

## Views and News

The Voice of Teacher Preparation in Independent Institutions

## Annual Meeting and Conference, March 1, 2018, Baltimore Convention Center

## From the President David Denton

Dear AILACTE Friends,

This autumn marks the beginning of my seventh year working in teacher preparation and my fifth year with AILACTE. On occasion, I reflect on lessons learned. One lesson is that phases I experienced as a teacher I also experience as a faculty member. The year begins with anticipation. New students, new curricula, and new requirements generate excitement and perhaps a little anxiety. After some time, anticipation transitions to survival. Supervising students, teaching classes, and meeting with staff, among a myriad of other activities, becomes a pattern of task prioritization, processing, and completion. As the year ends, survival transitions to rejuvenation. I have found, however, that for rejuvenation to have its full effect there must be vision for what will be done in the future. A new course is planned, a new model for recruiting students is applied, a new project for improving program assessment is implemented. The beginning of the year starts the cycle again, yet with new vision to inspire effort and persistence.

Forming a vision happens in different ways, but vision inspired by colleagues outside of one's typical context has advantages. It provides fresh ideas, synergy, and momentum. The annual AILACTE Conference and Leadership Workshop are opportunities to form new vision for your work with teacher candidates and colleagues. The theme this year is *Renewing Our Commitment to Principles of Independent Liberal Arts Preparation*. The focus is AILACTE's qualities of excellence and the way AILACTE members apply these qualities to create pedagogical excellence. There are many ways to participate. The conference includes breakout, roundtable, and poster sessions. The pre-conference Leadership Workshop will focus again on topics especially important to AILACTE members, such as developing innovative programs.

A fundamental component of vision is change. Something must be different, otherwise imagination and inspiration are absent. Over the last several months there have been many changes for AILACTE. The website has been revised. East Region Representative Janet Arndt will assume the role of Secretary. Midwest Region Representative Jackie Crawford has become representative to AACTE. And perhaps most significant of all, AILACTE says goodbye to its Executive Assistant, Jennifer Knox. Jennifer will be moving on to pursue other professional goals. Jennifer deserves special recognition because of her seven-year commitment to AILACTE. As everyone on Executive Committee will attest, and as all AILACTE members know, Jennifer is representative of AILACTE's core principles. She is hardworking, dedicated, professional, and kind. Jennifer has committed countless hours to ensuring the success of AILACTE and for that we are thankful.

With Jennifer Knox's departure comes Alyssa Haarer's arrival. Alyssa has been hired as the new AILACTE Executive Assistant. Alyssa is an excellent fit for the position. She will continue the same legacy of attention and care left by Jennifer. Please be sure to read about Alyssa in this issue of Views and News.

As the school year begins I invite you to strengthen your relationship with AILACTE to form new vision and to be part of change that promotes imagination and inspiration. Renew your institution's membership. Attend the conference. Bring a team to the leadership workshop. Submit an article to the journal. Apply for one of the awards. Doing these things will create new vision for you and your program. Doing these things also demonstrates one of the special characteristics of AILACTE members: commitment to community. Begin strengthening your relationship with AILACTE today by viewing all of the resources available at www.ailacte.org.

Wishing you all the best, David W. Denton, Ed.D. AILACTE President

### **Executive Assistant Transition**



#### Thank You Jennifer

Dear members, leaving my position at AILACTE was not an easy decision. I will truly miss all the incredible people I have had the pleasure of working with over the past 7 years. Thank you all for your support, patience, and friendship. You are a special group of people and I appreciate having had the opportunity to work with you.



### Welcome Alyssa

Hello! My name is Alyssa Haarer. I live in a small town in Virginia with my husband, Jason, and our twin daughters, Adalyn and Callie. Our family loves to spend our free time camping at the lake with family and friends. I also enjoy reading, volunteering at my girls' school, family game nights, and staying involved in our church. I am a people person and love to be surrounded by activity! I am excited for the opportunity to work as the new AILACTE Executive Assistant and interacting with each of you to further your mission and goals!

## **AILACTE Membership**

### Sam Hausfather, AILACTE Secretary



It's time to renew Your Membership to AILACTE makes a difference!

AILACTE is the only national teacher education organization dedicated to your unique needs as independent colleges and universities.

- Shared perspectives about your distinctive sense of mission
- Opportunities to collaborate with like institutions
- Conference and workshops focused on your needs and concerns
- Amazingly affordable and allows for significant AACTE conference discount
- Advocacy for independent teacher education at AACTE and nationally
- Publication and presentation opportunities with your peers
- Awards that truly recognize what independents do especially well
- A vibrant and useful new AILACTE website (coming soon)
- No other memberships or reports required!

Rejoin or renew your membership by Dec. 1 for only \$300 for 2018! Membership year is Jan. 1-Dec. 31. Go to <a href="https://www.ailacte.org">www.ailacte.org</a> for more information.

#### We need your help!

Please help share the AILACTE message with independent colleges and universities in your state! Help us recruit more AILACTE members at your state meetings and with your colleagues. **The broader our base, the stronger our voice in the decisions that affect us, and educator preparation, every day**.

*Views and News*: The Voice of Teacher Preparation in Independent Institutions is published twice yearly in partnership with the Charter School of Education and Human Sciences at Berry College, Mt. Berry, Georgia. Co-editors are Jacqueline McDowell and Kathy Gann.

Be sure to visit the newly revised website at www.ailacte.org.

## **New Member Spotlight**

Merribeth Bruning,
Dean of School of Education
Anderson University



Who understands the unique position of a liberal arts college that has teacher education programs? What are the challenges and changes for teacher education programs within an institution focused on liberal arts? Where does one find other professionals working within similar parameters to provide quality teacher education programs? When can information be mutually shared with colleagues who understand the role of teacher education within a liberal arts institution? Why read yet another journal? To all of these questions and more, the answer is AILACTE membership, publications, and conference attendance.

Anderson University joined AILACTE this past year when I became the Dean of the School of Education. I came to Anderson University from a background of service in faith-based liberal arts focused institutions. AILACTE membership has been very beneficial to me and my other institutions as it provides a forum for similar institutions to share information both formally through conference presentations and publications, as well as informally. The opportunity to forge positive, productive relationships with other faculty and administrators from independent liberal arts institutions is both an investment and a dividend. The challenges and changes of other institutions can provide both empathy for similar problems and a sounding board for brainstorming creative solutions. The AILACTE journal provides another avenue of sharing research and best practice. AILACTE colleagues are competent, caring, creative, and encouraging. We share strategies for meeting accreditation demands, budget constraints, recruiting of students and faculty, as well as the joys of accomplishments.

Anderson University has a long history of quality teacher education. Under the prior dean, AU passed CAEP as an early adopter with no areas of improvement cited. As we move into the next era, we are working to maintain the positive accreditation review, and to move forward to provide additional reasons for teacher education candidates to choose Anderson University. We note that we are small enough to know our candidates, and large enough to provide additional educational opportunities. One opportunity is a short-term study abroad in places like the Cayman Islands scheduled for May, 2018. We also offer the option for year-long student teaching. We have a certification program that allows candidates who have a bachelor's degree to obtain pedagogy information and expertise in an alternative rigorous program designed for completion in eleven months. This program, called "Transition to Teaching," meets the standards for our state and assists with the teacher shortage in our area. As a faith-based institution, we also prepare our candidates to be content competent, culturally connected, and to develop in Christian character in our Christ-centered environment. We have a strong liberal arts core requirement and we place our candidates in a variety of schools early and often prior to student teaching. AILACTE provides a forum for sharing what works and what we might consider doing differently to provide teacher education that meets standards and goes beyond.

Personally, I look forward to the AILACTE conference every year. New friends and new ideas, as well as affirmation for our work, have been invaluable. I appreciate the opportunity to bring faculty to attend and to present for the conference, as well. I am looking forward to having AU be involved as we invest in AILACTE. Particularly, small liberal arts institutions are facing some unique challenges due to economic conditions and challenges to teacher education. AILACTE provides support and ideas to foster healthy, viable, research-based, quality teacher education.

## **AILACTE Leadership Workshop 2018**

#### Overview

The AILACTE Executive Board will host a pre-conference Leadership Workshop on Wednesday, February 28, from 12:30 to 3:30, in Baltimore, MD.

The workshop is intended for deans, assistant deans, department chairs, and faculty in leadership positions. The goal of the workshop is to promote program effectiveness through sharing of established practices at participating institutions.

Workshop participants will interact with each other and facilitators in roundtable format to consider examples and strategies for practical application. Space is limited to 28 participants. The cost is \$85 per person; light refreshments and snacks included. Registration available in September at www.ailacte.org

#### **Format**

The workshop will begin with a brief welcome and overview. Participants will select from four roundtables, each seating several people and one facilitator. Facilitators will lead table groups in a brief preview of key ideas, challenges, strategies, and questions related to the topic. Participants will have opportunity to share their own experience followed by discussion. The format is informal, collaborative, and interactive. Participants rotate between roundtables every 45 minutes. The workshop concludes with a brief salutation and invitation for future collaboration.

### **Topics**

Innovation: Planning, implementing, and sustaining innovative programs

Includes examples of innovative teacher preparation programs such as residency internship, online coursework, blended supervision, and small group placements, among others. Covers issues involved with innovation such as funding, establishing partnerships, marketing, and managing institutional bureaucracy. Provides ideas for developing innovative programs across a variety of situations.

Leadership: Identifying, developing, and promoting leaders

Discusses qualities of successful leaders in teacher preparation programs. Covers steps for identifying and inducting new and veteran faculty into leadership positions. Includes discussion of strategies for ensuring growth and development of leaders. Also covers administrative issues such as ensuring clear communication, establishing a coherent management structure, and handling changes in personnel.

Accreditation: Developing plans and processes for meeting accreditation requirements

Examines accreditation processes such as conducting a self-study, collecting and analyzing data, writing reports, and maintaining an assessment system. Reviews specific components of accreditation such as selecting measures, documenting continuous improvement, showing evidence of student learning, and establishing quality assurance. Special emphasis given to CAEP standards and compliance.

Technology: Selecting, applying, and evaluating different technologies to improve practice

Encourages participants to share an array of technologies they use for improving program elements, everything from instruction to marketing. Some technologies for discussion include learning management systems, social media, open educational resources, and video annotation applications, among others. Also considers formats and models for technology integration such as online, blended, flipped, and active learning.

## **State Representatives' News:**

Rebecca Nelson, Illinois: Educators in Illinois cheered as the Illinois legislature passed a budget for the first time in two years. Without a budget, funding for education was compromised; and while the budget passage doesn't solve all of the financial issues, it is a huge step in the right direction for Illinois schools and their staff and students.

Schools of Education continue to re-develop licensure programs, as required by the Illinois State Board of Education. Elementary, early childhood, and middle grades programs have been completed, and senior high (grades 9-12) is next for re-development.

*Kevin Mackin, Minnesota*: The legislature implemented a variety of changes including tiered licensure and disbanding the Board of Teaching. **The primary mission of the Board of Teaching** is to assure that Minnesota students are served by licensed teachers who are equipped to deliver effective instruction and meet the instructional needs of all learners.

Donna M. Gardner, Missouri: Missouri implements all new teacher preparation rules as of August 1, 2017, after a four-year development process. These new rules place an emphasis on beginning teacher competency. Teacher education coursework can now be competency based. Teachers will demonstrate competency by passing a standardized performance assessment to be done during student teaching in addition to a content assessment, which was already required. In addition, college supervisors and cooperating teachers of student teaching now use a standardized rubric based on the Missouri Teaching Standards and the Missouri Educator Evaluation System to evaluate student teacher performance. Finally, teacher education programs in Missouri are now evaluated by the performance of their graduates submitting an Annual Performance Review to the state that is data driven.

Lori Smolleck, Pennsylvania: Pennsylvania has been recognized by the U.S. Department of Education (USDE) for its tenth consecutive year in compliance and performance with the Individuals with Disabilities Education Act (IDEA), Part B.

Pennsylvania alone has been the only participator in compliance with USDE's standards for IDEA, Part B. In addition, this federal distinction was given to the commonwealth for programs that serve both school-aged children from ages three to 21, and children under the age of two.

Janet S. Arndt, Massachusetts: The Candidate Assessment Performance (CAP) was fully implemented by teacher candidates this year as the tool for evaluating student teaching. The main idea of CAP is the use of six elements from the Teacher Evaluation system. It is thought that by aiming for proficiency on well-structured lessons, adjustment to practice, meeting diverse needs, safe learning environment, high expectations, and reflective practice, beginning teachers will be "ready to teach" on day one. Novice teachers will also gain familiarity with a portion of the Teacher Evaluation system that they will be evaluated upon during their first year of teaching.

The state Education Preparation Department involved the college and university teacher preparation programs in the development of this evaluation tool, as well as identifying data collection points for the state to collect that will help teacher prep programs realize their goals of continuous improvement.

## Canva: Empowering the World to Design Jennie Carr

The term infographic is becoming more and more prevalent as it is taking education, communication, and marketing by storm! An infographic is defined by Merriam-Webster as "a chart, diagram, or illustration that uses graphic elements to present information in a visually striking way." If designed well, the viewer will engage in the infographic's content helping him/her to retain the presented knowledge (Lankow, Ritchie & Crooks, 2012).



Infographics are intentionally visually stimulating and often created using graphic design software such as Photoshop. However, Photoshop can be difficult for novice users. So, if you are starting your first infographic design project, I recommend using Canva because it is user-friendly, customizable, and free. The first step in designing is to determine the desired image size such as a poster, social media post, or invitation (however, dozens of sizes are available or the user can create a custom-sized image). Next, Canva provides a wide array of beautiful pre-designed templates. Scroll, review, and select the template that fits your design needs. Finally, add your content and start customizing. Canva allows users to import their own images, adjust font style, size, and color. Users also have the capability to store previously created designs and collaborate with other users.

The uses of infographics are unlimited; some of my favorites include: announcements, syllabi, and

assessments. Many of the AILACTE announcements you receive have been converted from a text-heavy email content into a visually appealing infographic for user readability. A few semesters ago, I converted my syllabus to a front and back infographic bookmark only presenting the key information (Yes - I still create the traditional syllabus and post it on my LMS). Finally, consider transitioning one of your presentation assessments into a gallery walk of infographics supported by author chats.

You and your teacher candidates can create infographics quickly and efficiently on Canva. Want to learn more about Canva or share a great way you are utilizing infographics - connect with me on social media @DrJennieCarr



Lankow, J., Ritchie, J., and Crooks, R., (2012). *Infographics: The Power of Visual Storytelling*. Hoboken, NJ. John Wiley & Sons, Incorporated.

## AILACTE - Association of Independent Liberal Arts Colleges for Teacher Education 2018 Annual Meeting and Conference

Deadline for submissions: October 15, 2017

Submit proposals electronically to <a href="mailto:dentod@spu.edu">dentod@spu.edu</a>

2018 AILACTE Annual Meeting and Conference Request for Proposals

## I. Theme: Renewing Our Commitment to Principles of Independent Liberal Arts Preparation

For two decades educators at all levels have been subject to a panoply of reform policies intended to improve student achievement: No Child Left Behind in 2001, Race to the Top Grants in 2009, Every Student Succeeds Act in 2015. Along with federal policy, states have been active in generating new rules covering everything from teacher preparation and licensure to teacher evaluation and tenure. One goal underlying these policies is to ensure graduates are "college and career ready." Although college and career are important, the principles underlying education extend well beyond vocational preparation.

From the earliest days of the Republic, education was viewed as a means for preserving and promoting the Nation's most cherished ideas, as exemplified by the Massachusetts constitution, one of the oldest constitutions in the world:

Wisdom, and knowledge, as well as virtue, diffused generally among... the people, being necessary for the preservation of their rights and liberties; and as these depend on spreading the opportunities and advantages of education... to... inculcate the principles of humanity and general benevolence, public and private charity, industry and frugality, honesty and punctuality in their dealings; sincerity, good humor, and all social affections, and generous sentiments among the people... (1780).

Preserving and promoting wisdom, knowledge, and virtue, along with benevolence, honesty, and sincerity, are a few of the ideas used to justify education across different eras.

During the first Constitutional convention, Thomas Jefferson wrote that "above all things I hope the education of the common people will be attended to... for the preservation of... liberty." While the first anti-slavery political party was forming in the United States, Horace Mann said that "there is no security for a republic but in morality and intelligence... unless these qualities pervade... not only will republican institutions vanish from amongst us, but the words prosperity and happiness will become obsolete." In the modern era, while the United States and the Soviet Union were testing nuclear weapons, the authors of a *Nation at Risk* acknowledged that "a high level of shared education is essential to a free, democratic society and to the fostering of a common culture, especially in a country that prides itself on pluralism and individual freedom."

These examples show that principles, not uncertainty, fear, or disunity, are the source for devising and supporting an exceptional system of education. Principles transcend turmoil and obstacles. They inspire people to change, persist, and achieve. When systems degrade or prove themselves insufficient for dealing with problems, educators should rely on principles for direction.

The Association of Independent Liberal Arts Colleges for Teacher Education is composed of institutions that adhere to principles, from Albion College in Michigan, which prepares graduates to be "active citizens, and future leaders" to Xavier University in Ohio, which prepares graduates to become people of "reflection, integrity and achievement." AILACTE institutions urge their teacher candidates to ground themselves in the ideals of our society. Consequently, AILACTE is an association of institutions that

believe in the power of ideas to direct pedagogical excellence. Many of the principles central to AILACTE are exemplified in the Qualities of Excellence:

Moral and Ethical Dimensions of the Learning Community Partnerships Liberal Arts Global Awareness and Action

This year the AILACTE Executive Committee invites members to renew their commitment *to* and reflect *on* these guiding principles by submitting proposals to the Annual Meeting and Conference. Members are encouraged to submit proposals aligned with one of AILACTE's Qualities of Excellence to show how institutions are *Renewing Their Commitment to Principles of Independent Liberal Arts Preparation*.

#### II. Formats

The AILACTE Annual Meeting and Conference offers three types of session formats: 30- or 60-minute breakout, roundtable, and poster.

**Breakout sessions** include presentation of abbreviated papers, projects, and other academic work, followed by brief comments, questions, and discussion. Presentations begin with an outline of major points, such as purpose, problem, major findings, conclusion, and recommendations. The amount of time devoted to elaborating points will vary among presenters, though time will be allotted for interacting with participants near the conclusion of the session. Presenters should prepare handouts summarizing content, along with planned questions for facilitation of discussion.

Note, each session is provided with a screen, table, and extension cord. Presenters must provide their own projectors. Internet access may be unavailable during sessions. Presenters should download necessary presentation materials to their computers or other devices before the session.

**Roundtable sessions** allow maximum interaction between participants through brief presentation and extended discussion. Presenters should prepare 15 handouts, which summarize the presentation and include contact information, for distribution to discussants. Presenters should begin sessions with a description of session material followed by explanation of key points. Presenters then facilitate discussion with discussants using prepared talking points and questions for a total of 30 minutes.

**Poster sessions** combine graphic display of materials with the opportunity for individualized, informal discussion of the project or work. Poster sessions begin with attendees viewing posters, then move into brief oral presentations to participants, followed by discussion. Presenters should be available for the entire session. Presenters should also prepare 10 handouts, which summarize the presentation and include contact information, for distribution to participants. Both the poster and handout should be self-explanatory.

Note, posters are put into place by presenters 15 minutes before the session. Tri-fold boards will be available for preparing posters. Participants may begin affixing posters, or presentation materials, to tri-fold boards several hours before the session. Tri-folds are 36 inches tall by 48 inches wide. Side panels are 12 inches and the center panel is 24 inches. Some fasteners will be available. Participants should ensure they have sufficient supplies for preparing their posters.

#### **III.** Contents

The proposal should be typed in 12-point font, double spaced, with 1-inch margins throughout.

**Cover page** that includes the following information:

Title of 18 words or fewer

Abstract for the conference program of 40 words or fewer

Format (breakout, roundtable, or poster) listed in order of preference

Lead presenter(s) name, title, institution, mailing address, telephone, and email

Co-presenter(s) name, title, institution, mailing address, telephone, and email

**Summary** that includes the following information and is 2 to 3 pages (page count excludes reference list and figures and tables, if any); exclude information that identifies presenter(s) from this section to ensure blind review.

*Topic*: State the topic, which may be a problem, question, investigation, etc., and provide context.

Framework: Summarize perspectives, theory, and/or literature fundamental to the topic.

Investigation: Summarize method, technique, mode of inquiry, data, evidence, materials, etc.

*Result*: Describe the consequence, effect, or outcome.

Significance: Describe the importance of the topic, investigation, and/or result.

*Participation*: Describe one or more goals of the presentation with respect to participation and attendees; summarize strategies that will be used to ensure participation and achieve goals.

#### IV. Criteria

Format	Follows directions shown in	the <i>Request</i> Does not f		llow directions shown in the	
	for Proposals	Request for P		Proposals	
Writing	Uses graceful language that	Uses straightforward		Uses language that	
	skillfully communicates	language that generally		sometimes impedes	
	meaning to readers with	conveys meaning to		meaning because of errors,	
	clarity and fluency, and is	readers; the paper has few		or errors in usage	
	virtually error-free	errors			
Organization	Presents information in a	Presents information in a framework that is		Does not present	
	framework that is easily			information in a framework	
	comprehended, with all	comprehensible, with		that is comprehensible;	
	parts in the proper place	placement of parts to		misplacement of parts, with	
	and cohering to each other	produce coherence		little coherence	
Relevance	Includes a subject that is	Includes a subject that is		Includes a subject that is	
	closely connected to	closely connected to		scarcely connected to	
	preparation of educators	preparation of	educators	preparation of educators	
	and/or to the theme				
Participation	Includes one or more goals	Includes one of	r more goals	Excludes goals and	
	with respect to participants	with respect to		strategies for including	
	and strategies for achieving	and strategies	for achieving	participants	
	goals; suggests attention to	goals			
	including participants				



## Submit proposals electronically to <a href="mailto:info@ailacte.org">info@ailacte.org</a>

### 2018 AILACTE Request for Proposals

Now through **October 15**, AILACTE is accepting proposals for the **2018 Annual Meeting and Conference** to be held March 1, in Baltimore, Maryland. We also invite AILACTE member faculty to review proposals.

The conference theme is *Renewing Our Commitment to Principles of Independent Liberal Arts Preparation*.

The Association of Independent Liberal Arts Colleges for Teacher Education is composed of institutions that adhere to principles, from Albion College in Michigan, which prepares graduates to be "active citizens, and future leaders" to Xavier University in Ohio, which prepares graduates to become people of "reflection, integrity and achievement." AILACTE institutions urge their teacher candidates to ground themselves in the ideals of our society. Consequently, AILACTE is an association of institutions that believe in the power of ideas to direct pedagogical excellence. Many of the principles central to AILACTE are exemplified in the Qualities of Excellence:

- Moral and Ethical Dimensions of the Learning Community
- Partnerships
- Liberal Arts
- Global Awareness and Action

This year the AILACTE Executive Committee invites members to renew their commitment to and reflect on these guiding principles by submitting proposals to the Annual Meeting and Conference. Members are encouraged to submit proposals aligned with one of AILACTE's Qualities of Excellence to show how institutions are *Renewing Their Commitment to Principles of Independent Liberal Arts Preparation*.

Read the full **Request for Proposals**, which includes session formats, proposal content guidelines, and criteria.

To participate in the proposal review process, email info@ailacte.org.

The Association of Independent Liberal Arts Colleges for Teacher Education www.ailacte.org

Contact AILACTE: info@ailacte.org

# The Association of Independent Liberal Arts Colleges for Teacher Education (AILACTE)

## Membership Invoice for Calendar Year 2018 (January 1 – December 31)

## Membership renewal due date December 1, 2017

Full Membership including one newsletter subscription, \$300					
Additional journal subscriptions @ \$10 each (List names and addresses on the back of this form)					
Total Amount Enclosed					
Please provide the following information so that we can update our database and ensure an accurate entry for your institution in the AILACTE Directory.					
Institution Name:					
Dept./School/College:					
Address:					
City/State/Zip:					
Chief Institutional Representative:					
Contact Person's Title:					
Email: Telephone:					
Institutional Reps: Select three faculty/staff members to serve as "Institutional Representatives" in 2018. They will also receive free newsletters, e-mail updates and calls for proposals/journal articles.					
1st Institutional Representative:					
E-mail:					
2 <sup>nd</sup> Institutional Representative:					
2 <sup>nd</sup> Institutional Representative:					

## **Institutional Memberships and Accreditations**

Is your institution a member of AACTE?

Yes No Is your institution pursuing accreditation by CAEP?

Yes No

Names and Addresses for delivery of requested addition	al journals (\$10 each)				
Name:					
Address:					
City/State/Zip:					
E-mail:					
Name:					
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City/State/Zip:					
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Scan this form and send to info@ailac	te.org, or postal mail:				
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PO Box 551 LaGrange, GA 30241					
Payment: Checks can be made out to AILACTE and sent to the add					
Credit Card Type Viহুর MC American Expre্ডিও Discover	Amount charged to card \$ 315				
Card Number					
Expiration Date	Security Code				
Name					

Please note - payment by credit card requires an additional processing fee: \$15.00

Billing Zip Code