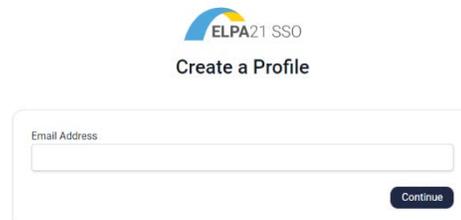**Directions for Accessing the ELPA21 Training System – New Users**

The Connecticut Alternate Assessment of English Language Proficiency (CAAELP) training is available through ELPA 21. During this training please be aware that CAAELP and Alt ELPA are synonymous. This training has been developed by ELPA 21, so please be aware that some policies and procedures may not mirror those of Connecticut. Teams should participate in a thorough review of the Connecticut specific CAAELP resources available to them as part of this training process. Specifically the CAAELP Accessibility and Accommodations Manual and the Connecticut Alternate Assessment System Early Stopping Rule. These resources are located on CAAELP Resource Page on the Connecticut Comprehensive Program Portal.

1. Go to https://training.elpa21.org.

2. If this is your first time on the site, click on the "**Register here**" link to create your account.
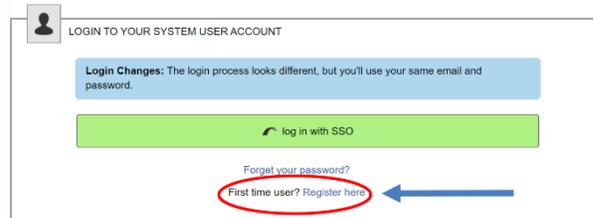
3. You will be asked to create a profile by entering your email. Remember this is your school/district email.

4. Next you will be asked to enter your district name and district verification code. In the district box you can scroll down or start typing your district name for it to appear. The district verification code is elpa21. This is case sensitive.
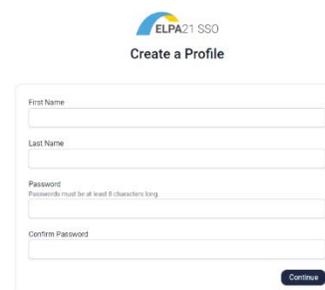
5. You will be asked to enter your first and last name and create a password.

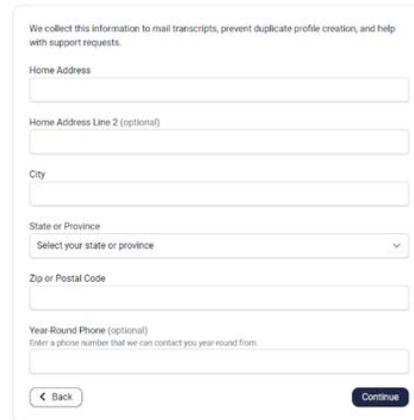Contact Ctstudentassessment@ct.gov with questions.

Adapted from ELPA 21

ELPA21 SSO

Create a Profile

6. You will see a page for you to enter your information. You will need to provide your address (either school or home) and phone number (optional).

We collect this information to mail transcripts, prevent duplicate profile creation, and help with support requests.

Home Address

Home Address Line 2 (optional)

City

State or Province

Select your state or province

Zip or Postal Code

Year-Round Phone (optional)
Enter a phone number that we can contact you year-round from.

< Back   Continue

7. You will see the profile page. Review your information and scroll to the bottom. Once you have confirmed your profile information, you can go to the training system.

8. Click on the black button on the top tool bar that reads, "Return to ELPA21 Training System". By clicking this, you will be able to access the catalog.

Return to ELPA21 Training System

a. If you are prompted to log back in, click "Log in with SSO", and follow the procedure for logging in.

LOGIN TO YOUR SYSTEM USER ACCOUNT

Login Changes: The login process looks different, but you'll use your same email and password.

log in with SSO
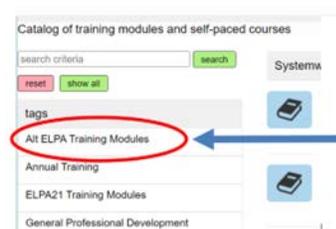
Forget your password?
First time user? Register here

b. If you land on the homepage advance to Step 9.

9. To find a training, click on the "Catalog" button and search for a training by key word or click on the **show all** button to see available training.

HELP!   LOGOUT

catalog   profile
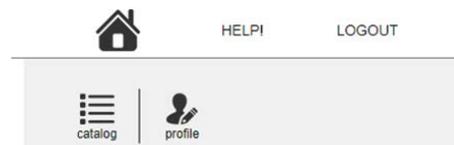
10. Once in the catalog, click the tag titled Alt ELPA training modules located on the left panel of the screen.

Catalog of training modules and self-paced courses

search criteria   search   System

reset   show all

tags

Alt ELPA Training Modules

Annual Training

ELPA21 Training Modules

General Professional Development

Contact Ctstudentassessment@ct.gov with questions.

11. Once in the catalog, find the tag titled "Alt ELPA Module: 1ˢᵗ Time Test Administrator Training SY 2023-2024". Then, click register.


12. Once you click on the course, you will be brought to the page shown below. Complete this page and click continue. This will then bring you to the training.
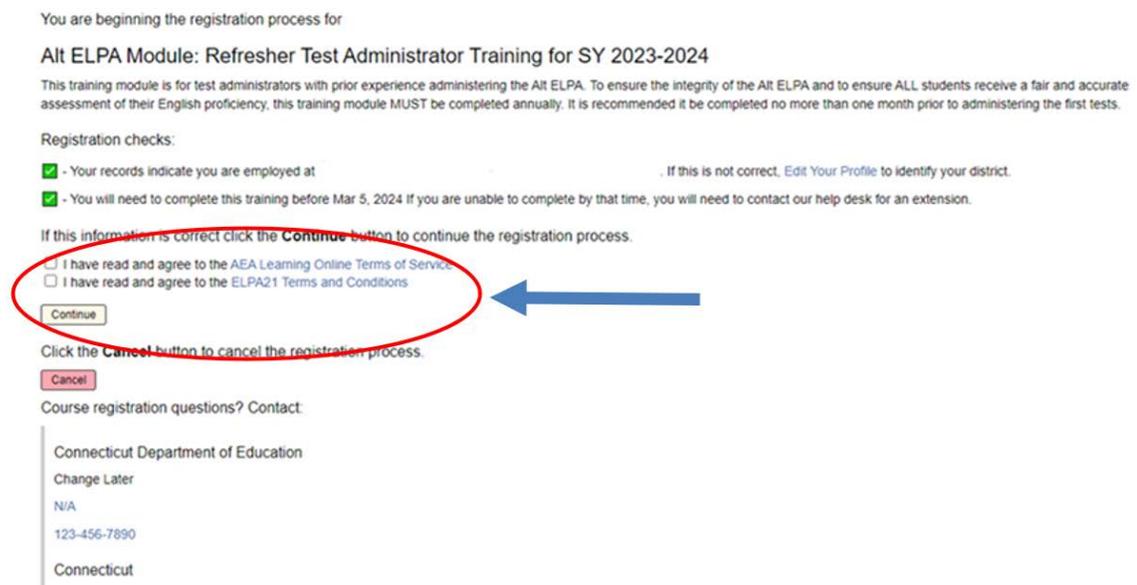
13. For English Language Assessment Coordinators (ELACs), refer to the training module titled: "Alt ELPA Module: Test Coordinator Training for SY 2023-2024" within the catalog. Then, click register. You will follow the same process on Step 12. Complete this form and click continue. You will then be brought to the course.

14. Once you have completed your training, go to the Home page.
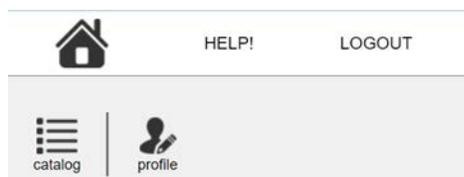
15. Once you are on your Home page you will see on the bottom right portion of the page "Your certificate history". You can print your certificate of completion to keep as part of your training records and share in accordance with your districts policy for maintaining this credential.

Your certificate history

| valid certificates | expired certificates | all completed |

Alt ELPA Module: 1st Time Test Administrator Training for SY 2023-2024
Taken at Connecticut Department of Education
Completed: today at 7:52am, expires: Dec 13, 2024
366 days remaining

certificate
Review
Retake

16. If you encounter technical issues with the ELPA 21 site, please go to ELPA21 Training support or email elpa21training@aealearningonline.org .

Contact Ctstudentassessment@ct.gov with questions.