Butler

**Description of sites:** One-on-one tutoring usually  
done at site location. Occasion-  
ally tutoring is done in the  
home, local churches, or public  
places.

**Program description:** Program's primary goal is to  
provide free one-on-one or  
small-group tutoring to adults to  
improve their literacy skills in  
reading, math, and English.  
Council also provides ABE,  
GED, and ESL instructions to  
students. Council's Family  
Literacy Program is emerging  
as the Council collaborates with  
local schools, hospitals, and  
community agencies.

**Harrisburg Area Community College**

One HACC Drive  
Harrisburg, PA 17110

**Contact:** Rachel Gibbs  
Coordinator  
717-780-2631

**Phone:** 717-780-2631

**Fax:** 717-236-0709

**Services:** ABE

**No. of students:** 55

**No. of paid staff:** 8

**Availability:** Day classes. Evening classes.  
School based.

**Counties served:** Dauphin, Cumberland, Perry

**Description of sites:** General classroom setting

**Program description:** Provides educationally disad-  
vantaged individuals an  
opportunity to develop skills in  
writing, social studies, science,  
literature, the arts, and  
mathematics in order to prepare  
for the Commonwealth Second-  
ary School Diploma tests.

**Harrisburg Housing Authority**

351 Chestnut St.  
Harrisburg, PA 17101

**Contact:** Leroy Robinson  
ABE Program Director  
717-232-6781

**Phone:**

**Harrisburg School District**

1201 N. 6th Street  
Harrisburg, PA 17102

**Contact:** Carolyn L. Henry  
ABE Program Director/Lead  
Teacher  
717-255-2425

**Phone:** 717-255-2425

**Fax:** 717-233-4998

**Services:** Literacy, ABE, GED, ESL

**No. of students:** 100

**No. of paid staff:** 8

**No. of volunteer staff:** 2

**Availability:** Evening classes. School based.

**Counties served:** Dauphin

**Description of sites:** ABE/GED classes held at John  
Harris Campus. ESL, one-on-  
one, and tutoring also at John  
Harris Campus.

**Program description:** ABE and GED programs are  
offered to adults with less than  
a high school diploma. Adults  
that complete 60 hours of  
classwork, pass the GED test,  
and reside in the Harrisburg  
area are eligible to receive a  
Harrisburg High School  
diploma.

**Harrisburg State Hospital, Capital Area I.U. 15**

Education Department, Pouch A  
Harrisburg, PA 17105

**Contact:** Joan Y. Leopold  
ABE Program Director  
717-772-7561

**Phone:** 717-772-7561

**Services:** Literacy, ABE, GED, Workplace

**No. of students:** 175

**No. of paid staff:** 6

**Availability:** Day classes.

**Counties served:** Dauphin

**Description of sites:** Classes in mental institution on  
wards and in workshop; satellite  
program in MR community  
setting.

**Program description:** ABE/GED/Literacy program  
provides 400 hrs of instruction  
in basic skills for adults who  
have not completed high school.  
Each 1 hour, 4 day a week class  
serves 5 to 10 residents. 12  
classes are conducted on the  
wards, in the workshop and in  
the community MR program.  
Reading, writing, and math are  
stressed, always in the context  
of social living or job related  
skills. Goals of the treatment  
team for each resident are given  
top priority by the teacher in  
constructing an education plan  
for each resident.

**Hatboro-Horsham School District**

229 Meetinghouse Road  
Horsham, PA 19044

**Contact:** Wayne Laubach  
ABE Program Director

**Phone:** 215-441-7950

**Fax:** 215-441-7940

**Services:** GED, ESL

**No. of students:** 35

**No. of paid staff:** 4

**No. of volunteer staff:** 2

**Availability:** Evening classes. School based.

**Counties served:** Montgomery, Bucks

**Description of sites:** Conjunction with Adult Evening School

**Program description:** The Adult programs provide GED and ESL services. Program taught by certified staff and a few volunteer tutors. Classes are held at Keith Valley Middle School on Tuesday and Wednesday evenings from 7-10 p.m. Program begins in September and ends in May.

**Hazleton Area School District**

101 S. Church St.  
Hazleton, PA 18201

**Contact:** Edward S. Lyba  
ABE Program Director

**Phone:** 717-459-3111

**Fax:** 717-459-3118

**Hiram G. Andrews Center**

727 Goucher Street  
Johnstown, PA 15905

**Contact:** Jack Demuth  
ABLE Director

**Phone:** 814-255-8288

**Fax:** 814-255-3406

**TDD:** 814-255-5823

**Services:** ABE

**No. of students:** 180

**No. of paid staff:** 5

**Availability:** Day classes. School based.

**Counties served:** All counties within the Commonwealth

**Description of sites:** Individualized educational and rehabilitation programs for resident and commuter students. Individual program may include vocational evaluation, educational program, and physical restoration.

**Program description:** Program is designed to provide students with the basic academic and vocational skills needed for employment. Success in a pre-determined training

area and subsequently in the world of work is the primary goal of the program. Classes in math, English, and reading are self-paced and highly individualized.

**Hispanic American Council**

554 E. 10th Street  
Erie, PA 16503

**Contact:** Erika Freeman  
ABE Program Director

**Phone:** 814-455-0212

**Fax:** 814-453-2363

**Services:** GED, ESL

**Languages spoken by staff:** Spanish

**Other services:** Employment training/referral, case management, drug and alcohol outreach, AIDS/HIV education.

**No. of students:** 85

**No. of paid staff:** 11

**No. of volunteer staff:** 5

**Availability:** Day classes. Community based.

**Counties served:** Erie

**Program description:** Three levels (beginning, intermediate, advanced) of ESL instruction are offered free to Erie County residents. Students study between six and 20 hours a week, depending on individual needs. GED preparation classes are interspersed with the advanced ESL and individual classes. Spanish literacy is taught on an as-needed basis.

**Horizon House Rehabilitation Services, Inc.**

120 S. 30th Street  
Philadelphia, PA 19104

**Contact:** Jerome E. Howard  
ABE Program Director

**Phone:** 215-386-6886

**Fax:** 215-382-8042

**E-mail address:** horizon@libertynet.org

**Services:** ABE, GED

**Other services:** College preparatory instructional services (post-GED level) for students who desire to attend Community College of Philadelphia

**No. of students:** 125

**No. of paid staff:** 6

**No. of volunteer staff:** 1-5

**Availability:** Day classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** Classes are conducted at Horizon House's central program/administrative site, 120 S. 30th Street.

**Program description:** Program provides classroom instruction in adult basic



education, GED preparation and college preparation on a year-round basis. Classes are continuous; students may enter at any time during the year. Students must be consumers within Horizon House's system of mental health rehabilitation or drug and alcohol recovery services or they must be consumers of comparable services within an agency affiliated officially with Horizon House.

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#### Housing Authority of Lycoming County

1941 Lincoln Drive  
Williamsport, PA 17701

**Contact:** Dan Merk  
ABE Program Director

**Phone:** 717-326-0587

**Fax:** 717-322-2197

**Literacy services:** dlmerkey@tekscape.com

**Services:** ABE, GED, Family Literacy

**Other services:** Employment and training programs

**No. of students:** 35

**No. of paid staff:** 1

**Availability:** Day classes. Community based.

**Counties served:** Lycoming

**Description of sites:** Program is operated at the Loyalsock Community Center located at the Pennvale Housing Project.

**Program description:** Program offers ABE/GED classes for residents of Lycoming County Housing Authority projects. Instruction utilizes both computer and written materials as well as a family literacy base. Job-specific and job-readiness materials are also incorporated to prepare students for employment. Program is operated by STEP, Inc.

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#### Housing Authority of the County of Lawrence

P.O. Box 988  
New Castle, PA 16103

**Contact:** Marcia S. Anderson  
ABE Program Director

**Phone:** 412-654-1500

**E-mail address:** HLXV69B@PRODIGY.COM

**Services:** ABE

**Languages spoken by staff:** Spanish, French

**No. of students:** 45

**No. of paid staff:** 2

**No. of volunteer staff:** 2

**Availability:** Day classes. Community based.

**Counties served:** Lawrence

**Description of sites:** Sites are community centers of

the Housing Authority and are located within specific developments.

#### Program description:

ABE classes are offered as small-group instruction four days a week in one of four community centers. The target learner reads above the fifth-grade level and is either preparing to enter GED classes or improve existing skills so that he or she is able to enter training for work or the job market.

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#### Huntingdon County Child and Adult Development Corporation

723 Portland Avenue  
Huntingdon, PA 16652

**Contact:** Louise Ketner  
ABE Program Director

**Phone:** 814-643-5199

**Fax:** 814-643-2273

**E-mail address:** ketner@vicon.net

**Services:** Literacy

**No. of students:** 39

**No. of paid staff:** 7

**No. of volunteer staff:** 5

**Availability:** Day classes. Evening classes.

**Counties served:** Huntingdon

**Description of sites:** Mt. Union-St. Catherines School Hall. Huntingdon - Portland Avenue Complex.

**Program description:** Project incorporates goal-setting, diagnostic and prescriptive individualized literacy and ABE level instruction in a holistic system approach to adult learning. A variety of additional instruction, video-based math and writing materials, as well as parenting and budgeting strands using small-group instruction.

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#### IHM Center for Literacy & GED Program

425 W. Lindley Ave.  
Philadelphia, PA 19120

**Contact:** Sister Mary E. Eckardt  
ABE Program Director

**Phone:** 215-457-2232

**Fax:** 215-457-2232

**Services:** Literacy, ABE, GED, ESL, Workplace

**Languages spoken by staff:** Spanish

**No. of students:** 490

**No. of paid staff:** 1

**No. of volunteer staff:** 41

**Availability:** Day classes. Evening classes.

**Counties served:** Philadelphia

**Description of sites:** Southwest (Kingsessing) and North (Olney) sections

**Indian Valley Opportunity Center**

**Program description:** To teach English to speakers of other languages and to increase literacy by equipping our learners with the skills that are necessary to function in today's world.

**Indian Valley Opportunity Center**

201 Main Street  
Souderton, PA 18964

**Contact:** Richard G. Detwiler  
Director

**Phone:** 215-723-5430

**E-mail address:** ivoc@juno.com

**Services:** Literacy, ABE, GED, ESL, Workplace

**Languages spoken by staff:** Spanish, Vietnamese, Korean, Polish, Portuguese

**Other services:** Social Services: Case management, information and referral, emergency assistance, food pantry, parenting skills, training and counseling, immigration counseling, interpreting and translating.

**No. of students:** 200

**No. of paid staff:** 11

**No. of volunteer staff:** 45

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Montgomery and a small part of Bucks

**Description of sites:** ESL classrooms at church locations in Lansdale and Souderton, ESL classes at workplaces, one-on-one tutoring at various locations—libraries, churches, homes.

**Program description:** Social services to low-income people. Language and culture bridging services to multicultural community. Adult education services—volunteer tutoring program—literacy, ABE, GED, ESL. ESL program—community classes and workplace classes.

**Indochinese-American Council**

4936 Old York Road  
Philadelphia, PA 19141

**Contact:** Vuong G. Thuy  
Executive Director

**Phone:** 215-457-0272

**Fax:** 215-457-0557

**Services:** Literacy, ABE, GED, ESL, Workplace

**Languages spoken by staff:** French, Vietnamese, Cambodian, Chinese (Mandarin and Cantonese), Creole French, Russian, Spanish, and German

**Other services:** Basic education, computer training, counseling, employ-

ment, healthcare training, tutoring, etc.

**No. of students:** 45

**No. of paid staff:** 15

**No. of volunteer staff:** 6

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** The Council operates two community service centers: 4936 Old York Road, Phila., and 4666-68 N. 15th Street, Phila.

**Program description:** The Council provides a variety of services to empower at-risk, low-income minorities, ages 6-65, including refugees and immigrants from all over the world. The services include basic education, employment and skills training, counseling and employment services, tutoring, and mentoring.

**Inglis House, A Wheelchair Community**

2600 Belmont Ave.  
Philadelphia, PA 19131

**Contact:** Paula Silver  
Director of Education

**Phone:** 215-581-0734

**Fax:** 215-878-5158

**E-mail address:** ingliss@voicenet.com

**Services:** Literacy, ABE, GED

**No. of students:** 90

**No. of paid staff:** 7

**No. of volunteer staff:** 6

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** Three small classrooms, one quiet study room, and a computer lab containing 13 PCs and related equipment.

**Program description:** Inglis House education programs serve both residents on-site as well as adult learners in the community. Services include basic literacy, specific skills, and GED instruction for clients living at Inglis House and those from the larger community.

**Institute for the Study of Civic Values**

1218 Chestnut Street, Suite 702  
Philadelphia, PA 19107

**Contact:** Michael Marsico  
Director

**Phone:** 215-238-1434

**Fax:** 215-238-0530

**E-mail address:** mikmarsl@aol.com

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish

**No. of students:** 150  
**No. of paid staff:** 2  
**No. of volunteer staff:** 45  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Philadelphia  
**Description of sites:** 6424 Woodland Ave.: Three classes, one-on-one, and other services (AIDS education, after school program for children). 736 S. 3rd Street: One class and one-on-one. 2213 Sergeant Street: one-on-one  
**Program description:** Institute provides classes and one-on-one for 150 students a year. Utilizes community sites, libraries, center city address, and various businesses in the city. The Institute works with newspapers to advertise for volunteer tutors and to announce classes. Currently have four classes, two in the evening and two in the daytime.

**Interim House Inc.**

333 W. Upsal St.  
 Philadelphia, PA 19119

**Contact:** Kathy Wellbank  
 ABE Program Director  
**Phone:** 215-849-4606  
**Fax:** 215-849-3776

**Intermediate Unit 1**

One Intermediate Unit Drive  
 Coal Center, PA 15423

**Contact:** Sue R. Conrady  
 ABE Program Director  
**Phone:** 412-938-3241  
**Fax:** 412-938-8722  
**Services:** Literacy, ABE, GED  
**Other services:** School-to-work, Institutional ABE  
**No. of students:** 615  
**No. of paid staff:** 24  
**No. of volunteer staff:** 20  
**Availability:** Day classes. Evening classes. School based.  
**Counties served:** Greene, Fayette, Washington  
**Description of sites:** Two full-time adult centers and one part-time community-based program in schools' community  
**Program description:** Adult education program serves undereducated adults in three counties through individualized literacy, ABE, GED, and school-to-work classes taught by PA-certified teachers. Flexible schedules and various class locations available throughout these counties.

**International Institute of Erie**

517 E. 26th Street  
 Erie, PA 16504

**Contact:** Michael Murnock  
 Executive Director  
**Phone:** 814-452-3935  
**Fax:** 814-452-3318  
**Services:** ESL, Workplace  
**Languages spoken by staff:** Russian, Spanish, French  
**Other services:** Caseworker, employment, immigration, food bank, clothing bank, day care  
**No. of students:** 75  
**No. of paid staff:** 25  
**No. of volunteer staff:** 20  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Greene, Fayette, Washington  
**Description of sites:** Two full-time Adult Centers plus part-time community-based programs in schools, community centers, and three county institutions.  
**Program description:** Program teaches phonics, beginning, and intermediate ESL using a strong grammar approach.

**Jefferson County DuBois AVTS**

100 Jefftech Drive  
 Reynoldsville, PA 15851

**Contact:** Michael J. Knobloch  
 ABE Program Director  
**Phone:** 814-653-8265  
**Fax:** 814-653-8425  
**E-mail address:** knobloch@jefftech.tech.pa.us  
**Services:** ABE  
**No. of students:** 15  
**No. of paid staff:** 4  
**Availability:** Evening classes. School based.  
**Counties served:** Jefferson, Clearfield  
**Description of sites:** Classroom  
**Program description:** ABE program offers small-group instruction to students and reviews academic skills in the following areas: mathematics, English, writing skills, and social studies/science. The broad areas covered in these classes allow for a general review of the emphasized subject area and the organization of the classes allow for individual needs to be met.

**Guide to Services Provided:**

Literacy: basic reading instruction  
 ABE: Adult Basic Education  
 GED: preparation for the Tests of General Educational Development  
 ESL: English as a Second Language  
 Workplace: adult education in conjunction with employers  
 Family Literacy: intergenerational learning environment

**Jefferson-Clarion County Economic Opportunity Association Inc.**

105 Grace Way  
Punxsutawney, PA 15767

**Contact:** Judith K. Elkin  
ABE Program Director  
814-938-3302

**Phone:** 814-938-3302

**Fax:** 814-938-7596

**Services:** Literacy, ABE, GED

**Languages spoken by staff:** Have access to interpreters for Spanish and German

**Other services:** Parenting classes for Head Start parents

**No. of students:** 110

**No. of paid staff:** 6

**No. of volunteer staff:** 35

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Jefferson

**Description of sites:** Classrooms at high schools in evenings. Also use libraries and Army Reserve centers

**Program description:** Provides adults with private one-on-one tutoring to learn to read and classes to improve their basic skills and/or earn their GED. All services are confidential and free. Books are provided. Referrals are provided to available job training services and educational opportunity centers. Employability and Self-Esteem workshops can be provided.

**Jewish Community Center's David Neuman Senior Center**

6600 Bustleton Avenue  
Philadelphia, PA 19149

**Contact:** Susan Adams  
ABE Program Director  
215-338-9800

**Phone:** 215-338-9800

**Fax:** 215-338-3235

**Services:** ESL

**Languages spoken by staff:** Yiddish, Russian

**Other services:** Provides daily meals, health services, counseling, referrals, continuing education, and volunteer opportunities

**No. of students:** 345

**No. of paid staff:** 3

**No. of volunteer staff:** 40

**Availability:** Day classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** Senior Center, Synagogue, Federation Housing Inc.

**Program description:** Offers a full spectrum of ESL classes. Primary goal is to teach survival skills. Classes are held twice a week. Conversational English and citizenship prepa-

ration classes are also available. Classes held at the Neuman Center and four sites in North-eastern Philadelphia.

**Johnsonburg Public Library**

520 Market Street  
Johnsonburg, PA 15845

**Contact:** Bette Decker  
ABE Program Director  
814-965-5492

**Phone:** 814-965-5492

**Fax:** 814-824-2810

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Italian, Spanish

**Other services:** Tutoring in prison; work release outlet to nearby industries for textbooks, etc.; base used for tutoring "delinquent" high school students.

**No. of students:** 35

**No. of paid staff:** 3

**No. of volunteer staff:** 13

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Elk

**Description of sites:** 425 square miles, population 35,000—covers towns of St. Mary's, Ridgeway, Johnsonburg, Kersey, Wilcox

**Program description:** Provides services that require some degree of literacy that enables individuals to be able to function adequately.

**Juniata Valley School District**

RR 1, PO Box 318  
Alexandria, PA 16611

**Contact:** Catherine Grieb  
ABE/GED Program Coordinator  
814-669-4401

**Phone:** 814-669-4401

**Fax:** 814-669-4492

**Services:** ABE, GED

**No. of students:** 20

**No. of paid staff:** 3

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Huntingdon

**Description of sites:** Classroom learning center and, when needed, one-on-one tutoring in individual's home.

**Program description:** The ABE/GED program is open entry for any adult over 17 years of age who does not have a high school diploma. The program offers both day and evening classes at convenient sites for the surrounding community. Class types consist of one-on-one instruction, small-group instruction, and computer-aided

instruction. Adults who enter the program find themselves in a flexible, non-threatening, and encouraging program.

#### Korean Community Development Service Center

6055 N. 5th Street  
Philadelphia, PA 19120

**Contact:** Judy Kim  
ABE Program Director

**Phone:** 215-276-8830

**Fax:** 215-224-8150

**Services:** ESL

**Languages spoken by staff:** Korean, Spanish, Chinese, Cambodian

**Other services:** Community-based services

**No. of students:** 185

**No. of paid staff:** 8

**No. of volunteer staff:** 3

**Availability:** Evening classes. Community based.

**Description of sites:** Classrooms

**Program description:** Program designed to use trained instructors to help adults improve their basic reading and writing skills. Through free educational enhancement services, the needs of the city and its surrounding area are being met.

#### La Comunidad Hispana, Incorporated

219 Birch Street  
Kennett Square, PA 19348

**Contact:** Claire R. Russell  
ABE Program Director

**Phone:** 610-444-4545

**Fax:** 610-444-6407

**E-mail address:** crussell@locke.ccil.org

**Services:** GED, ESL

**Languages spoken by staff:** Spanish

**Other services:** Social services including: information; referrals; employment placement and problem-solving; emergency food, clothing, shelter; translation and interpretation; case management, etc.

**No. of students:** 230

**No. of paid staff:** 12

**No. of volunteer staff:** 10

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Chester (mostly southern)

**Description of sites:** Classes given at social service agencies and churches

**Program description:** Provides ESL, pre-GED, GED (in Spanish), and Spanish classes in the Southern Chester County area. Agency staff are bilingual. The program works in

collaboration with all Pennsylvania Department of Education funded programs in Chester County.

#### Lackawanna Junior College

501 Vine Street  
Scranton, PA 18509

**Contact:** Joyce P. Kerrick  
Director

**Phone:** 717-961-7834

**Fax:** 717-961-7858

**E-mail address:** joycepk@aol.com

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish, German

**No. of students:** 150

**No. of paid staff:** 4

**No. of volunteer staff:** 25

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Lackawanna, Luzerne

**Description of sites:** Junior College, workplaces, family centers, housing development, one-on-one at college or in other public places.

**Program description:** Program provides a variety of adult education programs including literacy tutoring, adult basic education, GED, ESL, and workplace education. Family literacy is incorporated into all of our curricula. Main method of teaching is small groups. Computer-assisted instruction is also available.

#### Lancaster-Lebanon Intermediate Unit 13

1110 Enterprise Road  
East Petersburg, PA 17520

**Contact:** Dr. David P. Karl  
Director of Adult Education

**Phone:** 717-273-0778

**Fax:** 717-270-2943

**E-mail address:** Dave\_Karl@mqgateway.iu13.k12.pa.us

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish, French

**Other services:** Vocational English Training, GED Test Administration, County Prison Programs, International English Training for Adults, Southeast Professional Development Center, Even Start, Displaced Worker Program.

**No. of students:** 2,900

**No. of paid staff:** 63

**No. of volunteer staff:** 30

**Availability:** Day classes. Evening classes. Community based. School based.

**LaSalle University, Adult Learning Project**

**Counties served:** Lancaster, Lebanon  
**Description of sites:** 3 Centers (Lancaster, Lebanon, Millersville), 35 satellite classes, Southeast Professional Development Center  
**Program description:** Offers comprehensive adult basic education services to adults in Lancaster and Lebanon counties. In addition to ABE, GED, and ESL classes, IU 13 offers workforce education, family literacy, job training, and professional development services.

**LaSalle University, Adult Learning Project**

1900 W. Olney Ave., Box 829

Philadelphia, PA 19141

**Contact:** Millicent Carvalho  
 ABE Program Director  
**Phone:** 215-951-1187  
**Fax:** 215-951-1411  
**E-mail address:** CARVALH@LASALLE.EDU  
**Services:** Literacy, ABE, GED, ESL  
**Languages spoken by staff:** Spanish  
**No. of students:** 135  
**No. of paid staff:** 7  
**No. of volunteer staff:** 5  
**Availability:** Day classes. Evening classes. School based.

**Counties served:** Philadelphia, Montgomery  
**Description of sites:** University-based community services center, serving primarily northwest Philadelphia and environs through adult literacy.

**Program description:** LaSalle University's Urban Studies and Community Services Center offers educational services to adults who seek to advance their education. ABE, ESL, and GED test preparation are offered. The center also serves as a GED test center. The staff of the Urban Center also strive to act upon the needs of those living near LaSalle and to identify resources appropriate for successful partnerships.

**Lebanon County Housing Authority**1012 Brock Drive  
Lebanon, PA 17046

**Contact:** Michael Barrett  
 Director of Social Services  
**Phone:** 717-273-8901  
**Fax:** 717-273-8942  
**Services:** ABE, GED, Family Literacy  
**Other services:** Life skills: budgeting, time management; advocacy with community agencies  
**No. of students:** 50  
**No. of paid staff:** 3

**Availability:** Day classes. Community based.  
**Counties served:** Lebanon  
**Description of sites:** One site located at a Housing Authority community building.  
**Program description:** Program provides adult education and life skills education to residents of Lebanon County, especially those in public/subsidized housing, shelters, or in a housing crisis. The environment is supportive and non-judgemental and is structured much like a one-room schoolhouse with a lot of small-group and peer teaching. The staff is well versed in nontraditional strategies for adults.

**Lehigh Carbon Community College**4525 Education Park Drive  
Schnecksville, PA 18078

**Contact:** Lauren Giguere  
 ABE Program Director  
**Phone:** 610-776-1998  
**Fax:** 610-776-6503  
**E-mail address:** lkg9@lex.lccc.edu  
**Services:** ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish  
**No. of students:** 255  
**No. of paid staff:** 7  
**No. of volunteer staff:** 1  
**Availability:** Day classes. Evening classes. School based.

**Counties served:** Lehigh  
**Description of sites:** Institutional programs include a prison, state hospital, and drug rehabilitation.

**Program description:** Program includes a community agency, THE PROGRAM for women and families and an ABE/GED/ESL program for institutionalized adults at a prison, a state hospital, and a drug rehabilitation center. Includes ABE/GED and family literacy instruction at a community agency for disadvantaged women as well as workplace ABE at a local company.

**Library for the Blind and Physically Handicapped (Mayor's Commission on Literacy)**919 Walnut Street  
Philadelphia, PA 19107

**Contact:** Jill Gross  
 Program Coordinator  
**Phone:** 215-925-3213  
**Fax:** 215-928-0856  
**E-mail address:** adaged@libertynet.org  
**Services:** ABE, GED  
**Other services:** Access for the blind, physically

handicapped, and other disabilities.

**No. of students:** 70

**No. of paid staff:** 3

**No. of volunteer staff:** 2

**Availability:** Day classes.

**Counties served:** Philadelphia and surrounding

**Program description:** GED classes. Tutoring and GED testing with special accommodations for the disabled. Accessible, adaptive workstations.

**The Lighthouse, Inc.**

152 W. Lehigh Avenue  
Philadelphia, PA 19133

**Contact:** Carmen Feliciano  
ABE Program Director

**Phone:** 215-425-7800

**Fax:** 215-425-6091

**Services:** ABE, GED, ESL, Family Literacy

**Languages spoken by staff:** Spanish

**Other services:** Economic development, year-round child care, youth services and recreation, community organizing for school reform.

**No. of students:** 200

**No. of paid staff:** 14

**No. of volunteer staff:** 1

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** Multi-service community-based organization.

**Program description:** Provides a comprehensive array of services for adults 18 years of age or older. Includes day and evening classes for ESL, GED, and pre-GED in English and Spanish, ABE in English; childcare; workshops; class excursions; vocational orientation; some counseling.

**Lincoln Intermediate Unit 12**

P.O. Box 70  
New Oxford, PA 17350

**Contact:** Henry P. Wardrop  
Special Projects Coordinator

**Phone:** 717-624-4616

**Fax:** 717-624-3813

**TDD:** 717-624-4616

**Services:** Literacy, ABE, GED, ESL

**Other services:** The Special Projects Division also offers job search programs through JTPA, SPOC, SEARCH. Official GED test center.

**No. of students:** 1,500

**No. of paid staff:** 52

**No. of volunteer staff:** 400

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Adams, Franklin, York

**Description of sites:** Various site locations include learning centers, schools, and churches as well as mutually agreed upon sites for tutors and students.

**Program description:** Free classes are offered to any PA resident 17 years of age or older who want to learn to read, brush up on skills before taking the GED examination, or learn to speak and/or write the English language. An official GED Test Center is also available through the program.

**Literacy Council of Lancaster-Lebanon, LVA**

38 W. King Street  
Lancaster, PA 17603

**Contact:** Mary Hohensee  
ABE Program Director

**Phone:** 717-295-5523

**Fax:** 717-295-3025

**E-mail address:** marylit@aol.com

**Services:** Literacy, ESL

**Languages spoken by staff:** Spanish

**No. of students:** 325

**No. of paid staff:** 6

**No. of volunteer staff:** 250

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Lancaster, Lebanon

**Description of sites:** Tutoring at either the center or in a convenient private location.

**Program description:** Provides one-on-one and small-group tutoring service to adults who wish to improve their basic skills to achieve their personal educational goals. All tutoring is provided by volunteer tutors.

**Literacy Council of Norristown**

113 E Airy St.  
Norristown, PA 19401

**Contact:** Maria S. Chapis  
ABE Program Director

**Phone:** 610-292-8515

**Fax:** 610-292-8528

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish, French

**No. of students:** 100

**No. of paid staff:** 10

**No. of volunteer staff:** 96

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Montgomery

**Description of sites:** Any public place, church, library, community center

**Program description:** The Literacy Council of

105

Norristown provides instruction for adult students, age 17 and older, who need help with basic skills in reading, writing, and math. Volunteers are trained to tutor adults one-on-one. Each student is evaluated and matched with a tutor. Beginning, intermediate, and advanced speakers of English of a second language may register for evening classes which are held twice weekly. Please call (610) 292-8515 for more information.

**Literacy Council of Reading-Berks**

519 Elm Street  
Reading, PA 19601

**Contact:** Joan M. Breisch  
Executive Director

**Phone:** 610-372-7876

**Fax:** 610-375-6336

**E-mail address:** lcrb@IXnetcom.com

**Services:** Literacy, ABE, GED, ESL, Family Literacy

**Languages spoken by staff:** Spanish, Vietnamese, Polish

**Other services:** Computer-assisted learning, bi-annual citizenship classes

**No. of students:** 402

**No. of paid staff:** 10

**No. of volunteer staff:** 277

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Berks

**Description of sites:** Comprehensive adult learning center; one-on-one tutoring in churches, YMCAs, libraries, and homes.

**Program description:** Trains volunteers to tutor one-on-one both basic literacy skills and English conversational skills to adults in Berks County. Offers citizenship classes to those eligible for naturalization. Provide support, materials, and linkage services to adult learners. Disburses information regarding literacy and the availability of literacy services in Reading and Berks areas.

**Literacy Council of Venango County**

1243 Liberty Street, Suite 314  
Franklin, PA 16323

**Contact:** Maloy Beach  
Executive Director

**Phone:** 814-432-7323

**Fax:** 814-437-5716

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish, Tagalog

**Other services:** Jail literacy, ASVAB, life skills, job search, tutor training, staff

development, assessment, educational counseling.

**No. of students:** 190

**No. of paid staff:** 2

**No. of volunteer staff:** 75

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Venango

**Description of sites:** One-on-one tutoring at neutral sites, such as churches, literacy council, and libraries.

**Program description:** Offers one-on-one tutoring in literacy, ABE, GED, and ESL to adults 17 years and older and out of school. Lessons are provided by volunteer trained tutors at no cost to the student.

**Lutheran Child/Family Services**

5901 N. 5th St.  
Philadelphia, PA 19120

**Contact:** Harriet J. Brener  
Community Service Supervisor

**Phone:** 215-276-7800

**Fax:** 215-276-7813

**Lutheran Social Mission Society/Lutheran Settlement House**

1340 Frankford Avenue  
Philadelphia, PA 19125

**Contact:** Antoinette Falco  
Education Coordinator

**Phone:** 215-426-8610

**Fax:** 215-426-0581

**E-mail address:** luthersh@libertynet.org

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish

**Other services:** Computer learning lab, after-school Homework Club.

**No. of students:** 600

**No. of paid staff:** 15

**No. of volunteer staff:** 10

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Philadelphia

**Description of sites:** Community center, public schools, public libraries, hospital, drug treatment centers, halfway houses.

**Program description:** Offers 24 basic education classes, along with individual tutoring, vocational and educational counseling, and computer-assisted instruction. Classes range from beginning reading to high school equivalency preparation and ESL. All on-site education unit classes include a computer lab component.



**Luzerne County Community College**

1333 S. Prospect St.  
Nanticoke, PA 18634

**Contact:** Margaret Rood  
Coordinator

**Phone:** 717-829-7413

**Fax:** 717-829-7405

**E-mail address:** prood@luzerne.edu

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Hispanic

**No. of students:** 305

**No. of paid staff:** 18

**No. of volunteer staff:** 10

**Availability:** Day classes. Evening classes.  
School based.

**Counties served:** Luzerne

**Description of sites:** Job Centers, churches, Head Start sites, library, ARC, HUD projects, high school, and family centers.

**Program description:** The Adult Literacy Training & Assistance Program provides free basic skills training to eligible clients at all instructional levels through grade 12, including ESL and GED instruction. Certified instructors and trained volunteers are used in group and individual (one-on-one) instructional settings.

**Luzerne Intermediate Unit 18**

368 Tioga Ave.  
Kingston, PA 18704

**Contact:** Frank Nardone  
ABE Programs Director, federal and state programs

**Phone:** 717-287-9681, Ext. 140

**Fax:** 717-287-5721

**E-mail address:** FNARD@MSN.COM

**Services:** Literacy, ABE, GED, Workplace

**Languages spoken by staff:** Spanish

**Other services:** Single Point of Contact, Job Training Partnership.

**No. of students:** 120

**No. of paid staff:** 2

**No. of volunteer staff:** 2

**Availability:** Day classes. Evening classes.

**Counties served:** Luzerne

**Program description:** Adult education program is a part-time instructional and community service program for high school dropouts. Instructors diagnose skill areas and design a prescription for remediation in the form of an individual education plan with career-related goals. Instruction and service interrelate with the skills curriculum driven by the GED.

**Lycoming County Library System**

19 E. 4th Street  
Williamsport, PA 17701

**Contact:** Linda Herr  
ABE Director

**Phone:** 717-321-0200

**Fax:** 717-323-6938

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** 70

**No. of students:** 160

**No. of paid staff:** 4

**No. of volunteer staff:** 12

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Lycoming

**Description of sites:** Varied

**Program description:** Lycoming County Library System Literacy Project provides one-on-one basic skills instruction, GED preparation, on- or off-site workplace instruction tailored to specific needs of the industry. ESL instruction is provided one-on-one or in small-group sessions. Family literacy services are provided at present in the context of ESL instruction.

**Manito Inc.**

7564 Brown's Mill Road  
Chambersburg, PA 17201

**Contact:** Robert C. Whitmore  
President

**Phone:** 717-375-4834

**Fax:** 717-375-4067

**Services:** Literacy, ABE, GED, ESL

**No. of students:** 75

**No. of paid staff:** 3

**No. of volunteer staff:** 4

**Availability:** Day classes. Evening classes.

**Counties served:** Franklin

**Description of sites:** Franklin County Prison

**Program description:** Provides GED, ABE, ESL, and Literacy Services to the inmate population at the Franklin County Prison, including both men and women. The program is voluntary and is open to any inmate. Pre-tests are administered to determine which program is suitable for the inmate.

**Guide to Services Provided:**

Literacy: basic reading instruction  
ABE: Adult Basic Education  
GED: preparation for the Tests of General Educational Development  
ESL: English as a Second Language  
Workplace: adult education in conjunction with employers  
Family Literacy: intergenerational learning environment

**Mansfield University**

219 Doane Center  
Mansfield, PA 16933

**Contact:** Diane H. Cady  
ABE Program Director

**Phone:** 717-662-4746

**Fax:** 717-662-4120

**E-mail address:** dcady@wheat.mnsfld.edu

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish

**Other services:** Academic counseling, referral services, testing

**No. of students:** 185

**No. of paid staff:** 13

**No. of volunteer staff:** 39

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Tioga, Bradford, Potter

**Description of sites:** ABE or GED classroom sites at Mansfield University, two school districts (elementary and secondary), three local industries, Tioga County Prison, one-on-one tutoring at churches, and libraries

**Program description:** Adult literacy, basic skills training, and ESL tutoring is provided by trained literacy volunteers. Day and evening community classes prepare adults for GED test. A family literacy site also offers diverse services. Education classes meet at three industrial locations, and a corrections education program at the prison assists inmates in preparing for the GED. Counseling and testing are provided.

**Marywood College, School of Continuing Education**

2300 Adams Ave.  
Scranton, PA 18509

**Contact:** Meg Cullen-Brown  
ABE Program Director

**Phone:** 717-348-6237

**Fax:** 717-343-5030

**E-mail address:** BROWNM@MARYWOOD.EDU

**Services:** GED

**No. of students:** 110

**No. of paid staff:** 7

**Availability:** Evening classes. School based.

**Counties served:** Lackawanna

**Description of sites:** GED classes are held on site at Marywood's campus and at the Lackawanna County Prison.

**Program description:** Marywood School of Continuing Education is currently funded to offer two GED programs. The first is on site at the Lacka-

wanna County Prison and is restricted to the prison population. The second program provides 100 hours of classroom instruction free to the general public. This program is designed to prepare students for the state high school equivalency exam.

**Mayor's Commission on Literacy**

1500 Walnut Street, 18th Floor  
Philadelphia, PA 19102

**Contact:** Rose M. Brandt  
Executive Director

**Phone:** 215-685-6602

**Fax:** 215-685-6620

**E-mail address:** mcol@philadelphia.libertynet.org

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish

**Other services:** Information and referral, tutor training, site coordinator training, professional development, technology assistance, other technical assistance to sites.

**No. of students:** 8,000

**No. of paid staff:** 14

**No. of volunteer staff:** 1,000

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Philadelphia

**Description of sites:** Over 300 sites throughout the city in a variety of settings (e.g. schools, community centers, churches, temples, recreation center, libraries)

**Program description:** Information and referral of students and tutors, support provided to over 300 sites throughout the city that provide Literacy, ABE, GED, ESL, workplace, and family literacy services.

**Mercer County AVTS**

776 Greenville Road, P.O.Box 152  
Mercer, PA 16137

**Contact:** Cathy Wright  
ABE/GED Instructor

**Phone:** 412-662-3000

**Fax:** 412-662-1025

**Services:** Literacy, ABE, GED

**No. of students:** 125

**No. of paid staff:** 3

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Mercer

**Description of sites:** Classes in a vocational-technical school and outstationed high school sites in county.

**Program description:** ABE and GED classes are held day and evening. Assessment of students pinpoint the level of the curriculum for each student and much of the instruction is one-on-one tutoring.

**Metropolitan Career Center, Philadelphia**

162 W. Chelton Avenue, 2nd Floor  
Philadelphia, PA 19144

**Contact:** Rhonda McClenton  
ABE Program Director  
**Phone:** 215-843-6615  
**Fax:** 215-843-7661  
**E-mail address:** MCC2000@philadelphia.libertynet.org  
**Services:** Literacy, ABE, GED, Workplace  
**Description of sites:** Modern office-like setting; state-of-the-art computer labs.  
**Program Description:** Training and education services.

**Mid-State Literacy Council**

204 Calder Way  
State College, PA 16801

**Contact:** Monica Mathews  
Director  
**Phone:** 814-238-1809  
**Fax:** 814-234-7882  
**E-mail address:** MSLC3@AOL.COM  
**Services:** Literacy, ABE, ESL, Workplace, Family Literacy  
**No. of students:** 418  
**No. of paid staff:** 9  
**No. of volunteer staff:** 200  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Centre, Clearfield  
**Description of sites:** Three office locations (two with computer labs); individual settings at convenience of learner and tutor.  
**Program description:** One-on-one tutoring for adult basic education, literacy, and ESL using trained tutors in individualized settings.

**Midwestern Intermediate Unit 4**

453 Maple Street  
Grove City, PA 16127

**Contact:** Elaine Nagel  
ABE Program Director  
**Phone:** 412-458-6700  
**Fax:** 412-458-5083  
**TDD:** 412-458-1591  
**Services:** ABE, GED  
**Other services:** County correctional institutions, GED services  
**No. of students:** 275  
**No. of paid staff:** 20 part time  
**Availability:** Day classes. Evening classes. School based.

**Counties served:** Butler, Lawrence, Mercer  
**Description of sites:** Community based sites: churches, schools, recreation centers, Head Start buildings, etc.

**Program description:** Program prepares students to read, write, and develop skills needed to succeed in everyday life. The program prepares participants for the GED. Program emphasizes individual instruction based on the need of each student. Classes are taught by state-certified teachers and served by a counselor to help participants with educational and vocational plans.

**Mifflin County Library Literacy Program**

123 N. Wayne Street  
Lewistown, PA 17044

**Contact:** Cathy Forsythe  
Literacy Coordinator  
**Phone:** 717-242-2391  
**Fax:** 717-242-2825  
**Services:** Literacy, ESL  
**No. of students:** 105  
**No. of paid staff:** 1  
**No. of volunteer staff:** 75  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Mifflin  
**Description of sites:** One-on-one tutoring space available at main library and four branch libraries. Some tutoring done in homes, churches, banks, etc.

**Program description:** Program provides free training to any adult resident of the county who wants to improve their reading, writing, basic math, survival skills, and/or learn English as a second language. Volunteer tutors work one-on-one or with a small group of adult learners to help them achieve their goals.

**Montgomery County Intermediate Unit 23**

1605-B W. Main St.  
Norristown, PA 19403

**Contact:** Larry Rees  
Adult Basic Education Supervisor  
**Phone:** 215-355-7586

**Montgomery County OIC**

Arch and East Basin Streets  
Norristown, PA 19401

**Contact:** Rosalie G. Davies  
ABE Program Director  
**Phone:** 610-279-9700  
**Fax:** 610-279-9705

**Nationalities Service Center**

1300 Spruce Street  
Philadelphia, PA 19107

**Contact:** Harry Ringel  
GED Program Director

**Phone:** 215-893-8400

**Fax:** 215-735-9718

**E-mail address:** HRingel580@aol.com

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** French, Spanish, Vietnamese, etc.

**Other services:** Counseling, community, aging

**No. of students:** 85

**No. of paid staff:** 5

**No. of volunteer staff:** 3

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia, Montgomery, Delaware

**Description of sites:** Center City Philadelphia location

**Program description:** Pre-GED and GED classes for student population composed primarily of students of ESL background and DPW referrals.

**Nazareth Area School District**

8 Center Square  
Nazareth, PA 18064

**Contact:** Sherwood Frederick  
ABE Program Director

**Phone:** 610-759-1730

**Fax:** 610-746-2599

**Services:** Literacy, GED, ESL

**No. of students:** 50

**No. of paid staff:** 5

**No. of volunteer staff:** 4

**Availability:** Evening classes. School based.

**Counties served:** Northampton

**Description of sites:** Library at Nazareth Area High School

**Program description:** September through May, 6:30-8:30, Tuesday and Thursday evenings. Offering adult equivalency diploma to GED students.

**New World Association of Emigrants from Russia in Pennsylvania**

2218 Glendale St.  
Philadelphia, PA 19152

**Contact:** Ella Suplin  
Executive Director

**Phone:** 215-725-2706

**Fax:** 215-725-3214

**Services:** ESL

**Languages spoken by staff:** Russian

**Other services:** TAP, Town Watch, citizenship, social services

**No. of students:** 480

**No. of paid staff:** 9

**No. of volunteer staff:** 11

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia, Bucks, Montgomery

**Description of sites:** Comprehensive adult learning center

**Program description:** The NWA is serving the immigrant Slavic population in the Philadelphia area. The NWA's primary mission has been to provide literacy instruction, supportive social services, and job referral to empower its clients to fully participate in the social and economic life of their new community. Over 14 years NWA has provided ESL instruction to over 4,000 adult learners with the support of PDE.

**Norristown Area School District**

401 N. Whitehall Rd.  
Norristown, PA 19403

**Contact:** Joseph Beech  
ABE Program Director

**Phone:** 610-630-5066

**Fax:** 610-630-5115

**Northampton County Community College**

3835 Green Pond Road  
Bethlehem, PA 18017

**Contact:** Manuel A. Gonzalez  
Director of Adult Literacy

**Phone:** 610-861-5427

**Fax:** 610-861-5093

**E-mail address:** mag@pmail.nrhmc.pa.us

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish

**No. of students:** 2,000

**No. of paid staff:** 70

**No. of volunteer staff:** 150

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Northampton, Monroe, Wayne

**Description of sites:** On campus and in the community

**Program description:** Offers classes in literacy, life skills, ABE, GED, and ESL at a variety of locations in Northampton, Monroe, and Wayne counties. Classes are offered during day and evening, and are free to the public.

**Northeastern Educational Intermediate Unit 19**

1200 Line Street  
Archbald, PA 18403

**Contact:** Ronald Wilcha  
ABE Program Director

**Phone:** 717-876-9220

**Fax:** 717-876-8660

**Services:** ABE, GED

**No. of students:** 50

**No. of paid staff:** 2

**No. of volunteer staff:** on

**Counties served:** Lackawanna, Wyoming, Luzerne, Susquehanna, Wayne

**Description of sites:** Clarks Summit State Hospital

**Northern Tier Career Center See Bradford Co. AVTS****Northern Tier Community Action Corporation (Cameron County)**

P.O. Box 389  
Emporium, PA 15834

**Contact:** Judith E. Blumle  
ABE Program Director

**Phone:** 814-486-1161

**Fax:** 814-486-0825

**Services:** Literacy, ABE, GED

**No. of students:** 30

**No. of paid staff:** 1

**No. of volunteer staff:** 2

**Availability:** Day classes. Community based.

**Counties served:** Cameron

**Description of sites:** Adult Learning Center

**Program description:** Program offers a flexible program of education services to adults over 18 years of age. Students can learn to read, improve reading and math skills, study for the GED exam. This program, because it is small, can accommodate most learners' schedules and learning styles.

**Northwest Tri-County Intermediate Unit 5**

670 West 36th Street  
Erie, PA 16508

252 Waterford Street  
Edinboro, PA 16412

**Contact:** Richard Gacka or Bootsie Barbour  
ABE Program Coordinator

**Phone:** 814-866-3105

**Fax:** 814-734-5806

**E-mail address:** NorthWPDC@aol.com

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish

**Other services:** Adult education School-to-Work program, Northwest Professional Development Center

**No. of students:** 330

**No. of paid staff:** 33

**No. of volunteer staff:** 30

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Erie, Warren

**Description of sites:** Comprehensive adult learning center

**Program description:** Provides services including student assessment, GED test scheduling, referral to appropriate programs and case management. Programs are offered at a variety of levels within the areas of Adult Basic Education, GED preparation and ESL. Programs are designed specifically to prepare persons for employment are also offered. Programs offered at a central location in Erie City as well as at a number of satellite sites.

**Northwestern Human Services of Philadelphia**

27 E. Mt. Airy Avenue  
Philadelphia, PA 19119

**Contact:** Michael Carr  
ABE Program Director

**Phone:** 215-843-6200

**Fax:** 215-843-2858

**E-mail address:** LRNCON@PhiladelphiaLibertynet.org

**Services:** ABE, GED, Workplace (in conjunction with the Northwest Vocational Program)

**Languages spoken by staff:** Program Director: German and Yiddish

**Other services:** Comprehensive mental health and substance abuse services

**No. of students:** 35

**No. of paid staff:** 2

**No. of volunteer staff:** 3

**Availability:** Day classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** Learning Connection is located at the Germantown Day Program, 5429 Germantown Avenue, Philadelphia, PA 19144

**Program description:** Learning Connection is an ABE/ GED program targeted to serve a special population recovering from serious mental illness. Learning Connection is located in a large innovative mental health day program which includes comprehensive mental health and vocational rehabilitation services.

**Partners for ESL, Inc.**

1580 Carr Way  
Warminster, PA 18974

**Contact:** Janice R. Frick  
Director/Coordinator

**Phone:** 215-674-3793

**Fax:** 215-674-2777

**E-mail address:** pesl@libertynet.org

**Services:** ESL

**Languages spoken by staff:** Spanish

**Other services:** Citizenship preparation

**No. of students:** 150

**No. of paid staff:** 2

**No. of volunteer staff:** 35

**Availability:** Day classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** ESL learning center for classes in Philadelphia Middle School (Barratt-16th and Wharton Streets).

**Program description:** Provides basic ESL instruction with pre-vocational and citizenship components to eight classes of 15-20 limited English proficiency adults at the Barratt Middle School in South Philadelphia. Limited summer and eight hours per week from September to June instruction is provided. Classes are taught by experienced ESL specialists and/or by trained volunteer teachers.

**Peirce College**

1420 Pine Street  
Philadelphia, PA 19102

**Contact:** Mr. Sung Jin Choi  
ABE Program Coordinator

**Phone:** 215-545-6400, ext. 254

**Fax:** 215-545-5996

**Services:** ESL

**No. of students:** 120

**No. of paid staff:** 5

**No. of volunteer staff:** 2

**Availability:** Evening classes. School based.

**Description of sites:** Peirce College

**Program description:** ESL classes for community. Classes meet Tuesday and Thursday evenings for two and a half hours, and Saturday mornings for two and a half hours. Students attend five hours of classes per week.

**Pen Argyl School District, Adult Education**

1620 Teels Road  
Pen Argyl, PA 18072

**Contact:** Neal B. Wicoff  
ABE Program Director

**Phone:** 610-588-7244

**Fax:** 610-588-0613

**Services:** Literacy, ABE, GED, ESL

**Other services:** Assistance with furthering education and job opportunities. Workplace services assist students with workplace issues and learning (do not offer a specific workplace class.) Family Literacy assists students with family literacy needs (do not have a specific Family Literacy class.)

**No. of students:** 125

**No. of paid staff:** 9

**No. of volunteer staff:** 15

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Northampton, Monroe

**Description of sites:** School district buildings, public libraries, church sites.

**Program description:** Provides a full range of adult education classes from literacy to ABE to GED instruction. The free classes are held each Monday and Wednesday night from 6-9 PM during September to May. Literacy classes help adults improve basic reading and math skills. ABE and GED classes help adults with intermediate and high school level skills in essay writing, math, science, reading, English, etc.

**Penn Hills School District**

309 Collins Drive  
Pittsburgh, PA 15235

**Contact:** Bruce Thomas  
ABE Program Director

**Phone:** 412-793-7000

**Fax:** 412-793-6402

**Services:** ABE, GED, Workplace

**Languages spoken by staff:** Spanish, French, German

**No. of students:** 49

**No. of paid staff:** 3

**Availability:** Evening classes. School based.

**Counties served:** Allegheny, Westmoreland

**Description of sites:** High school classroom

**Program description:** Instruction usually on individual basis, but sometimes small-group sessions are conducted. Individual IEPs, student logs, results, and accomplishments are maintained in individual files.

Classes are conducted by paid professionals in classrooms at the community high school. The first hour will be used to provide one-on-one assistance, reinforcements, and individual instruction. Remaining is group session which includes computer lab.

**Penn State University, Beaver Campus / Adult Literacy Action**

336 College Ave.  
Beaver, PA 15009

**Contact:** Nancy Woods  
Director, Adult Literacy Action  
**Phone:** 412-773-7810  
**Fax:** 412-773-7303  
**E-mail address:** NCW1@EMAIL.PSU.EDU  
**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Greek, Spanish, Chinese, Croatian, Hungarian, Slav, Italian

**No. of students:** 355  
**No. of paid staff:** 14  
**No. of volunteer staff:** 300

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Beaver

**Description of sites:** College learning center, church and housing project classrooms, rehab/jail learning centers, libraries, offices, homes, community sites, workplaces, headstart centers, etc.

**Program description:** The mission of Adult Literacy Action of Penn State Beaver Campus is to foster literacy for all people through advocacy, education, research, training, and outreach, and to provide state-of-the-art literacy instruction to undereducated adults so they may acquire the basic skills necessary to function in society.

**Penncrest School District**

Road 1 Box 808  
Saegertown, PA 16433

**Contact:** Dale P. Hrach  
ABE Program Director  
**Phone:** 814-967-2675  
**Fax:** 814-967-2136  
**E-mail address:** dhrach@iuo5trc.trinet.k12.pa.us  
**Services:** ABE, GED

**No. of students:** 90  
**No. of paid staff:** 8  
**Availability:** Evening classes. School based.

**Counties served:** Crawford  
**Description of sites:** Three high schools located throughout the county

**Program description:**

(Maplewood, Saegertown, Conneaut Lake).

Penncrest provides a complete education program to improve the quality of life for every member of its community by providing free, convenient programs. These programs include reading, writing, occupational, language, and job-seeking skills. The program spans all levels from beginning literacy skills to GED preparation classes.

**Pennsylvania College of Technology - Technology Transfer Center and Continuing Education**

One College Ave.  
Williamsport, PA 17701

**Contact:** Susan Clark-Teisher  
Project Manager

**Phone:** 717-327-4775  
**Fax:** 717-321-5546  
**E-mail address:** scteisha@pct.edu

**Services:** Workplace

**No. of students:** 80  
**No. of paid staff:** 3

**Counties served:** North-central Pennsylvania

**Description of sites:** Workforce Education

**Program description:** The Center offers noncredit education for the public. Courses provide upgrading, training, and development to enhance opportunities for individuals in their job duties, career advancement, and personal development. Customized training is offered to business and industry in CNC, materials handling, CAD/CAM, PLC, CIM, computer systems, manufacturing processes, continuing education for the health sciences, small business management, microcomputers, quality control, electronics, welding, workplace literacy, plastics and polymer technology, etc.

**Pennsylvania School for the Deaf**

100 W. Schoolhouse Lane  
Philadelphia, PA 19144

**Contact:** Gail Bober  
ABE Program Director

**Phone:** 215-951-4718  
**Fax:** 215-951-4708  
**TDD:** 215-951-4718

**Services:** Literacy, ABE

**Languages spoken by staff:** American Sign Language

**No. of students:** 36  
**No. of paid staff:** 4  
**No. of volunteer staff:** 20

**Perry County Literacy Council**

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Philadelphia, Delaware, Bucks, Montgomery, Chester

**Description of sites:** Located in the resource center of the Pennsylvania School for the Deaf

**Program description:** Provides literacy and adult basic education services to deaf adults whose primary language is American Sign Language. Classes meet twice a week and are taught by teachers of the deaf, with the assistance of volunteer tutors who have knowledge of sign language.

**Perry County Literacy Council**

P.O. Box 37  
Newport, PA 17074

**Contact:** Carol Steiner  
Executive Director

**Phone:** 717-567-7323

**Fax:** 717-567-7997

**E-mail address:** literacy@pa.net or steiner@pa.net

**Services:** Literacy, ABE, GED, ESL, Family Literacy

**Other services:** Commercial Drivers License preparation

**No. of students:** 180

**No. of paid staff:** 5

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Perry

**Description of sites:** Community-based services throughout the county, administered through office on lower level, Newport Library

**Program description:** Educational programs for Perry County adults designed to enable them to better function as productive and responsible citizens in today's and tomorrow's reading and technologically oriented society.

**Philadelphia Housing Authority**

801 Arch St.  
Philadelphia, PA 19107

**Contact:** Yaw Owusu-Ansah  
ABE Program Director

**Phone:** 215-684-4486

**Fax:** 215-684-4428

**Philadelphia OIC**

1231 N. Broad St.  
Philadelphia, PA 19122

**Contact:** Phyllis Lawrence  
ABE Program Director

**Phone:** 215-236-7700

**Fax:** 215-236-8970

**Philadelphia School District**

734 Schuylkill Avenue, Room 681  
Philadelphia, PA 19146

**Contact:** Larry Aniloff  
ABE Program Supervisor

**Phone:** 215-875-3829

**Fax:** 215-875-5740

**Services:** Literacy, ABE, GED

**No. of paid staff:** 28

**Availability:** Evening classes. Community based. School based.

**Counties served:** Philadelphia

**Description of sites:** Community based, school based, and in institutions

**Program description:** Provides community-based, school-based, and institution-based literacy services. Includes both adult basic education, CABE, and preparation for the GED.

**Philadelphia Urban Partnership In Learning (PUPIL)**

1127 S. Broad Street  
Philadelphia, PA 19147

**Contact:** William Cicco  
Director

**Phone:** 215-551-6455

**Fax:** 215-334-7213

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish and Italian

**No. of students:** 65

**No. of paid staff:** 1

**No. of volunteer staff:** 15

**Availability:** Evening classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** PUPIL is a church-based, community-oriented, adult basic and literacy education program.

**Program description:** PUPIL is conveniently located at 1127 S. Broad Street. Instruction is available on Tuesday and Thursday evenings, from 7-9 p.m.



**Pittsburgh Housing Authority**

200 Ross St.  
Pittsburgh, PA 15219

**Contact:** Brenda Dobson  
Project Supervisor  
**Phone:** 412-362-3492

**Pittsburgh School District, Connelley Technical Institute and Adult Education Center**

1501 Bedford Avenue  
Pittsburgh, PA 15219

**Contact:** Alfred Fascetti  
ABE Program Director  
**Phone:** 412-338-3710  
**Fax:** 412-338-3708  
**TDD:** 412-338-3704  
**E-mail address:**

Fascetti@oberon.PPS.Pgh.PA.US  
**Services:** Literacy, ABE, GED, ESL

**Other services:** Full-time vocational/technical and health-related training programs.

**No. of students:** 1,520

**No. of paid staff:** 11

**No. of volunteer staff:** 30

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Allegheny

**Description of sites:** Comprehensive Adult Learning Center, high schools, and elementary school centers.

**Program description:** Adult education programs designed to encourage motivated individuals to improve their English, reading, and math skills. All programs are based on individualized instruction to maximize the educational experience. Classes meet Monday through Friday from 8:30 am to 2:30 pm. Application accepted at all times. No tuition fee. Books and materials are provided.

**Potential Reentry Opportunities in Business and Education (PROBE)**

589 S. Front Street  
Harrisburg, PA 17104

**Contact:** Kathryn Towns  
President  
**Phone:** 717-939-2260  
**Fax:** 717-939-3146  
**Services:** ABE, GED  
**Other services:** Job Readiness Training, Child Care Resource & Referral, Batterers Treatment Center, Basic Computer, WITT (Women in Technology and Trade)

**No. of students:** 40

**No. of paid staff:** 4  
**No. of volunteer staff:** 2  
**Availability:** Day classes. Community based.  
**Counties served:** Dauphin, Cumberland, Perry  
**Description of sites:** Classroom setting, group and individual tutoring.  
**Program description:** An instructor conducts small-group sessions for 20 hours per week. Each student develops an IEP with the instructor. The instructor tests students to determine appropriate instructional material, is available for assistance, monitors progress, and offers generalized group lessons. The instructor maintains a portfolio on each student and reports attendance. Students are eligible to receive free PROBE's career counseling, child care resource and referral information, and individual counseling.

**Pottstown YWCA**

315 King Street  
Pottstown, PA 19464

**Contact:** Hilary Zackroff  
Director, YWCA Adult Literacy Center

**Phone:** 610-323-1888

**Fax:** 610-323-5430

**Services:** Literacy, ABE, GED, ESL

**Other services:** One-on-one tutoring literacy through GED preparation, ESL classroom, beginner and intermediate levels.

**No. of students:** 105

**No. of paid staff:** 2

**No. of volunteer staff:** 30

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Montgomery, Chester, Berks

**Description of sites:** ESL classroom meets at the YWCA; one-on-one tutoring pairs meet at YWCA, churches, homes, libraries, and community centers. Day and evening.

**Program description:** Each year the program helps approximately 120 low-literate adults and non-English speakers to develop the literacy skills they need to become fully and productively employed, to pass on the value of reading and education to their children, and to continue learning independently. Two 90-minute sessions are scheduled each week at a time convenient to the student and tutor. ESL classes run six hours a week per level.

**Private Industry Council Westmoreland/Fayette, Inc.**

531 S. Main Street  
Greensburg, PA 15601

**Contact:** Gail G. Campbell  
ABE Program Director

**Phone:** 1-800-456-3148

**Fax:** 412-836-8058

**TDD:** 412-836-2600

**Services:** Literacy, ABE, GED, ESL  
Workplace, Family Literacy

**Other services:** GED examination center,  
assessment, counseling, job  
search, computer classes

**No. of students:** 375

**No. of paid staff:** 7

**No. of volunteer staff:** 25

**Availability:** Day classes. Community based.

**Counties served:** Westmoreland and surrounding

**Description of sites:** Handicap accessible, public  
transportation available.  
Learning centers in Greensburg,  
New Kensington, and Monessen.

**Program description:** Assessment, counseling, self-  
paced, individual, and small-  
group basic skills instruction,  
preparation for the GED exam,  
college, and training programs.

**Programs Employing People**

1200 S. Broad Street  
Philadelphia, PA 19146

**Contact:** Graham B. Gill  
ABE Program Director

**Phone:** 215-389-4006

**Fax:** 215-389-5228

**Services:** Literacy, ABE

**Other services:** Adult day service, vocational  
training

**No. of students:** 24

**No. of paid staff:** 3

**Availability:** Evening classes. Community  
based.

**Counties served:** Philadelphia

**Description of sites:** Adult Learning Center

**Program description:** ABE program designed to assist  
individuals in both economic  
and social environments. Basic  
literacy classes in math,  
reading, and writing. Goals  
include developing indepen-  
dence and self-reliance. Classes  
meet two times per week.

**Guido to Servicios Provided:**

Literacy: basic reading instruction  
ABE: Adult Basic Education  
GED: preparation for the Tests of General Educational Development  
ESL: English as a Second Language  
Workplace: adult education in conjunction with employers  
Family Literacy: intergenerational learning environment

**Progressive Workshop, Armstrong County**

301 Oak Avenue  
Kittanning, PA 16201

**Contact:** Karen B. Waugaman  
ABE Program Director

**Phone:** 412-548-5664

**Fax:** 412-545-2088

**Services:** ABE

**Other services:** Personal and work adjustment,  
job skill training, evaluation,  
counseling, and supported  
employment.

**No. of students:** 50

**No. of paid staff:** 2

**No. of volunteer staff:** 1

**Availability:** Day classes. Community based.

**Counties served:** Armstrong

**Description of sites:** Classes are at one of two  
workshop locations in classroom  
or program area.

**Program description:** Vocational training program  
that incorporates ABE classes  
with job skill training, job  
development opportunities,  
counseling, evaluation, and  
supportive employment for  
mentally and physically  
challenged adults of Armstrong  
County.

**Project of Easton**

330 Ferry Street  
Easton, PA 18042

**Contact:** Linda Adler  
Co-Director

**Phone:** 610-258-4361

**Fax:** 610-258-7502

**Services:** Literacy, ABE, GED, Workplace

**No. of students:** 100

**No. of paid staff:** 4

**No. of volunteer staff:** 35

**Availability:** Day classes. Community based.

**Counties served:** Northampton, Lehigh, Warren

**Description of sites:** Classroom instruction (three  
days) and one-on-one tutoring

**Program description:** Project L.E.A.R.N. (Let Every  
Adult Read Now) was estab-  
lished in 1980 to help adult  
learners improve their reading,  
writing, math, and life skills.  
Our challenge is to assist  
students to attain their personal  
goals in order to be productive  
members of the community and  
workforce. This is done largely  
through classroom instruction  
and one-on-one volunteer  
tutoring.

**Puerto Rican Organizing Committee**

301 S. 13th Street  
Harrisburg, PA 17104

**Contact:** Lourdes U. Tanton  
ABE Program Director

**Phone:** 717-232-7691

**Fax:** 717-233-7227

**Services:** ESL, Workplace

**Languages spoken by staff:** Spanish

**Other services:** Social services, clothing and food banks, after-school tutoring programs, AIDS prevention program, Head Start.

**No. of students:** 50

**No. of paid staff:** 13

**No. of volunteer staff:** 6

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Dauphin, Cumberland, Perry

**Description of sites:** One-on-one tutoring at the Mount Pleasant Hispanic Center

**Program description:** Program offers a successful ESL program at the Center for adults with limited English skills. Purpose is to develop and increase their competence in the English language so that they can further their education, obtain or retain gainful employment, and survive in an English-speaking environment.

**Quakertown Community School District**

600 Park Avenue  
Quakertown, PA 18951

**Contact:** William Kirk  
Assistant Superintendent

**Phone:** 215-538-5027

**Fax:** 215-539-9327

**E-mail address:** wkirk@bcu.k12.pa.us

**Services:** ABE, GED

**No. of students:** 85

**No. of paid staff:** 2

**Availability:** Evening classes. School based.

**Counties served:** Bucks

**Description of sites:** Comprehensive High School

**Program description:** Provides basic education services and GED training for adults in the upper Bucks County community. Classes, which are conducted four evenings each week throughout fall/winter/spring, are located in the Senior High School. Board recognition is given each spring to those adult students who have successfully completed the GED program.

**Reading Area Community College**

10 S. 2nd Street  
Reading, PA 19603

**Contact:** Pieter V. Miller  
Director of Continuing Education

**Phone:** 610-372-4721

**Fax:** 610-375-8255

**Services:** Literacy, ABE, GED, ESL, Workplace, Family Literacy

**Languages spoken by staff:** Spanish

**No. of students:** 750

**No. of paid staff:** 45

**No. of volunteer staff:** 95

**Availability:** Day classes. Evening classes. Community based. School based.

**Counties served:** Berks

**Description of sites:** College campus, local schools, and churches

**Program description:** Program offers 70 ABE, GED, and ESL classes at 25 locations throughout the city of Reading and Berks county including three institutional settings. Day and evening options. Collaboration with Even Start Family Literacy at four locations and workplace programs on request.

**Red Land Community Action Program, Inc.**

P.O. Box 23, 308 Market Street  
Lewisberry, PA 17339

**Contact:** Irene Paul  
ABE Program Director

**Phone:** 717-938-6695

**Fax:** 717-932-2589

**Services:** GED

**No. of students:** 40

**No. of paid staff:** 3

**Availability:** Evening classes. Community based.

**Counties served:** York

**Description of sites:** Located in small town, one floor, handicap accessible.

**Program description:** Instruction for adults who want to take the test for a high school diploma.

**Renaissance Center, Inc.**

910 Penn Avenue  
Pittsburgh, PA 15222

**Contact:** Joseph Velardita  
ABE Program Director

**Phone:** 412-261-0875

**Fax:** 412-471-6645

**Services:** ABE, GED

**No. of students:** 40

**No. of paid staff:** 3

**Renewal Inc.**

**No. of volunteer staff:** 10  
**Availability:** Day classes. Community based.  
**Counties served:** Allegheny  
**Description of sites:** Psychosocial rehabilitation agency  
**Program description:** One-on-one, small-group and computer-assisted instruction provided to mentally ill adults in Allegheny County. Curricula offered includes ABE, pre-GED, GED in language and math.

**Renewal Inc.**

339 Boulevard of the Allies  
 Pittsburgh, PA 15222

**Contact:** Jean Misutka  
 Director of Supportive Services  
**Phone:** 412-456-1441  
**Fax:** 412-456-1448

**Ridley School District**

1001 Morton Avenue  
 Folsom, PA 19033

**Contact:** Richard Cunningham  
 ABE Program Director  
**Phone:** 610-534-1900  
**Fax:** 610-534-2335  
**E-mail address:** rich\_cunningham@ridleysd.k12.pa.us  
**Services:** ABE, GED, ESL, Workplace, Family Literacy  
**Other services:** Social services, assessment, and referrals.

**No. of students:** 105  
**No. of paid staff:** 8  
**Availability:** Evening classes. School based.  
**Counties served:** Delaware  
**Description of sites:** School

**Program description:** Program offers instruction in the basics of reading, English, and a course for those wishing to take their GED test. There is no charge for the service. Books and materials are supplied by the teacher after the applicant is enrolled in the program. To qualify one must be a Delaware County resident, be at least 16 years of age, and have an interest in going back to school to to gain a high school equivalency diploma or improve their basic skills in reading and language arts.

**Schuylkill County Literacy Council**

Rt. 61, Schuylkill Mall  
 Frackville, PA 17931

**Contact:** Wendy Bridal  
 ABE Program Director  
**Phone:** 717-874-0137  
 717-874-1213

**Schuylkill Intermediate Unit 29**

Lifelong Learning Center, Schuylkill Mall, Route 61  
 Frackville, PA 17931

**Contact:** Lyn Leto  
 ABE Program Director  
**Phone:** 717-874-0137 ext. 22  
**Fax:** 717-874-1213  
**Services:** Literacy, ABE, GED, ESL, Workplace

**Languages spoken by staff:** Spanish

**No. of students:** 260

**No. of paid staff:** 10

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Schuylkill

**Description of sites:** Area school buildings and adult learning centers

**Program description:** Provides adult basic education services through ABE, GED, ESL, and workforce education classes. Day and Evening classes. Using student's test results and career goals, the instructor and a counselor construct an IEP (individual plan of action) for each student. Students who need one-on-one tutoring are referred to the Literacy Council. The program follows the school-to-work philosophy with career assessment and guidance an integral part of the core curricula.

**Scranton Council for Literacy Advance (SCOLA)**

1032 Green Ridge Street  
 Scranton, PA 18509

**Contact:** Diana Statsman  
 Executive Director  
**Phone:** 717-346-6203  
**Fax:** 717-348-3029  
**E-mail address:** scola@epix.net  
**Services:** Literacy, ESL, Workplace

**Languages spoken by staff:** Spanish

**No. of students:** 200

**No. of paid staff:** 4

**No. of volunteer staff:** 75

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Lackawanna

**Description of sites:** One-on-one tutoring/various sites

**Program description:** Provides one-on-one and small-group instruction for both literacy (native born) and ESL (foreign born) students. Students must be 16 years old or older and out of school. The Program acts as a literacy advocate at the local, state, and national levels. SCOLA is the 1996 recipient of LLA's National

Award for Excellence for  
Outstanding Literacy Organiza-  
tion.

**Scranton School District**

425 N. Washington Ave.  
Scranton, PA 18503

**Contact:** Robert McHugh  
ABE Program Director  
**Phone:** 717-348-3568  
**Fax:** 717-348-3561  
**Services:** ABE, GED, ESL  
**No. of students:** 65  
**No. of paid staff:** 9  
**Availability:** Evening classes. School based.  
**Counties served:** Lackawanna  
**Description of sites:** Scranton High School  
**Program description:** The Continuing Education Program of the Scranton School District provides instruction to interested adults in the study of ESL, ABE, and GED test preparation. Scranton High School is also a GED test site.

**Southeast Asian Mutual Assistance Associations Coalition, Inc. (SEAMAAC)**

4601 Market Street  
Philadelphia, PA 19139

**Contact:** Man Lyan Vung  
Program Coordinator  
**Phone:** 215-476-9640  
**Fax:** 215-471-8029  
**Services:** Literacy, ABE, ESL, Family Literacy  
**Languages spoken by staff:** Laotian, Cambodian, Vietnamese, Chinese  
**No. of students:** 180  
**No. of paid staff:** 9  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Philadelphia  
**Description of sites:** Comprehensive Adult Learning Center at respective community office sites  
**Program description:** Program targets adult Southeast Asian refugee population in the neighborhoods of North, West and South Philadelphia. The communities are strategically located in poverty-stricken, drug-operating, and economically submerged ghettos. Program provides English, reading, writing, and survival skills training geared toward attaining employment, economic achievement as well as promoting self-esteem; to increase percentage of students achieving personal objectives and to assist in and promote survival skills.

**Southeast Delco School District**

1560 Delmar Drive, P.O. Box 328  
Folcroft, PA 19032

**Contact:** Howard R. Amos  
ABE Program Director  
**Phone:** 610-522-4324  
**Fax:** 610-461-4874

**Seneca Highlands Intermediate Unit**

119 Mechanic Street  
Smethport, PA 16749

**Contact:** Karl E. Shuey  
Assistant Executive Director  
**Phone:** 814-887-5512  
**Fax:** 814-887-2157  
**Services:** ABE, GED  
**No. of students:** 100  
**No. of paid staff:** 11  
**Availability:** Evening classes. School based.  
**Counties served:** Cameron, McKean  
**Description of sites:** Classes are held at the Cameron County, Kane, and Port Allegany High Schools as well as the McKean County jail.  
**Program description:** ABE and GED classes with skill enhancement are held two nights per week during the school year in Port Allegany and the McKean County jail in Smethport. GED classes with skill enhancement are held two nights per week during the school year in Cameron County and Kane.

**Somerset County Area Vocational-Technical School**

281 Vo-Tech Road  
Somerset, PA 15501

**Contact:** Thomas P. Wojcicki  
Coordinator  
**Phone:** 814-443-3651  
**Fax:** 814-445-6716  
**E-mail address:** SomAVTS@shol.com  
**Services:** Literacy, ABE, GED, ESL  
**No. of students:** 400  
**No. of paid staff:** 6  
**No. of volunteer staff:** 20  
**Availability:** Day classes. Evening classes. School based.  
**Counties served:** Somerset  
**Description of sites:** 13 sites located throughout Somerset County  
**Program description:** Provides adult literacy services to residents of Somerset County. Services are designed to provide the skills necessary for a competitive workforce and for an individual to function effectively in society. These services include Adult Basic

Education, English as a Second Language, and GED preparation.

**Special People in Northeast, Inc.**

10980 Norom Road  
Philadelphia, PA 19154

**Contact:** Felicia Brosius  
ABE Program Coordinator  
**Phone:** 215-464-4895  
**Fax:** 215-464-4897  
**Services:** Literacy, ABE, GED, Workplace  
**Other services:** Community center services and options are also available ie: recreation/hobby classes, crafts studio, senior center, etc.

**No. of students:** 35  
**No. of paid staff:** 2  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Philadelphia, Lower Bucks  
**Description of sites:** One-on-one tutoring and small-group classes provided within a community center setting and two area businesses.

**Program description:** Provides adult basic and literacy education services to those adults who are educationally disadvantaged and/or unemployed. These adults are offered opportunities to increase functional skills necessary for attainment of employment while also working on other life skill developments so they can be integrated into the workforce and have the ability to meet their adult responsibilities. Certified teachers emphasize learning styles, offer flexible schedules and motivate the students.

**St. Vincent's Learning Lab**

109 E. Price St.  
Philadelphia, PA 19144

**Contact:** Evelyn F. Rogers  
Coordinator  
**Phone:** 215-438-1514  
**Fax:** 215-438-4856  
**Services:** ABE  
**No. of students:** 50  
**No. of paid staff:** 4  
**No. of volunteer staff:** 14  
**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia  
**Program description:** A systematic program of 1st-4th and 5th-8th grade reading, writing, arithmetic, and self-improvement skills for adult learners.

**Stairways**

138 E. 26th Street  
Erie, PA 16504

**Contact:** Billie Lyle  
Director of Skill Development  
**Phone:** 814-878-2062  
**Fax:** 814-453-4757  
**Services:** Literacy, ABE, GED  
**Languages spoken by staff:** Spanish  
**No. of students:** 170  
**No. of paid staff:** 4  
**No. of volunteer staff:** 1  
**Availability:** Day classes. Community based.  
**Counties served:** Erie  
**Description of sites:** Small classrooms with tutorial areas and computer laboratories  
**Program description:** Instruction is designed for students who require high levels of individualized instruction. Primary focus is on Adult Basic and Literacy Education and GED preparation.

**State College Area School District Community Education**

131 W. Nittany Avenue  
State College, PA 16801

**Contact:** Donna M. Ricketts  
Director of Community Education  
**Phone:** 814-231-1061  
**Fax:** 814-231-1087  
**E-mail address:** DMR13@SCASD.K12.PA.US  
**Services:** ABE, GED, ESL, Workplace  
**Other services:** Provides services to a temporary housing agency-ABE/GED and life skills assistance.

**No. of students:** 450  
**No. of paid staff:** 10  
**No. of volunteer staff:** 2  
**Availability:** Day classes. Evening classes. Community based. School based.  
**Counties served:** Centre County - State College Area School District  
**Description of sites:** Classroom and use of a lobby of a elementary school used for ABE, GED, ESL classrooms in a high school, adult literacy in a church, ESL on Penn State University campus.

**Program description:** A federally and state-funded adult literacy service that assists adults who wish to complete a high school education or update their basic skills for further training. The program also provides ESL instruction to a large international community. The free program provides quality

learning experiences for area adults to become successful in today's workplace.

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**Susquehanna County Literacy Coalition, Inc. and  
Susquehanna County Volunteer Literacy Council**

P.O. Box 277

Montrose, PA 18801

**Contact:** Louise Lyons Novy  
ABE Program Director

**Phone:** 717-278-9027

**Fax:** 717-278-9027

**E-mail address:** sclp@epix.net

**Services:** GED, Workplace

**Languages spoken by staff:** Spanish

**No. of students:** 40

**No. of paid staff:** 4.5

**Availability:** Evening classes. Community based. School based.

**Counties served:** Susquehanna

**Description of sites:** High school, corporate training center, workplace

**Program description:** Imparts 100 hours of GED instruction in a classroom setting.

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**Temple University, Center for Research in Human  
Development and Education**

1301 C.B. Moore Avenue

Philadelphia, PA 19122

**Contact:** Rubye McLaughlin  
Adult Education Director

**Phone:** 215-204-6217

**Fax:** 215-204-4530

**Services:** Literacy, ABE, GED, ESL

**Languages spoken by staff:** Spanish

**Other services:** Job training

**No. of students:** 166

**No. of paid staff:** 7

**No. of volunteer staff:** 8

**Availability:** Evening classes. School based.

**Counties served:** Philadelphia

**Description of sites:** University setting with classroom instruction and one-on-one tutorials

**Program description:** Adult education program services beginning, intermediate, advanced ABE and ESL adults in a university setting. Students receive computer-assisted instruction in computer labs, classrooms, and one-on-one tutoring. Pre- and post-assessments monitor progress. Counseling is available. The ESL component reaches several ethnolinguistic communities.

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**Temple University, Center for Social Policy**

1601 N. Broad Street, Room 100

Philadelphia, PA 19122

**Contact:** Shirley Rines  
ABE Program Director

**Phone:** 215-204-7491

**Fax:** 215-204-3429

**Services:** ABE, GED, ESL

**Languages spoken by staff:** Spanish, French

**Other services:** Community-based organizations

**No. of students:** 150

**No. of paid staff:** 8

**No. of volunteer staff:** 1

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Philadelphia

**Description of sites:** University (main campus)

**Program description:** The Neighborhood Adult Basic Education Program focuses on the individual's needs and goals. The program provides instruction in vocabulary building, writing skills, language arts, social studies, history, science, and mathematics. It provides an opportunity for adults to upgrade basic reading and math skills, develop an awareness of other in-house vocational or training options, earn a chance to receive a GED and social/emotional support and/or direct referrals to public or private agencies.

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**Therapeutic Center at Fox Chase—The Bridge**

8400 Pine Road

Philadelphia, PA 19111

**Contact:** Star Weiss  
ABE Program Director

**Phone:** 215-342-5000

**Fax:** 215-342-7709

**Services:** Literacy, ABE

**Languages spoken by staff:** Spanish

**No. of students:** 45

**No. of paid staff:** 5

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Philadelphia, Montgomery, Chester

**Program description:** Program provides educational services for adolescence in drug and alcohol rehabilitation center. Also provides private school.

**Threshold Rehabilitation Services, Inc.**

1000 Lancaster Avenue  
Reading, PA 19607

**Contact:** Thomas McNelis  
ABE Program Director

**Phone:** 610-777-7691

**Fax:** 610-777-1295

**Services:** ABE

**No. of students:** 15

**No. of paid staff:** 2

**Availability:** Day classes. Community based.

**Counties served:** Berks

**Description of sites:** Services provided in community-based vocational training center

**Program description:** Adult basic education services to people with physical disabilities.

**Titusville Area School District**

221 N. Washington Street  
Titusville, PA 16354

**Contact:** Terry Kerr  
ABE Program Director

**Phone:** 814-827-2717

**Fax:** 814-827-7761

**Services:** ABE, GED

**No. of students:** 30

**No. of paid staff:** 5

**Availability:** Evening classes. School based.

**Counties served:** Crawford, Venango, Warren

**Description of sites:** Adult Basic Education program for adults who have not earned a high school diploma.

**Program description:** The ABE/GED program is intended to provide further education for any adult 18 years of age or older. Students can ultimately earn a high school diploma if they pass the GED test and meet all the teacher requirements (i.e. assignments, tests, quizzes, and attendance.)

**Tolentine Community Center, Development Corp.**

1025-33 Mifflin Street  
Philadelphia, PA 19148

**Contact:** Rosalie Rossi  
Education Coordinator

**Phone:** 215-389-0717

**Fax:** 215-389-9848

**Services:** ABE, GED, ESL

**Languages spoken by staff:** Italian, Spanish

**No. of students:** 195

**No. of paid staff:** 5

**No. of volunteer staff:** 4

**Availability:** Evening classes.

**Counties served:** Philadelphia

**Description of sites:** 18,000-square-foot building/day care/youth/seniors. New building with three classrooms.

**Program description:** Classes are provided four nights a week throughout the year. GED, ABE, and ESL classes are growing; therefore, classrooms will be extending.

**Tri-County Opportunities Industrialization Center, Inc.**

2107 N. 6th Street  
Harrisburg, PA 17110

**Contact:** Jeffrey Woodyard  
Executive Director

**Phone:** 717-238-7318

**Fax:** 717-238-6251

**Services:** Literacy, ABE, GED, Workplace, Family Literacy

**Languages spoken by staff:** German, French, Spanish

**Other services:** Job placement, homebound instruction, CNA instruction

**No. of students:** 655

**No. of paid staff:** 22

**No. of volunteer staff:** 8

**Availability:** Day classes. Evening classes. Community based.

**Counties served:** Dauphin, Cumberland, Perry

**Description of sites:** Adult Learning Center-Worksite

**Program description:** An adult learning center located in Harrisburg, PA, serving a 3-county area. Offers GED test preparation, workplace literacy, job placement, and family literacy to out-of-school adults. Classes provide both group and individual instruction.

**Trinity Area School District**

231 Park Ave.  
Washington, PA 15301

**Contact:** Ben L. Lipniskis  
ABE Program Director

**Phone:** 412-228-2828

**Fax:** 412-228-2640

**Tunkhannock Area School District**

20 West Tioga Street  
Tunkhannock, PA 18657

**Contact:** Patricia Sample  
ABE Program Director

**Phone:** 717-836-3111

**Fax:** 717-836-7205

**Services:** Literacy, ABE, GED

**Other services:** Wyoming County Jail, ABE Program - 10 Stark Street, Tunkhannock

**No. of students:** 50

**No. of paid staff:** 5

**Availability:** Evening classes. School based.



**Counties served:** Wyoming, Susquehanna  
**Description of sites:** Tunkhannock High School, Room 112, 120 West Tioga Street, Tunkhannock, PA and Wyoming Co. Jail, 10 Stark Street, Tunkhannock, PA  
**Program description:** Target population includes educationally disadvantaged (adults who come to us with less than a fifth-grade level), adults with less than an eighth-grade education, and adults who presently hold jobs but do not have their diplomas. All instruction is conducted by part-time staff in one-on-one learning situations. Each student is encouraged to achieve levels of learning at their own pace.

**Tuscarora Intermediate Unit 11**

2527 U.S. Highway 522 South  
 McVeytown, PA 17051

**Contact:** Carol Molek  
 Adult Education Director  
**Phone:** 717-248-4942  
**Fax:** 717-248-8610  
**E-mail address:** carcarm@pennet.net  
**Services:** Literacy, ABE, GED, Workplace, Family Literacy  
**Other services:** All JTPA for Mifflin County, job training, computer skills, Even Start, homeless, dropout prevention, PDC, GED testing.

**No. of students:** 190  
**No. of paid staff:** 32  
**No. of volunteer staff:** 15  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Mifflin, Juniata, Perry  
**Description of sites:** Mifflin County: full-service learning center. Juniata County: Some Act143 services. Juniata and Perry: JTPA services.  
**Program description:** Adult education and job training services: job readiness, basic skills, computer skills, workplace, Even Start, and other family literacy programs.

**Upper Bucks County Area Vocational-Technical School**

3115 Ridge Road  
 Perkasio, PA 18944

**Contact:** Michael A. Gokay  
 Director  
**Phone:** 215-795-2911  
**Fax:** 215-975-0530  
**E-mail address:** ubavts@epix.net  
**Services:** GED, ESL  
**No. of students:** 60  
**Availability:** Day classes. Evening classes. School based.

**Counties served:** Bucks  
**Description of sites:** Vocational-technical school  
**Program description:** School uses a hands-on approach to teaching the necessary skills for today's labor market. Programs are created to prepare students for a career, to upgrade a present position, or for the adult who wants to enter a totally new field.

**Upper Dublin School District**

530 Twining Road  
 Dresher, PA 19025

**Contact:** Margaret Gallo  
 ABE Program Director  
**Phone:** 215-576-3273  
**Fax:** 215-887-5425  
**Services:** Literacy, ABE, GED, ESL  
**No. of students:** 19  
**No. of paid staff:** 2  
**Availability:** Evening classes. School based.  
**Counties served:** Montgomery  
**Description of sites:** Sandy Run Middle School  
**Program description:** One class meets two evenings per week for two hours to work on basic literacy skills and prepare for the GED.

**Volunteer English Program in Chester County**

The Farmhouse, Suite 101, 601 Swedesford Road  
 Frazer, PA 19355

**Contact:** Carol Klauss  
 ABE Program Director  
**Phone:** 610-640-4699  
**Services:** ESL  
**Languages spoken by staff:** French, German  
**No. of students:** 75  
**No. of paid staff:** 2  
**No. of volunteer staff:** 70  
**Availability:** Day classes. Evening classes. Community based.  
**Counties served:** Chester  
**Description of sites:** Various locations throughout the county, i.e. churches, libraries, offices, homes.  
**Program description:** The Volunteer English Program in Chester County attempts to improve the quality of life for adult immigrants and refugees by providing free one-on-one English language/culture tutoring.

**Guide to Services Provided:**

Literacy: basic reading instruction  
 ABE: Adult Basic Education  
 GED: preparation for the Tests of General Educational Development  
 ESL: English as a Second Language  
 Workplace: adult education in conjunction with employers  
 Family Literacy: intergenerational learning environment

**Volunteers of America of Central PA, Inc.**

2112 Walnut Street  
Harrisburg, PA 17103

**Contact:** Steven M. Jones  
Director  
717-236-1440  
717-236-3445

**Phone:** 717-236-1440  
**Fax:** 717-236-3445

**Services:** Literacy, ABE, ESL

**No. of students:** 90  
**No. of paid staff:** 3  
**No. of volunteer staff:** 15

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Dauphin

**Description of sites:** Multi-site computer-aided instruction

**Program description:** Established at several sites throughout the greater Harrisburg area, this program provides literacy and adult basic education to individuals 18 years or older whose reading skills are at the 8th grade level or lower. Volunteer tutors recruited from the community are trained in providing one-on-one instruction with educational software on computer.

**Warren County School District**

185 Hospital Drive  
North Warren, PA 16365

**Contact:** Laura M. McDunn  
ABE Program Director  
814-723-7553  
814-726-2113  
814-723-6793

**Phone:** 814-723-7553  
**Fax:** 814-726-2113  
**TDD:** 814-723-6793

**Services:** GED

**No. of students:** 40  
**No. of paid staff:** 2

**Availability:** Evening classes.

**Counties served:** Warren

**Description of sites:** Correctional institution

**Program description:** The Warren County Jail GED Program is available to all inmates incarcerated within this facility. The objectives are to provide a program of instruction geared to the particular needs of the target population so as to maximize their potential to pass the GED examination as well as increase their capability to meet their adult responsibilities.

**Wayne Highlands School District**

474 Grove Street  
Honesdale, PA 18431

**Contact:** Daniel O'Neill  
ABE Program Director  
717-253-4661  
717-253-9409

**Phone:** 717-253-4661  
**Fax:** 717-253-9409

**Services:** GED

**No. of students:** 40  
**No. of paid staff:** 5  
**No. of volunteer staff:** 1

**Availability:** Evening classes. School based.

**Counties served:** Wayne, Pike, Susquehanna

**Description of sites:** High school

**Program description:** GED classes are held four nights per week. One class begins in early October, and another begins in late February.

**Wayne/Pike Adult Literacy Program**

1406 N. Main Street  
Honesdale, PA 18431

**Contact:** Ada Jensen  
Director  
717-253-3221  
717-253-1240

**Phone:** 717-253-3221  
**Fax:** 717-253-1240

**Services:** Literacy, ABE, GED

**No. of students:** 234  
**No. of paid staff:** 2  
**No. of volunteer staff:** 75

**Availability:** Day classes. Evening classes.  
Community based.

**Counties served:** Wayne, Pike

**Description of sites:** Churches, libraries, and private homes

**Program description:** Provide basic skills instruction, levels 0-8, for any person 17 years or older not currently enrolled in any other public/private basic skills program. To provide reading, writing, spelling, math, and ESL on all levels. Targeted groups: unemployed, displaced homemakers, adults on public assistance, minorities, and educationally disadvantaged adults.

**Waynesboro Area School District**

P.O. Box 72  
Waynesboro, PA 17268

**Contact:** William H. Witherow  
ABE Program Director  
717-762-1191

**Phone:** 717-762-1191  
**Services:** ABE, GED

**No. of students:** 30  
**No. of paid staff:** 5

**Availability:** Evening classes.

**Program description:** ABE/GED classes two nights per week taught at Waynesboro Senior High School.

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#### West Chester Area School District

829 Paoli Pike  
West Chester, PA 19380

**Contact:** Dr. John H. Hewlett  
ABE Program Director  
**Phone:** 610-436-7115  
**Fax:** 610-436-4847  
**Services:** ABE, GED, ESL

**Languages spoken by staff:** Spanish  
**No. of students:** 95  
**No. of paid staff:** 5  
**Availability:** Evening classes. School based.  
**Counties served:** Chester

**Description of sites:** Henderson High School classrooms.

**Program description:** Offers GED classes to individuals who wish to attain equivalency diplomas, ABE classes for individuals whose reading, math, or language competency is below ninth grade proficiency, and ESL classes for individuals who wish to learn the English language.

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#### West Montgomery Area Vocational-Technical School, Western Center for Technical Studies

77 Graterford Road  
Limerick, PA 19468

**Contact:** David Abruzzi  
Supervisor  
**Phone:** 610-489-7272  
**Fax:** 610-489-8778  
**Services:** ABE, GED

**No. of students:** 48  
**No. of paid staff:** 3  
**Availability:** Evening classes. School based.  
**Counties served:** Montgomery, Chester, Berks  
**Description of sites:** Western Center for Technical studies is a vocational/technical school in Western Montgomery County.

**Program description:** Students receive individualized instruction in math and English, learn to write an essay, and practice reading comprehension strategies. Enrollment in this program is ongoing, so the students may enter the class at any time during the school year and prepare to take the GED exam at their own pace.

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#### Western Pennsylvania School for the Deaf Center for Deafness

300 E. Swissvale Ave.  
Pittsburgh, PA 15218

**Contact:** Rosemary P. Garrity  
Administrative Director  
**Phone:** 412-371-7000  
**Fax:** 412-244-4279  
**Services:** Literacy, ABE, GED, Workplace, Family Literacy

**Languages spoken by staff:** American Sign Language  
**Other services:** Counseling  
**No. of students:** 92  
**No. of paid staff:** 6  
**Availability:** Day classes. Evening classes. School based.

**Counties served:** Allegheny, Beaver, Butler, Westmoreland, Lawrence

**Description of sites:** School campus, rehabilitation center.

**Program description:** Established in 1986 as an expansion of the W.P.S.D. program for school-age deaf children, the Center of Deafness provides a broad spectrum of services to persons of all ages who are deaf or hard of hearing. Transitional-instructional services, vocational services, job placement services, mental health services, adult education, communication services, professional training and dissemination, research and demonstration.

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#### Westmoreland County Housing Authority

RD 6 Box 223  
Greensburg, PA 15601

**Contact:** Walter Kaminski  
Deputy Executive Director  
**Phone:** 412-832-7248  
**Fax:** 412-836-0988

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#### Wilkinsburg School District

718 Wallace Ave.  
Wilkinsburg, PA 15221

**Contact:** Peggy English  
ABE Program Director  
**Phone:** 412-371-9667  
**Fax:** 412-371-4058  
**Services:** Literacy, ABE, GED

**Languages spoken by staff:** German, French  
**Other services:** Tutoring  
**No. of students:** 35  
**No. of paid staff:** 3  
**Availability:** Evening classes. School based.  
**Counties served:** Allegheny and surrounding  
**Description of sites:** Comprehensive Adult Learning Center

**Program description:** The Adult Basic and Literacy Education Program recruits, assesses, and implements an academic program specifically designed for all students enrolled. Specific academic needs of students are determined by administering the Contemporary Diagnostic Test. One-on-one student instruction is primarily used. Some small group and cooperative learning is included. Computer assisted instruction is available, most of the program's software is geared to acquisition of GED skills.

**William Penn School District**

121 Summit Street, Penn WD W. Jr.HS  
Darby, PA 19023

**Contact:** Salvatore Salamone  
ABE Program Director

**Phone:** 610-586-1804

**Fax:** 610-534-4494

**Services:** ABE, GED

**Languages spoken by staff:** Spanish

**No. of students:** 65

**No. of paid staff:** 6

**Availability:** Evening classes. School based.

**Counties served:** Delaware, Philadelphia

**Description of sites:** Public Junior High School

**Program description:** Two levels of ABE classes are held Monday, Wednesday, and Thursday 7-9pm, and one level GED class is held on Monday and Wednesday.

**Williamsport Area School District**

201 W. 3rd Street  
Williamsport, PA 17701

**Contact:** Anthony J. Delisi  
ABE Program Director

**Phone:** 717-232-8411

**Fax:** 717-327-8122

**Services:** Literacy, ABE, GED, ESL

**No. of students:** 360

**No. of paid staff:** 18

**Availability:** Day classes. Evening classes. School based.

**Counties served:** Lycoming, eastern end of Clinton, south end of Sullivan

**Description of sites:** Learning center, county prison and pre-release center, two elementary schools, and one high school.

**Program description:** Offers ESL, ABE, pre-GED, and GED classes to residents of Lycoming County. Program offerings are provided daytime in Williamsport and evening classes in Williamsport, Hughesville, Jersey Shore, and the Lycoming County Prison.

**Wissahickon School District**

601 Knight Road  
Ambler, PA 19002

**Contact:** Frank Mulhern  
District Supervisor for Languages

**Phone:** 215-628-1796

**Fax:** 215-628-1675

**Services:** ABE, ESL

**No. of students:** 15

**No. of paid staff:** 1

**No. of volunteer staff:** 5

**Availability:** Evening classes. School based.

**Counties served:** Montgomery

**Description of sites:** Wissahickon High School is in Lower Gwynedd Township and also services Blue Bell and Ambler.

**Program description:**

The Wissahickon School District ABE/ESL program permits area residents of various cultural and language backgrounds to gain the skills in English which will assist them in becoming self-sufficient and self-supporting members of society.

**Women's Association for Women's Alternatives (WAWA)**

519 Station Rd.  
Wawa, PA 19063

**Contact:** Jean Spriggs  
Director

**Phone:** 610-459-9177

**Fax:** 610-459-3765

**YMCA of Philadelphia**

2000 Market St., Ste. 1202  
Philadelphia, PA 19103

**Contact:** Scot Mentzer  
ABE Program Director

**Phone:** 215-557-0082

**Fax:** 215-557-8025

**York County Area Vocational-Technical School**

2179 S. Queen Street  
York, PA 17402

**Contact:** Sue Hoffman  
Supervisor, Adult Education

**Phone:** 717-741-5429

**Fax:** 717-747-0426

**Services:** ABE, GED, Workplace

**Other services:** Rapid Response, employability skills, GATB preparation, B.O.L.T. remediation, job/task analysis, assessment

**No. of students:** 500

**No. of paid staff:** 8

**Availability:** Day classes. Evening classes.

<b>Counties served:</b>	School based. York
<b>Description of sites:</b>	Classroom setting for community ABE/GED using one-on-one and small-group tutoring as well as self-study; workplace programs at job sites structured to meet individual and company needs.
<b>Program description:</b>	Provides evening GED preparation and ABE programs for the community, workplace education including both functional-context training and ABE/GED programs and programs in partnership with local agencies. Integrates basic skills with job-specific training, and utilizes job/task analysis and assessment to determine and appropriately target training.

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**York County High School**

P.O. Box 8042 West Manchester Mall

York, PA 17404

<b>Contact:</b>	Grace Collins ABE Program Director
<b>Phone:</b>	717-767-4863
<b>Fax:</b>	717-767-4336
<b>Services:</b>	High school diploma
<b>Other services:</b>	Educational, occupational, and personal counseling information, referral, and follow-up.
<b>No. of students:</b>	130
<b>No. of paid staff:</b>	10
<b>Availability:</b>	Day classes. Some evening classes. Community based.
<b>Counties served:</b>	York
<b>Description of sites:</b>	Two sites: West Manchester Mall - day and evening classes. Crispus Attucks Association - day classes.
<b>Program description:</b>	Program is a high school diploma program serving returning students 17 years of age or older. Employing a competency-based one-on-one instructional model. Requires students to earn a maximum of 21 high school credits. For enrollment students must attain a minimum of 8.5 on the ABLE test. Students also required to attain a post high school level on the ABLE to be eligible for graduation.

**Guide to Services Provided:**

Literacy: basic reading instruction  
 ABE: Adult Basic Education  
 GED: preparation for the Tests of General Educational Development  
 ESL: English as a Second Language  
 Workplace: adult education in conjunction with employers  
 Family literacy: intergenerational learning environment

# Pennsylvania Regional Professional Development Centers (PDCs)

PDCs serve practitioners in adult basic and literacy education through training, research communities, and other professional development activities. *Counties served by each center are listed in italics.*

## Northwest PDC

*Armstrong, Beaver, Butler, Cameron, Clarion, Crawford, Elk, Erie, Forrest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren*

Richard Gacka, Director

Bootsie Barbour, Coordinator

Regina Rastatter, Staff Assistant

Northwest Tri-County IU #5

670 W. 36th St.

Erie, PA 16508-2645

Phone: 814-866-3775 ext. 223 • Fax: 814-866-5045

E-mail: NorthWPDC@AOL.com,

bootsie@iu05trc.trinet.k12.pa.us, rich\_gacka@smtp.trinet.k12

## Central-Northeast PDC

*Bradford, Carbon, Centre, Clearfield, Clinton, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming*

Edith A. Gordon, Director

Gail Leightley, Coordinator

Donna King, Staff Assistant

Central Intermediate Unit #10

Development Center for Adults

Centre Co. Vo-Tech School

540 North Harrison Road

Pleasant Gap, PA 16823

Phone: 814-359-3069 • Fax: 814-359-2344

E-mail: CNEPDC@aol.com

## Southwest PDC

*Allegheny, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland*

Donald Block, Director

Karen Mundie, Supervisor

Rachel Zilcosky, Coordinator

Sue Snider, Coordinator

Greater Pittsburgh Literacy Council

100 Sheridan Square, 4th Floor

Pittsburgh, PA 15206

Phone: 412-661-READ • Fax: 412-661-3040

E-mail: SWPDC2@aol.com

## South-Central PDC

*Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, York*

Carol Molek, Director

Brian Frey, Technical Coordinator

Paula Smith, Training Coordinator

TIU Adult Ed. & Job Training Center

MCIDC Plaza, Building 58

6395 SR 103 North

Lewistown, PA 17044

Phone: 717-248-4942 • Fax: 717-248-8610

E-mail: scpdc@pennet.net, SCPDC2@aol.com

## Southeast PDC

*Berks, Bucks, Chester, Delaware, Lancaster, Lebanon, Lehigh, Montgomery, Northampton*

David P. Karl, Director

Sandra Strunk, Coordinator

Lancaster-Lebanon Intermediate Unit 13

1 Cumberland St.

Lebanon, PA 17042

Phone: 717-270-2935 or 717-270-2936 • Fax: 717-270-2943

E-mail: SEPDC1@aol.com

## Philadelphia PDC

*Philadelphia*

Rose Brandt, Director

Diane Inverso, Coordinator

Mayor's Commission on Literacy

1500 Walnut St., 18th Floor

Philadelphia, PA 19102

Phone: 215-685-6602 • Fax: 215-685-6620

E-mail: PHLPDC@aol.com, mcol@philadelphia.libertynet.org

# State Literacy Resource Centers (SLRCs)

## AdvancE State Literacy Resource Center

PDE Resource Center

333 Market St., 11th Fl.

Harrisburg, PA 17126-0333

Cheryl Harmon, Resource Specialist

Phone: 800-992-2283 in PA, 717-783-9192

Fax: 717-783-5420

E-mail: harmon@shrsys.hslc.org

## Western PA Adult Literacy Resource Center (WPALRC)

5347 William Flynn Hwy. Rt. 8

Gibsonia, PA 15044-9644

Christine Kemp, Resource Specialist

Phone: 800-446-5607, ext. 216 in PA; 412-961-0294, ext. 216

Fax: 412-443-1310

E-mail: wpalrc@pgh.nauticom.net

# Pennsylvania Literacy Corps

A portion of the Pennsylvania Act 143 funds is dedicated to the Pennsylvania Literacy Corps, a program whose mission is to promote lifelong involvement in community service while enhancing the curricula of higher education institutions with service learning opportunities that solve measurable community problems. Specifically, the Pennsylvania Literacy Corps strives to:

- mobilize college students to help overcome the illiteracy problem in the Commonwealth;
- encourage higher education institutions to promote and support community service as an integral part of the college curriculum; and
- establish collaborative working partnerships between higher education institutions and providers of adult basic education and literacy services.

**Point of Contact:** John "Sonny" Sloan, Bureau of Adult Basic and Literacy Education, 717-787-5532

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## 1996-97 Pennsylvania Literacy Corps:

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### Central IU 10 Development Center for Adults

540 N. Harrison Road  
Pleasant Gap, PA

**Contact:** Edith Gordon,  
Pennsylvania Literacy Corps  
Director

---

### Erie City School District

1511 Peach Street  
Erie, PA

**Contact:** Daniel Tempestini  
Director, Adult Learning Center

---

### University of Pittsburgh

350 Thackery Hall  
Pittsburgh, PA

**Contact:** Rita Bean  
Office of Research

---

### Lock Haven University

Fairview Street  
Lock Haven, PA

**Contact:** Gregory Nolan  
PA Literacy Corps Director

---

### Mid-State Literacy Council

204 Calder Way, Suite 306  
State College, PA

**Contact:** Monica Mathews

---

### Lehigh Carbon Community College

4525 Education Park Drive  
Schnecksville, PA

**Contact:** Lauren Guiguere  
Director, Literacy & Job  
Training Programs

---

### Kutztown University

P.O. Box 730  
Kutztown, PA

**Contact:** Susan Bazylak  
PA Literacy Corps Director

---

### Lackawanna Jr. College

501 Vine Street  
Scranton, PA

**Contact:** Joyce Kerrick  
PA Literacy Corps Director

---

### Tuscarora I.U. 11

2527 U.S. Highway 522 S.  
McVeytown, PA

**Contact:** Carol Molek  
PA Literacy Corps Director

---

### Delaware County Literacy Council

2217 Providence Avenue  
Chester, PA

**Contact:** Patricia R. Gaul  
Director

---

### Penn State University Allentown

8380 Mohr Lane  
Fogelsville, PA

**Contact:** Dr. Mary Landis  
PA Literacy Corps Director

---

### Penn State University McKeesport

University Drive  
McKeesport, PA

**Contact:** Jo Anne E. Burley  
PA Literacy Corps Director

---

### CORPP

1217 Sansom Street, 7th Floor  
Philadelphia, PA

**Contact:** Clifton J. Williams  
Executive Director

---

### King's College

133 N. River Street  
Wilkes-Barre, PA

**Contact:** Dr. Carol Moutray  
PA Literacy Corps Director

---

### Wilkes University

170 S. Franklin Street  
Wilkes-Barre, PA

**Contact:** Dr. Douglas Lynch  
PA Literacy Corps Director

---

### Temple University Center for Intergenerational Learning

1601 N. Broad Street - RSB 206  
Philadelphia, PA

**Contact:** Dr. Andrea Taylor  
Director

---

### Center for Literacy

636 S. 48th Street  
Philadelphia, PA

**Contact:** JoAnn Weinberger  
Director

# Adult State Correctional Institutions

Adult education programs operate in all State Correctional Institutions.

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## SCI-Albion

10745 Rte. 18  
Albion, PA 16475-0001  
Phone: 814-756-5778  
Fax: 814-756-9435  
Hours: 8:00-4:30  
Edward Brennan, Supt.  
Ken Getschow, Principal  
Harold Heckler, FLC  
Bob Boeh, Inmate Program Director  
Andrea Anthony, Adm. Asst.

---

## SCI-Cambridge Springs

Fullerton Ave.  
Cambridge Springs, PA 16403-1229  
Phone: 814-398-5400  
Fax: 814-398-5413  
Hours: 8:30-4:30  
William J. Wolfe, Supt.  
Richard Learn, Principal  
Harold Heckler, FLC  
Charles Utz, Dep. Prog. Serv.  
Denise Fales, Adm. Asst.

---

## SCI-Cresson

P.O. Box A, Old Rte. 22  
Cresson, PA 16699-0001  
Phone: 814-886-8181  
Fax: 814-946-6977  
Hours: 7:30-4:00  
Frederick Frank, Supt.  
Charles Glass, Principal  
James Hudack, FLC  
Susan Gore, Secretary  
David Pitkins, Dep. Prog. Serv.

---

## SCI-Graterford

P.O. Box 246, Rte. 29  
Graterford, PA 19426  
Phone: 215-489-4151  
Fax: 610-270-1794  
Hours: 7:30-3:30  
Donald T. Vaughn, Supt.  
Carroll Williams, Principal (ext. 2339)  
James Symmons, FLC (ext. 2339)  
Mildred Woods, Secretary  
Thomas Stachelek, Dep. Prog. Serv.

---

## SCI-Greene

1030 E. Roy Furman Hwy.  
Waynesburg, PA 15370-8089  
Phone: 412-852-5502  
James Price, Supt.  
Dr. Frank Newton, Principal  
Thomas Seiverling, Inmate Prog. Mgr.  
Sharn Beerman, Adm. Asst.

---

## SCI-Greensburg

R.D. #10, Box 10, Rte. 110 South  
Greensburg, PA 15601  
Phone: 412-837-4397  
Fax: 412-832-5535  
Hours: 8:00-4:00  
Frederick A. Rosemeyer, Supt.  
Paul Thomas, Principal  
Peter Baumhardt, FLC  
Kathy Lechman, Secretary (ext. 281)  
Neil Mechling, DOT

---

## SCI-Houtzdale

P.O. Box 1000  
Houtzdale, PA 16651  
Phone: 814-378-5552  
Hours: 8:00-4:00  
John McCullough, Supt.  
Principal: vacant  
Barry Johnson, Deputy Supt. for Centralized Services  
William Speck, Deputy for Facilities Management

---

## SRCF-Mercer

801 Butler Pike  
Mercer, PA 16137-9651  
Phone: 412-662-1837  
Fax: 412-662-1940  
Hours: 8:00-4:00  
Gilbert A. Walters, Supt. (ext. 107)  
Shirley Mattace, Principal  
Catherine Morelli, FLC (ext. 161)  
Elaine Holtman, Secretary  
Joeseph DeSuta, Dep. Prog. Serv.

---

## SCI-Pittsburgh

P.O. Box 99901  
Pittsburgh, PA 15233-0901  
Phone: 412-761-1955  
Fax: 412-656-3596  
Hours: 8:00-4:00  
Gregory White, Supt.  
Principal: vacant  
FLC: vacant  
David Good, Dep. Supt. OT  
Mary Jo Stanley, Secretary (ext. 307)



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**Quehanna Boot Camp**

HC Box 32  
Karthaus, PA 16845  
Phone: 814-765-0644  
Hours: 8:30-5:00  
John Wertz, Commander  
Capt. Ronald D. Griffith

---

**SCI-Rockview**

R.F.D. 8, Box "A," Rte. 26  
Bellefonte, PA 16823  
Phone: 814-355-4875  
Fax: 814-355-6060  
Hours: 8:30-5:00  
Dr. J.F. Mazurkiewicz, Supt.  
Gregory Strayer, Principal (ext. 213)  
James Connor, FLC (ext. 287)

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**SCI-Somerset**

1590 Walters Mill Rd.  
Somerset, PA 15501-5103  
Phone: 814-443-8100  
Fax: 814-443-8137  
Hours: 8:00-4:30  
Ray Sobina, Supt.  
Harry King, Principal  
Peter Baumhardt, Inmate Prog. Dir.  
John S. Shaffer, Dept. for Facility Mgmt.  
Silvia Gibson, Centralized Services  
Susan Holbay, Adm. Asst.

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**SCI-Waynesburg**

R.D. #1, Box 67  
Waynesburg, PA 15370-9441  
Phone: 412-627-6185  
Fax: 412-627-5660  
Hours: 8:00-4:30  
Timothy English, Supt. (ext. 211)  
Charles Shane, Principal  
Debbie Higgins, Adm. Asst.  
David Strawn, Inmate Prog. Dir.  
Paul Stowitzkey, Dep. for Facility Maint.

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**SCI-Camp Hill**

P.O. Box 8837  
Camp Hill, PA 17001-8837  
Phone: 717-737-4531  
Fax: 717-783-7185  
Hours: 8:00-4:00  
Kenneth D. Kyler, Acting Supt.  
Jed Minaya, Principal  
Tess Kaelin, Secretary  
Anthony Petruccio, Dep. Central Svcs.  
Mike Kazor, Inmate Prog. Dir.  
FLC: vacant

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**SCI-Dallas**

Drawer K  
Dallas, PA 18612  
Phone: 717-675-1101  
Fax: 717-826-5490  
Hours: 8:00-4:00  
John Stepankik, Supt.  
Janet Swanger, Principal  
Bruce Stine, Adm. Asst.  
Paul Crisler, Dep. Central Svcs.  
Ed Kneiss, Inmate Prog. Dir.

---

**SCI-Frackville**

1111 Altamont Blvd.  
Frackville, PA 17931-2699  
Phone: 717-874-4516  
Fax: 717-621-3064  
Hours: 8:00-4:00  
Joseph W. Chestney, Supt.  
Edward Dutton, FLC  
William F. Kepner, Jr., Principal  
Carol Todak, Secretary  
Bruce Smith, Dep. Central Svcs.  
David Searfoss, Inmate Prog. Dir.

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**SCI-Huntingdon**

1100 Pike St., Drawer R  
Huntingdon, PA 16654-1112  
Phone: 814-643-2400  
Fax: 814-949-7922  
Hours: 8:00-4:00  
William J. Love, Supt.  
Rick Bayer, FLC  
Steven Polte, Principal  
Frank Robinson, Secretary  
Scott Williamson, Dep. Central Svcs.  
Melvin Cooper, Inmate Prog. Dir.

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**SCI-Muncy**

P.O. Box 180  
Muncy, PA 17756-0180  
Phone: 717-546-3171  
Fax: 717-546-2745  
Hours: 8:30-4:30  
Mary Leftridge Byrd, Supt.  
Carol Cozza, Principal  
Bonnie Keller, Secretary  
David Patton, Dep. Central Svcs.  
Barry Johnson, Inmate Program Dir.

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**SCI-Retreat**

RD #3, Box 500  
Hunlock Creek, PA 18621-9580  
Phone: 717-735-8754  
Fax: 717-826-5503  
Hours: 8:00-4:00  
Dennis R. Erhard, Supt.  
Ken Malia, FLC  
Henry D. Beehrman, Principal  
Joseph Piazza, Dep. Central Svcs.  
John Mack, Inmate Prog. Dir.

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**SCI-Smithfield**

1120 Pike St.  
Huntingdon, PA 16652-1117  
Phone: 814-643-6520  
Fax: 814-946-7339  
Hours: 8:00-4:00  
James A. Morgan, Supt.  
Rick Bayer, FLC  
Geoff Lucas, Principal  
Elizabeth Jeffris, Secretary  
Anthony Biviano, Dep. Central Svcs.  
Mike Knott, Inmate Prog. Dir.

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**SCI-Waymart**

Box 256  
Waymart, PA 18472-0256  
Phone: 717-488-5811  
Fax: 717-253-7129  
Hours: 8:00-4:00  
Charles Zimmerman, Supt.  
Martin Walsh, Principal  
Pam Widaon, Secretary  
Raymond Colleran, Dep. Central Svcs.  
Joseph Nash, Inmate Prog. Dir.

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**SCI-Coal Township**

One Kelley Dr.  
Coal Twp., PA 17866-1020  
Phone: 717-644-7890  
Fax: 717-644-4882  
Hours: 8:00-4:00  
Frank Gillis, Supt.  
Bernon Lane, Dep. Central Svcs.  
Pat McCrone, Inmate Prog. Dir.  
Mrs. Londis, School Principal  
Mary Scandle, Adm. Asst.

**SCI-Mahanoy**

301 Morea Rd.  
Frackville, PA 17932  
Phone: 717-621-3096  
Fax: 717-621-3096  
Hours: 8:00-4:00  
Martin Dragovich, Supt.  
Ed. Klem, Dep. Central Svcs.  
Judy Kleinman, Inmate Prog. Dir.  
Kenneth Chmielewski, School Principal  
Jame Kintzel, Adm. Asst.

# GED Test Centers in Pennsylvania

No.	County	Location	Address	City	Phone No.
0255	Adams	Lincoln IU 12	65 Billerback Rd. Box 50	New Oxford, PA 17350	(717) 624-4616
0475	Allegheny	Mon Valley GED Test Ctr	410 Ninth Avenue	McKeesport, PA 15132	(412) 664-7146
0630	Allegheny	Connelley Skill Learning	1501 Bedford Avenue	Pittsburgh, PA 15219	(412) 338-3740
0640	Allegheny	North Hills HS	53 Rochester Road	Pittsburgh, PA 15229	(412) 367-6078
0430	Armstrong	Armstrong SD	410 Main St. Adm. Bldg.	Ford City, PA 16226	(412) 763-7151
0500	Beaver	CC of Beaver County	One Campus Drive	Monaca, PA 15061	(412) 775-8561 x 125
0225	Bedford	Everett Area Sr. HS	North River Lane	Everett, PA 15537	(814) 652-9114 x 230
0660	Berks	Reading Area CC	10 S. 2nd St.	Reading, PA 19603	(610) 372-4721 x 280
0020	Blair	Altoona Sr. HS	1415 6th Ave.	Altoona, PA 16602	(814) 946-8278
0750	Bradford	Towanda Area HS	High School Drive	Towanda, PA 18848	(717) 265-2101
0860	Bradford	Wyalusing Valley Jr/Sr HS	RD 2 Box 7	Wyalusing, PA 18853	(717) 746-1498
0580	Bucks	Bucks Co. CC	Swamp Rd.	Newtown, PA 18940	(215) 968-8466
0595	Bucks	Upper Bucks Co. AVTS	3115 Ridge Road	Perkasie, PA 18944	(215) 795-2911
0060	Butler	Butler Area Sr. HS	165 New Castle Road	Butler, PA 16001	(412) 287-8721 x 256
0350	Cambria	Greater Johnstown	1091 Broad St.	Johnstown, PA 15902	(814) 533-5650
0210	Cameron	Cameron Co. HS	Woodland Avenue	Emporium, PA 15834	(814) 486-3774
0340	Carbon	Carbon Co. AVTS	13th Street	Jim Thorpe, PA 18229	(717) 325-4140
0030	Centre	Bellefonte Area Sr. HS	830 E. Bishop St.	Bellefonte, PA 16823	(814) 355-4833
0125	Chester	Chester Co. Job Dev. Ctr.	1525 E. Lincoln Hwy.	Coatesville, PA 19320	(610) 524-5107
0722	Clarion	Clarion Co. AVTS	RD 2, Box 1976	Shippensburg, PA 16254	(814) 226-4391
0115	Clearfield	Plymptonville School	410 Shaw St.	Clearfield, PA 16830	(814) 359-3069
0420	Clinton	Keystone Central AVTS	300 W. Church St.	Lock Haven, PA 17745	(717) 893-4941
0480	Crawford	Crawford Co. AVTS	860 Thurston Rd.	Meadville, PA 16335	(814) 724-6024
0070	Cumberland	Carlisle Area SD	723 W. Penn St.	Carlisle, PA 17013	(717) 240-6803
0720	Cumberland	Shippensburg Area HS	317 N. Morris St.	Shippensburg, PA 17257	(717) 530-2736
0280	Dauphin	HACC	One HACC Drive	Harrisburg, PA 17110	(717) 780-2480
0285	Dauphin	Penn State Harrisburg	1010 N. 7th St.	Harrisburg, PA 17102	(717) 772-3590
0090	Delaware	Showalter Middle School	1100 W. 10th St.	Chester, PA 19013	(610) 447-3650
0490	Delaware	Delaware Co. CC	Rt. 252 & Media Line Rd.	Media, PA 19063	(610) 359-5322
0680	Elk	Ridgeway Area HS	1403 Hill St.	Ridgeway, PA 15853	(814) 773-3156
0220	Erie	School District of Erie	1511 Peach St.	Erie, PA 16501	(814) 871-6252
0775	Fayette	IU 1 GED Test Center	1 IU Drive	Coal Center, PA 15423	(412) 938-3241
0810	Franklin	Waynesboro Area Sr. HS	E. Second St.	Waynesboro, PA 17268	(717) 762-1191
0460	Fulton	McConnellsburg HS	E. Cherry St.	McConnellsburg, PA 17233	(717) 485-3195
0320	Huntingdon	Huntingdon Area Sr. HS	24th & Cassidy Ave.	Huntingdon, PA 16652	(814) 643-2900
0330	Indiana	Indiana Area Jr. HS	245 N. 5th St.	Indiana, PA 15701	(412) 463-8568
0670	Jefferson	Jefferson Co./Dubois AVTS	100 Jeff Tech Dr.	Reynoldsville, PA 15851	(814) 653-8265
0445	Juniata	Femanagh-Mifflintown ES	S. Seventh St.	Mifflintown, PA 17059	(717) 436-2111
0700	Lackawanna	Scranton Technical HS	Adams Ave. & Gibson St.	Scranton, PA 18510	(717) 348-3568, 3487
0365	Lancaster	Adult Enrichment Ctr.	31 S. Duke St.	Lancaster, PA 17602	(717) 293-7636
0550	Lawrence	Lawrence Co. AVTS	750 Wood Street	New Castle, PA 16101	(412) 458-6700
0385	Lebanon	Lebanon School Svcs.	1 Cumberland St.	Lebanon, PA 17042	(717) 274-0778
0010	Lehigh	Dieruff HS	815 N. Irving St.	Allentown, PA 18013	(610) 820-2205
0080	Lehigh	Catasauqua HS	850 Pine St.	Catasauqua, PA 18032	(610) 264-0506
0690	Lehigh	Lehigh Co. AVTS	4500 Education Park Dr.	Schnecksville, PA 18078	(610) 799-1357
0830	Luzerne	James M. Coughlin HS	80 N. Washington St.	Wilkes-Barre, PA 18701	(717) 826-7276
0305	Luzerne	Hazleton-Lackawanna JC	226 W. Broad St.	Hazleton, PA 18201	(717) 459-1573
0850	Lycoming	Williamsport Area SD	201 W. Third St.	Williamsport, PA 17701	(717) 327-5500 x 3506
0050	McKean	Bradford Area SD	81 Interstate Parkway	Bradford, PA 16701	(814) 368-6076
0650	McKean	Port Allegany HS	200 Oak St.	Port Allegany, PA 16749	(814) 642-2544
0496	Mercer	Mercer Co. AVTS	P.O. Box 152, Rte. 58	Mercer, PA 16137	(412) 662-3000
0405	Mifflin	Tuscarora IU 11	MCIDC Plaza, Bldg. 58	Lewistown, PA 17044	(717) 248-4942
0740	Monroe	Monroe Co. Vo-Tech	P.O. Box 66	Bartonsville, PA 18321	(717) 629-2001
0370	Montgomery	North Penn HS	1340 Valley Forge Rd.	Lansdale, PA 19446	(215) 368-0400 x 206
0590	Montgomery	Norristown Area HS	1900 Eagle Dr.	Norristown, PA 19403	(610) 630-5066
0040	Northampton	Liberty HS	1115 Linden St.	Bethlehem, PA 18018	(610) 867-0541
0160	Northampton	Easton Area HS	2601 Wm. Penn Hwy.	Easton, PA 18042	(610) 250-2501
0530	Northumberland	Mt. Carmel Area Jr. Sr. HS	W. Fifth St.	Mt. Carmel, PA 17851	(717) 339-1500
0600	Philadelphia	CC of Philadelphia	1700 Spring Garden St.	Philadelphia, PA 19130	(215) 751-8234
0605	Philadelphia	LaSalle Univ. - Urban Std.	1900 W. Olney Ave.Box 829	Philadelphia, PA 19141	(215) 951-1187
0610	Philadelphia	SD of Philadelphia	Broad & Green Sts.	Philadelphia, PA 19130	(215) 299-3387
0620	Philadelphia	Temple Univ. (MARC)	Broad & Berks Sts.	Philadelphia, PA 19122	(215) 204-8613, 8611
0450	Pike	Delaware Valley HS	Rte. 6 & 209	Millford, PA 18337	(717) 296-6496
0130	Potter	Coudersport Area HS	698 Dwight St.	Coudersport, PA 16915	(814) 274-8500
0440	Schuylkill	Lifelong Learning Center	Schuylkill Mall Rte. 61	Frackville, PA 17931	(717) 385-6711
0730	Somerset	Somerset Co. AVTS	RD 5 Vo-Tech Rd.	Somerset, PA 15501	(814) 443-3651
0355	Susquehanna	Mountain View Jr-Sr HS	Box 339 A	Kingsley, PA 18826	(717) 434-2181
0435	Tioga	Mansfield University	Placement Office	Mansfield, PA 16933	(717) 662-4133
0400	Union	Central Susquehanna IU 16	P.O. Box 213	Lewisburg, PA 17837	(717) 523-1155 x 325
0240	Venango	Central Elementary School	1276 Otter St.	Franklin, PA 16323	(814) 437-6991
0790	Warren	Warren County AVTS	347 E. 5th Ave.	Warren, PA 16365	(814) 723-6900
0800	Washington	Trinity HS	Park Avenue	Washington, PA 15301	(412) 225-5380
0310	Wayne	Wayne Highlands SD	474 Grove St.	Honesdale, PA 18431	(717) 253-4661
0380	Westmoreland	E. Westmoreland Voc.	849 Hillview Ave.	Latrobe, PA 15650	(412) 539-9788
0510	Westmoreland	Private Industry Council	531 S. Main St.	Greensburg, PA 15601	(412) 836-2600
0890	Westmoreland	Westmoreland Co. CC	College Station	Youngwood, PA 15697	(412) 925-4105
0760	Wyoming	Tunkhannock Area SD	120 W. Tioga St.	Tunkhannock, PA 18657	(717) 836-8213
0070	York	Wm. Penn Sr. HS	101 W. College Ave.	York, PA 17403	(717) 755-6254
0070	York	York AVTS	2179 S. Queen St.	York, PA 17402	(717) 741-0820

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A project of



**AXIS**

Lancaster-Lebanon  
Intermediate Unit #13

BUREAU OF  
ADULT BASIC &  
LITERACY EDUCATION

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PENNSYLVANIA  
DEPARTMENT OF  
EDUCATION

*Special Project*



# REPRODUCTION RELEASE

(Specific Document)

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