



## 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](mailto: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](http://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](mailto:rpodlasek@literacymn.org)).

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