



Statement Regarding Temporarily Waiving the 12-hour Training Requirement for Volunteers

Revised: August 17, 2020

Original: May 18, 2020

The Minnesota ABE Volunteer Training Standards Policy states that all volunteers leading instruction with ABE students and generating student contact hours must have attended an approved 12-hour pre-service training. **The Minnesota Department of Education's (MDE) Adult Education Office is temporarily waiving the required 12-hour pre-service training for current and new volunteers who are tutoring or teaching and generating contact hours. In lieu of the 12-hour pre-service training, ABE programs must provide and document appropriate orientation, training and ongoing support for volunteers to prepare them for their role.** Contact Rob Podlasek at Literacy Minnesota (rpodlasek@literacymn.org) for volunteer training resources and ideas.

Volunteers who Qualify

The MDE Adult Education office is temporarily waiving the 12-hour training requirement for volunteers who:

1. Are tutoring or teaching ABE students;
2. Are receiving curriculum/lesson planning guidance from an ABE staff person (e.g. instructor or coordinator); and
3. Are doing activities that meet the State ABE criteria for generating contact hours.

How Long Will this Waiver of the Training Requirement Last?

This waiver for the training requirement will end when the following conditions are met:

- A. Approved volunteer pre-service training options resume being offered in-person and are available to volunteers across the state; and/or
- B. Online or hybrid volunteer pre-service training options are created and available. Literacy Minnesota is working on online and/or hybrid volunteer pre-service training options.

In either situation, the Minnesota Department of Education will give ABE programs sufficient notice so ABE programs can make sure their volunteers are able to complete pre-service training. It is possible that the MDE Adult Education office may extend the pre-service training waiver for some programs in areas where volunteer pre-service training is not available.

Questions and For More Information

This statement, along with other Minnesota ABE statements and updates, can be found online at the Minnesota Adult Basic Education site (www.mnabe.org).

The Volunteer Training Standards Policy, along with other ABE policies and resources, can be found online at the Minnesota ABE Policies Page (<http://www.mnabe.org/abe-law-policy/mn-abe-policies>).

If you have any additional questions about available volunteer training options, please contact Rob Podlasek (rpodlasek@literacymn.org).

If you have any questions about ABE policies or this waiver, please contact Brad Hasskamp (brad.hasskamp@state.mn.us).