Date: August 27, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Directors of Special Education, Administrators of a State Facility, Administrators of Approved Private Schools for Students with Disabilities, Administrators of Programs for Students who are Deaf and Hard of Hearing
From: Dr. Kim Buxenbaum, Director
Office of Special Education
Register By: September 20, 2019

Orientation Session for Administrators via Webinar: Training Opportunities in Community-Based Instruction for Students with Disabilities

The New Jersey Department of Education’s Office of Special Education, in partnership with The Boggs Center on Developmental Disabilities, will conduct an orientation session for special education administrators via webinar about upcoming training opportunities on Community-Based Instruction (CBI) for students with disabilities.

CBI is an evidence-based practice that involves the use of sustained and repeated instructional activities that take place in various natural community environments outside of the school building. To facilitate skill development and generalization in employment, recreation, and community activities (e.g., shopping, banking, transportation use), lessons are planned with rigorous educational learning standards embedded throughout. Students from pre-school through high school are given the unique experience of real-life application of skills in the CBI approach.

The orientation session for administrators will be held from 10 a.m. to 11:30 a.m. on Monday, September 23, 2019 and registration is required by September 20. Administrators who participate in the orientation session and agree to make a commitment to the creation or expansion of quality CBI practices will be provided materials to register school staff for the CBI training opportunities.

This year, the training opportunities will include a four-day training series on Foundations of CBI for staff who are new to this practice. The Foundations of CBI training series includes Fundamentals of CBI; Using CBI to Teach the Application of Academic Skills during Community Living; Using CBI to Teach Community-Based Recreation; and Management and Leadership in CBI. Additional trainings will also be offered for staff who have completed this year’s Foundations of CBI training series or the CBI training series conducted in prior years. These additional one or two-day trainings will address topics such as: Using CBI for Career Exploration; Job Coaching for Community Employment; Technology Implementation in CBI; and Using CBI Effectively for Students Ages 18-21. Schools and districts that have had staff attend any of the CBI training opportunities are eligible for free on-site technical assistance to improve the implementation of these practices.

Administrative support and involvement are essential for successful implementation of instructional practices. Therefore, this orientation session is designed for administrators who are seeking to initiate or enhance CBI practices for their students. The orientation session will describe the CBI training opportunities, as well as the administrative and organizational supports needed to guide these practices in your district.
Districts or schools are encouraged to pursue the enhancement or creation of CBI programming for students with disabilities.

*Please note:* Registration for the 2019-20 CBI staff training opportunities will only be available to districts or schools that had administrator participation in the orientation session.

**Key steps/actions**
To learn more about the CBI training opportunities for this year, please register online for the webinar entitled ‘Orientation Session for Administrators: Training Opportunities in Community-Based Instruction for Students with Disabilities’ to be held on September 23, 2019 at 10 a.m.

After registering, you will receive a confirmation email containing information about joining the webinar.

**Contact information**
If you have questions about the Orientation Session for Administrators or the CBI staff training opportunities, please contact Bill Freeman at (609) 376-3734 or bill.freeman@doe.nj.gov.

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