









## California Adult Education

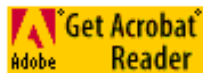
### Information about this grant

- **Background Information**

-  [Download a Printer-friendly Sample Application](#)
-  [Download a Printer-friendly Sample Skills Assessment](#)
-  [Read CDE's Implementation Guide](#)
-  [Helpful Hints for Completing Your Technology Plan](#)
-  [Frequently Asked Questions \(FAQs\)](#)
-  [Ask us a question!](#)

- **Web site and Technical Information**

- [My agency wasn't funded last year, how can I sign in and apply?](#)
- [I can't sign in, what do I do?](#)
- [What is "Remember me" and how does it work?](#)
- [I need more help, who can I call?](#)



### Sign-in to work on your grant application:

If you have not yet signed-in this year, and are an agency continuing funding from last year, enter your district or vendor code as your sign-in name. You will be asked to select a new sign-in name and password for future use.

If you have previously signed-in to this year's application, or already have your sign-in name and password from technical support, just enter the sign-in name and password you selected.

Lost your sign-in name or password? [Click here!](#)

**Sign-in Name:**

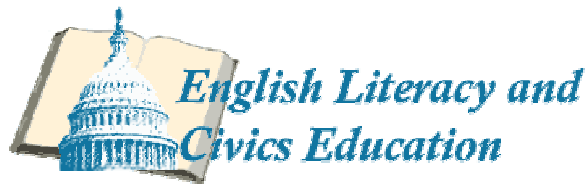
**Password:**

Remember me on this computer

**Applications must be received by the CDE Adult Education Office by 4 p.m., Monday, January 31, 2005.**

All agencies must fill out and submit their grant application online, and mail two (2) hard copies, at least one copy with an original signature, to the CDE Adult Education Office at 1430 N Street, Suite 4503, Sacramento, California 95814.

If you have trouble with the login procedure, contact us via email at [ELCivTechPlan@otan.us](mailto:ELCivTechPlan@otan.us), or phone OTAN Technical Support at 800-894-3113 from 8AM-4:30PM, Mondays through Fridays.



## California Adult Education

[Home](#)

[Logout](#)

Technology Plan Status	
Technology Plan Section	Current Status
<b>Technology Plan Background Materials</b> If you have trouble downloading these materials, you may have them <a href="#">emailed to you.</a>	
<a href="#">Sample Technology Plan</a>	Informational only
<a href="#">Sample Skills Assessment</a>	Informational only
<a href="#">Program Guidelines and Requirements for Technology Plan and grant implementation</a>	Informational only
<b>I Contact Information</b>	
A. <a href="#">Program Contacts</a>	To Do
<b>II Technology Plan</b>	
A. <a href="#">Technology Planning Team</a>	To Do
B. <a href="#">Scope of Plan</a>	To Do
C. <a href="#">Vision Statement</a>	To Do
D. <a href="#">Current Status</a>	Incomplete
E. <a href="#">Needs, Goals, Objectives</a>	To Do
F. <a href="#">Funding</a>	To Do
G. <a href="#">Staff Development</a>	To Do
H. <a href="#">Evaluation</a>	To Do
<b>III Final Check, Print, and Submit</b>	
A. <a href="#">Final check for completeness</a>	To Do
B. <a href="#">Print a copy of your Technology Plan</a>	Informational
C. <a href="#">Submit your Technology Plan</a>	To Do
<b>IV Technology Plan Utilities</b>	
A. Staff Skills Assessment Aggregate	Not Available

## Agency/Program Contact Information

Be sure to press "Save" at the page bottom to record your information.

Contact's First Name:

Site UserId:

Contact's Last Name:

Site Password:

Contact's Job Title:

\*Instructor UserId:

Contact's Phone Number:

 (  ) 

\*Instructor Password:

Contact's Email Address:

\*To be used by instructors when logging into the Skills Assessment only. **Not required.**

## Create a Technology Planning Team

### Why do you need a team?

Implementing your technology plan will affect everyone in your agency as well as your clients. A team approach ensures that each group will have its concerns heard and will take ownership of the plan. This process will make the implementation phase easier, because someone from each area can play a role in educating his or her colleagues. Be wary of having one staff member, or an outside consultant, develop your technology plan. If that one person leaves, you lose the history and knowledge behind the plan.

### Who should be on the team?

Depending on the size and scope of your agency, your team may be as large as 7 or 8, and as small as 2 or 3. Think about including an administrator, a coordinator, a teacher, a support staff person, a technical support person, a student, a community member, and a board member. It's important that at least one or two of these people have a good grasp of the current availability and possibilities of technology. Choose the people appropriate for your agency. Be sure they know what will be asked of them, and why it is important for them to attend. In addition to attending meetings, team members may be involved in collecting information, researching technology solutions, and communicating with others about the plan.

[Links to more information on creating a team](#)

### Enter your team members here:

Be sure to press "Save" at the page bottom to record your information.

Leader		Name	Position	Representing
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