



2025 VTCAP Assessment Administration Trainings *Registration Open*



Dear Vermont Educator,

The Vermont Agency of Education (AOE), in conjunction with Cognia, will host virtual administration training sessions in preparation for the Spring 2025 Vermont Comprehensive Assessment Program (VTCAP) assessment. The purpose of this training is to support District Administrators as they prepare for and monitor the assessment. This will also provide the information needed to complete training within your district.

Two training options are available:

- The full training is scheduled for two and a half hours and will cover all information pertaining to the VTCAP administration. This training is designed for any new District Administrators or experienced District Administrators who would like to attend the full training.
- The update training is scheduled for one and a half hours and will cover general information pertaining to the VTCAP administration and focus on new information and updates for Spring 2025. This training is designed for experienced District Administrators who participated in the Spring 2024 VTCAP administration only.

Training Schedule

- Full Training
 - Tuesday, January 7, 2025, from 9:00 a.m.–11:30 a.m. ET
 - Thursday, January 9, 2025, from 1:30 p.m.–4:00 p.m. ET
- Update Training
 - Tuesday, January 7, 2025, from 2:30 p.m.–4:00 p.m. ET
 - Thursday, January 9, 2025, from 9:00 a.m.–10:30 a.m. ET

Note: District, school, and IT coordinators may also be invited to attend, however, please refer to your local policy on training requirements.

A recording of the training will be posted to the [Vermont Help and Support](#) website the following week. This training is not intended for teachers and proctors. Additional training materials to support teachers and proctors will be posted to the Help and Support site prior to administration.

Next Steps

- To participate in the virtual training sessions, register online at <https://www.surveymonkey.com/r/VermontTraining2025>.
- All virtual trainings will be conducted via Zoom. Instructions for accessing specific training sessions will be provided the day prior to the event. Be sure to mark your calendars with the date and time of the session you registered for.

Please contact Events@cognia.org with any questions.