



# Latino Educational Training Institute

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## LETI Programs and Services Q1 2024

### List of Programs

#	Category	Program	Contact
1	Education	GED Classes in Spanish	Jazmin Herrera (707) 397-0162 <a href="mailto:jazmin@letywa.org">jazmin@letywa.org</a>
2	Education	English Conversational Class	Jazmin Herrera (707) 397-0162 <a href="mailto:jazmin@letywa.org">jazmin@letywa.org</a>
3	Education	Introduction to College and Technology – Spanish Course	Jazmin Herrera (707) 397-0162 <a href="mailto:jazmin@letywa.org">jazmin@letywa.org</a>
4	Education	Entrepreneurial Leadership and Business Development Workshop (ELD)	Rene Acevedo (360) 399-6541 <a href="mailto:rene@letywa.org">rene@letywa.org</a>
5	Education	Latino Leadership Initiative (LLI)	Sarina Barrett (425) 610-9586 <a href="mailto:sarina@letywa.org">sarina@letywa.org</a> Andres Koteles (425) 321-7473 <a href="mailto:andres@letywa.org">andres@letywa.org</a>
6	Education	Vocational School	Nelly Romero (206) 279-7673 <a href="mailto:nelly@letywa.org">nelly@letywa.org</a>



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#	Category	Program	Contact
7	Education	Safety & Health Investment Projects (SHIP)	Tom Laing (425) 775-2688 tom@letywa.org
8	Education	Basic Computer Classes	Rene Acevedo (360) 399-6541 rene@letywa.org
9	Education	Zoom Workshops	Rene Acevedo (360) 399-6541 rene@letywa.org
10	Education	Spanish Financial Education Series	Nelly Romero (206) 279-7673 nelly@letywa.org Yustine Saavedra yustine@letywa.org
11	Education	NOAA "Restoration for All" Project	Mika Sarmiento (425) 385-9405 mika@letywa.org Andres Koteles (425) 321-7473 andres@letywa.org
12	Education	INEA: Spanish Basic Academic Literacy Program for Hispanic Immigrant Adults	Felisa García (425) 321-7167 felisa@letywa.org
13	Health and Wellness	Total Wellness of Latino Women	Jazmin Herrera (707) 397-0162 jazmin@letywa.org
14	Health and Wellness	LETI Child care Circles (Triple C)	Felisa García (425) 321-7167 felisa@letywa.org
15	Health and Wellness	Advancing Health Literacy Programs and Services	Sonia Izquierdo (425) 775-2688 sonia@letywa.org
16	Health and Wellness	Vaccine Access Support Services	Ericka San Juan (425) 775-2688



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17	Health and Wellness	Community Driven Outreach (CDO)	Yustine Saavedra (425) 775-2688 yustine@letywa.org
18	Basic Needs	Eviction Prevention Program	Andres Koteles (425) 321-7473 andres@letywa.org
19	Basic Needs	Latino Resource Navigator	Jazmin Herrera (707) 397-0162 jazmin@letywa.org
20	Basic Needs	Promotores: Community Volunteer Advocates	Rene Acevedo (360) 399-6541 rene@letywa.org
21	Basic Needs	Housing Justice Project Legal Clinic	Rene Acevedo (360) 399-6541 rene@letywa.org
22	Basic Needs	Edmonds Food Bank Distribution	Ericka San Juan (206) 751-0542 ericka@letywa.org
23	Basic Needs	Nourishing Neighbors "Breakfast 4 All Kids" Campaign	Ericka San Juan (206) 751-0542 ericka@letywa.org
24	Basic Needs	LETI Worksource Connection Site	Rene Acevedo (360) 399-6541 rene@letywa.org
25	Media and Entertainment	LETI TeVe	Nelly Romero (206) 279-7673 nelly@letywa.org
26	Media and Entertainment	Latino Performing Arts	Rene Acevedo (360) 399-6541 rene@letywa.org



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## EDUCATION PROGRAMS

### **1. GED Classes in Spanish**

*Partners: Edmonds College (EC)*

Edmonds College (EC) has contracted with LETI to conduct outreach and enrollment of Latino students into its Spanish GED program. This collaboration began in 2012.

A typical quarter at EC will require LETI to enroll a minimum of 15-25 students per course, with approximately five courses available each quarter. It is evident that without the assistance and recruitment accomplished by LETI staff and volunteers, some of these courses would be undeliverable as courses with insufficient enrollments would be canceled altogether.

This is the current GED Course List:

1. *Basic Reading and Comprehension*

This course enables adult learners to develop fluency, vocabulary, pre-reading strategies, text comprehension, organizational skills, and response techniques. It is also designed for them to have a successful transition to the Spanish GED® courses offered at this College.

2. *Reading with Social Studies*

This course allows adult learners to improve their reading skills while learning about the United States government, civics, geography, history, economics, culture, and society. It will allow them to prepare to pass the official GED® test for Social Studies.

3. *Advanced Reading and Writing*



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This course allows learners to develop and utilize new advanced reading and writing skills with analytical and contextualized lessons. Students also learn how to develop persuasive essays in preparation for passing the GED® Reasoning through Language Arts test.

#### 4. *Basic Mathematics*

This course allows adult learners to learn and reinforce math skills such as operations with whole numbers; decimals; place value; rounding; ratios; rates; proportions; percentages; and fractions. The design of this course was made to prepare learners for the mathematical problems presented in everyday life and for them to successfully transition to the GED® courses in Spanish offered at this College.

#### 5. *Intermediate Mathematics*

This is a structured course to help students improve their skills in operations with positive and negative numbers, rules of exponents, square and cube roots, scientific notation, solving PEMDAS, basic concepts of probability, and statistics, data analysis, and geometry. of two-dimensional and three-dimensional objects. This course allows adult learners to learn new problem-solving skills in preparation for passing the GED® Mathematical Reasoning test.

#### 6. *Advanced Mathematics*

The intent of this course is to help students improve their skills in basic algebra concepts, solving operations with rational expressions, evaluating binomials and polynomials, factoring, solving linear equations, and graphing linear equations. This course allows adult learners to learn word problem-solving skills in preparation for passing the official GED® Mathematical Reasoning test.

## **2. English Conversational Class**

*Partners: Edmonds College (EC)*

The English Conversational Class, also known as “LETI ELA”, is offered through Edmonds College (EC). ELA classes were designed specifically for adult learners recruited by LETI. The partnership with the Edmonds ELA department commenced in 2019, and the community has demonstrated a keen interest in this program ever since.

The class is typically assigned three courses per quarter (except in Summer, when no LETI Courses are available) and LETI is responsible for conducting outreach, creating marketing materials, and enrolling students.

A minimum of 25 students are required per course to keep the course active for enrollment. As of now, we have been more than successful in reaching our goal, having a waiting list for almost every next quarter.



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## **3. Introduction to College and Technology – Spanish Course**

*Partners: Edmonds College (EC)*

Similar to the GED program and course offering, LETI began recruiting students and providing guidance in completing admissions applications. This course allows students to transition to college-level classes successfully and helps them find the support system they need while entering a higher education system.

Within the Introduction to College and Technology – Spanish Course, individuals learn about technology (such as creating documents, spreadsheets, presentations, etc.), are provided with available career and study options, and are supplied with financial aid information in higher education and learning.

## **4. Entrepreneurial Leadership and Business Development (ELD) Bilingual Course**

*Partners: Entrepreneurial Leadership Development (ELD)*

“How to Start a Small Business” is an 11-week course coordinator presented by LETI and Entrepreneurial Leadership Development (ELD) ([eld.global](http://eld.global)). Offered to the community twice per year, this workshop is now administered virtually to overcome barriers by reaching a wider audience and provides a 25% scholarship for those who qualify.

Every year our organization has witnessed new entrepreneurs emerge from this course and graduate ready to start their businesses, often with great success. This partnership began five years ago after observing a desire by Latino individuals to become entrepreneurs but lacked the correct tools and knowledge to start the process. With time and perseverance, we have achieved a successful course and look forward to many more.

Some topics covered in the course:

- Learn ways to innovate and encourage creativity in situations of uncertainty.
- Explore your strengths, design, and purpose.
- Define your product or service, identify your ideal customer, and clarify your unique value proposition.
- Learn the basics of marketing, pricing, and budgeting.
- Explore the principles of ethics, character, and leadership.



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## **5. Latino Leadership Initiative (LLI)**

*Partners: Edmonds College, Skagit Valley College, and the University of Washington Bothell*

The Latino Leadership Initiative (LLI) aims to energize the Latino Community and expand the current leadership base in Skagit and Snohomish Counties. This initiative is done in partnership with Edmonds College, Skagit Valley College, and the University of Washington Bothell.

LLI encourages future Latino leaders to apply their innovative perspectives and approaches to solving community problems in a team setting. Through this program, leadership is seen by converting oneself into a spokesperson and defender of Latino aspirations, understanding the community's needs, and putting one's hands to the task when called to do so.

LETI requires students to collaborate on community projects to assist the community with real and tangible results, while attending seminars where they're met with the opportunity to network with Latino leaders in local government, education, and business roles.

## **6. Vocational School**

Licensed under Washington State's Chapter 28C.10. RCW and with a Department of Labor and Industries (L&I) Approved Provider Number, the Latino Vocational School offers long and short-term certifications to private parties/individuals and L&I injured workers obtaining state-required retraining. With well-qualified bilingual-bicultural instructors, culturally appropriate educational instruction, and a low instructor-student ratio, we aim to assist students in crafting and achieving their educational goals.

The Vocational School currently offers the following certifications:

### *1. Bookkeeping Assistant Certificate*

Program of basic courses designed for students with little or no accounting experience. The certificate teaches an introduction to basic accounting skills and business technology used by small businesses. The program is intended to give students the necessary skills in bookkeeping, taxes, financial software, and communication for employment with small businesses. The Bookkeeping Assistant Certificate emphasizes practical accounting theory and day-to-day skills used in the field. Embedded in the certificate is a thorough training in a leading accounting software package.



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## 2. *Office Assistant Certificate*

This program focuses on providing students the required knowledge and skills for a successful career as an Office Assistant. Students will gain a strong background in computer skills, office skills, business communication, and customer service.

## 3. *Beginner Level Microsoft Word and Google Docs W/Certification*

This course is designed for students with little or no experience with Microsoft Word or Google Docs. It provides an introduction to the basics of this software while learning to successfully navigate both the Microsoft and Google suites. Amongst others, introductory topics include creating and saving documents, printing documents, text basics and formatting, and important features such as the Ribbon, Quick Access Toolbar, and Backstage view.

## 4. *Intermediate Level Microsoft Word and Google Docs W/Certification*

This course is designed for students who already possess a basic knowledge of these software programs. This course advances students to achieve intermediate level skills, understanding, and navigation of Microsoft Word and Google Docs. Amongst others, topics include creating tables, inserting shapes and pictures, applying styles, inserting comments, using track changes, and creating flyers, brochures and essays. The program is intended to give students some of the skills needed to work for small businesses and advance their careers.

## **7. Safety & Health Investment Projects (SHIP)**

*Partners: Washington State Department of Labor & Industries (L&I)*

The Goal of the Safety and Health Investment Projects (SHIP) Program is to identify, fund, and assist with the implementation of safety and health projects that are designed to eliminate workplace injuries, illnesses, and fatalities. This grant program is made and entered into by and between the Washington State Department of Labor & Industries (L&I). In the past, we have worked with UW-Bothell, the Mexican Consulate Seattle, Las Americas Business Center, and others in creating and promoting our safety content.

We have established media relationships with Univision Seattle and Bustos Media for all FM radio in King, Pierce, Yakima, Skagit counties, and El Rey 1360. In addition to radio spots, LETI intends to resource digital media to reach a wider audience via LETI's various social and informative media platforms.





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## **8. Basic Computer Classes**

*Partners: Mexican Consulate of Seattle*

These classes are offered by LETI and the Mexican Consulate of Seattle, which provides BECAS (scholarships) to Mexican citizens who wish to obtain this training. Promotoras (volunteers) are crucial to students' successful enrollment and participation in this program.

As part of these workshops, students learn and apply their newly acquired skills in applications such as:

- Gmail
- Google Docs
- Google Sheets
- NorthStar certification in Basic Computing

## **9. Zoom Workshops**

This educational program teaches the basics of using Zoom, the video conferencing platform that can be used through a computer desktop or mobile app, and that allows users to connect online for video conference meetings, webinars and live chat.

As part of these workshops, the attendants learn how to use Zoom both as participants and as hosts, and for personal, educational, or family needs.

## **10. Spanish Financial Education Series**

This grant started in July 2023. The Spanish Financial Education Program is designed to build confidence and empower our clients to make informed decisions regarding their financial stability. Through a well defined plan of action and well prepared presentations both relevant and linguistically appropriate, our clients will obtain an abundance of knowledge and tools to ensure that, at the minimum, all of their basic/essential needs are met.

The Department of Financial Institutions protects consumers and advances the financial health of Washington State by providing fair regulation of financial services and educating consumers to make informed financial decisions.



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### **11. Coastal Habitat Restoration and Resilience NOAA’s “Restoration for All” Project**

*Partners: Edmonds College, Snohomish Conservation District*

*Project funding provided by National Oceanic and Atmospheric Administration (NOAA)*

This program is part of **NOAA’s Grants for Underserved Communities**. It offers an opportunity to advance advocacy and climate justice for local communities of color in Snohomish County. Edmonds College, LETI, and the Snohomish Conservation District recognize underserved BIPOC communities and intend to use this grant opportunity to educate and prepare communities of color in environmental restoration and preservation.

This technical training equips individuals with job readiness, program development, and management skills through practical experience in habitat restoration. It would comprise a two-quarter training plus a quarter of internship that, upon completion, would earn individuals state-verified certification and preparedness in coastal habitat restoration activities.

Such certification would open the door to greater income opportunities for BIPOC communities and address the lack of an established workforce within the coastal habitat restoration sector. In an effort to remain inclusive and accessible to all, this technical program would be delivered in a bilingual and hybrid format to reduce barriers for people of color within the Puget Sound region.

### **12. INEA: Spanish Basic Academic Literacy Program for Hispanic Immigrant Adults**

*Partners: Instituto Nacional para la Educación de los Adultos (INEA)*

The National Institute for Adult Education (Instituto Nacional para la Educación de los Adultos - INEA) is a decentralized organization of the Mexican Federal Public Administration that has the purpose of preserving the Mexican education unit so that studies made in Mexican schools are accredited in the USA and the world.

INEA offers its services through Plazas Comunitarias (community spaces). INEA Plazas Comunitarias are educational spaces open to the community where free alphabetization services are offered to Spanish speaking individuals 15 years or older, no matter their immigration status. A great resource for adults that don’t know how to read or write.



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## HEALTH AND WELLNESS PROGRAMS

### **13. Total Wellness of Latino Women**

According to the United Nations, investing in women's economic empowerment sets a direct path towards gender equality, poverty eradication and inclusive economic growth. Women make enormous contributions to economies, whether in businesses, on farms, as entrepreneurs or employees, or by doing unpaid care work at home. Empowering women has a multiplier effect and enormous socio economic ramifications. What is true for families is also true for communities and, in the long run, for entire countries. When women thrive, all of society benefits and succeeding generations enjoy a better start in life.

LETI created the Latina Wellbeing Network in 2015 in conjunction with WSU Latino Community Studies, CIE Pinchot, Goodwill, Familias Unidas, and the City of Lynnwood. Thanks to the support of Hazel Miller Foundation, we were able to take the program into full operation in 2016.

Bienestar Total de la Mujer Latina program addresses the needs of underserved Latina women and mothers and delivers resources that promote health, family wellness, social connectivity, and financial prosperity. A holistic approach to health that recognizes financial health and education, as an equal component of a healthy family.

The Bienestar program uses the expertise and the available resources of the entire community in one location. We will continue to utilize RN to BSN nurse interns from UW Bothell to assist with program planning and evaluation.



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### 14. LETI Child Care Circles (Triple C)

*Partners: Edmonds School District*

This program aims to create a cohort of 8-9 Latino mothers needing pre-k childcare services. A key outcome is that the mothers will trade childcare services for valuable time to empower themselves instead of paying for childcare. The **Triple C concept** has four objectives:

1. **Training.** Provide the mothers with proper early-childcare training for them to provide consistent service and care to the children under their care
2. **Childcare share.** Create a quarterly rotation system so the mothers can share childcare
3. **Time for self-growth.** Provide time and opportunities for the mothers to attend courses, complete assignments or projects assigned to them, or work to increase their earning potential
4. **Replicable model.** Design a model that other institutions can eventually implement themselves. LETI will leverage the expertise of Edmonds College, the University of Washington, and the Edmonds School District to meet this need.

### 15. Advancing Health Literacy Programs and Services

*Partners: Snohomish Health District*

Through this program we aim to better understand the barriers to the health of community members through scientifically designed community surveys in multiple languages, appropriate training and interventions, and ongoing work to increase awareness of optimal resources, testing, vaccinations, and other health information.

Among other things, the project aims to demonstrate the effectiveness of local government implementation of evidence-based health literacy strategies that are culturally appropriate to enhance COVID-19 testing, contact tracing, and/or other mitigation measures (e.g., public health prevention practices and vaccination) to enhance equitable community responses to health challenges. Within the framework, our accomplishments have been outstanding.

During our efforts to Advance Health Literacy in Snohomish County, the Latino Educational Training Institute (LETI) received the invaluable support of Verdant. At the same time, we partnered with Safeway to access vaccines for the Latino community.



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### **16. Vaccine Access Support Services**

*Partners: Centro Cultural Mexicano and the Washington State Department of Health, Sea Mar Health Centers, Verdant*

This program initiative assists families in and around the Snohomish and Skagit counties with resource navigation and health information to promote the COVID-19 and other vaccines. This program's outreach and support services partner with local community organizations such as Sea Mar Health Centers and Coordinated Care to deliver shots to families and PPE kit distribution to small businesses in Snohomish County.

Thanks to our partners, we were able to facilitate 60-80 vaccinations per week for multiple months during the Pandemic peak, thus affording access to many Latinos who would have had great difficulty receiving this potentially life-saving intervention. Concurrently, when PPE was scarce, North Sound gave us products to dispense to those lacking access or sufficient funds to afford these essential protective products. In summation of community outreach and engagement, the Vaccine Support Specialist had roughly 540 unduplicated encounters.

### **17. Community Driven Outreach**

*Partners: Centro Cultural Mexicano and the Washington State Department of Health*

The Community-Driven Outreach project (CDO) aims to improve COVID-19 information access and equity, develop meaningful and culturally appropriate, accessible communications, grow existing communications and engagement infrastructure, and strengthen relationships between communities and public health while addressing the social determinants of health amplified by the pandemic.

In collaboration with Centro Cultural Mexicano and the Washington State Department of Health, LETI intends to strengthen its outreach and engagement to reach Spanish immigrant and low-income households in unincorporated Snohomish County and Skagit County. LETI intends to utilize COVID-19 post-pandemic health literacy materials and resources to support families while navigating them to local public health agencies.

LETI participated in 46 events from May 2023 to December 2023 with a total of 5,252 client encounters. We also passed out 1,486 surveys.



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## BASIC NEEDS PROGRAMS

### **18. Eviction Prevention Program**

Snohomish County's Eviction Prevention Program emphasizes permanent housing stability through extensive case management, where participants work with their caseworker to create and facilitate a client driven action plan. Along with case management services, households receive limited financial support to cover arrears and portions of upcoming rent, allowing participants to remain housed. Funding can be used for:

- Rent payments
- Utility payments
- Relocation/move-in costs
- Other housing costs

Households must be behind on rent and at risk of homelessness to be eligible, with priority given to those who've received eviction notices, 14 Day Pay or Vacate notices, court proceedings, and/or have not been approved for previous rent assistance programs through LETI.

LETI is contracted by Snohomish County as a By & For Partner to provide case management services to native Spanish speakers and community members identifying as Latino/Hispanic. As a By & For Partner, LETI is of the Latino community and serves the Latino community.

### **19. Latino Resource Navigator**

This program helps immigrant families navigate resources available in the Edmonds School District and across Snohomish or the Puget Sound Region.



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### **20. Promotores: Community Volunteer Advocates**

This program has expanded our capacity to serve the community by providing COVID-related family support, access to resources and basic needs, providing food security, housing security, elimination of cultural and language barriers, and COVID vaccination education and enrollment assistance, all uninterrupted and necessary in maintaining a healthy family environment, promoting positive family communication, and reducing stress.

The key of this project is the involvement of well-trained Spanish-speaking volunteer “Community Promoters” further known as “Promotoras”. Promotoras is a proven system used during the 2020 Census in Snohomish County. Well-trained Promoters will reach out to our community members to educate, recruit, schedule, and, most importantly, assist in completing the applications or forms required to access critical COVID testing/vaccines and family support resources, multiplying the effectiveness.

### **21. Housing Justice Project Legal Clinic**

The Housing Justice Project (HJP) Legal Clinic is a program within the Snohomish County Legal Services (SCLS). The HJP Clinic has provided legal services and resources to struggling residents within Snohomish County dealing with eviction, housing discrimination, and other relevant housing issues that require legal advice and education.

In partnership with LETI, the HJP Clinic provides individuals in South Snohomish County free legal consultations. These legal consultations have been held remotely and in person at the institution via scheduled time slots with Adam Wicks-Arshack, a bilingual staff attorney at SCLS. Mr. Wicks-Arshack offers legal advice to our Spanish-speaking clientele.

### **22. Edmonds Food Bank Distribution**

This program began during the Pandemic in response to the need for food for low-income families in and around South Snohomish County. Since the beginning of the food bank distribution with the Edmonds food bank, recipients of food orders continued to grow with bi-weekly order deliveries sent to the LETI building. Individuals who place orders for free food visit the LETI office on Tuesdays bi-weekly.



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### **23. Nourishing Neighbors “Breakfast 4 All Kids” Campaign**

Through a fundraising campaign carried out by multiple local Safeway and Albertsons stores in Snohomish County, LETI was awarded \$42,743.66 to resume our former summer emergency nourishment project. This project allows us to provide \$50 gift cards (for food) to numerous low-income families, exclusively for those with children enduring hunger as a result of financial hardships, more specifically, the children in Snohomish County. Additionally, families who participated could register with LETI for additional assistance and referrals for family support, health, and educational programs. LETI is proud to join the fight against hunger by providing food security to as many children as possible within our reach.

### **24. LETI WorkSource Connection Site**

*Partners: WorkSource Snohomish County*

WorkSource is a valuable resource in Snohomish County that provides assistance to individuals seeking employment. They offer support in various ways, including helping clients create effective resumes that highlight their skills and experiences.

WorkSource also provides access to a wide range of resources that can aid in the job search process, such as resumes, job connections, and networking opportunities. The main goal is to help individuals find suitable employment by equipping them with the necessary tools and knowledge to succeed in the competitive job market.





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## MEDIA AND CULTURAL PROGRAMS

### **25. LETI TeVe**

*Partners: South Snohomish County*

LETI and the South Snohomish County community are very excited about the outcome of this pilot project. LETI TeVe has not only gained regular followers throughout the state of Washington, but we have also been able to reach and engage folks internationally.

Through this engagement, LETI has had people inquire and register for programs offered through LETI from both Eastern and Western Washington regions.

This program was formulated to combine entertainment and education for the local community with access to useful information and resources as needed.

On November 11th, 2022, LETI TeVe hosted its 1st-anniversary. LETI TeVe's program has invited various professional guest speakers and continues to receive inquiries regarding future participation and guest speaker requests. Excitingly, we aim to make LETI TeVe fully self-sustainable and profitable for its staff and organization.

### **26. Latino Performing Arts**

The LETI Children's Choir was created by our Volunteer Coordinators and led by a local elementary school teacher, artist, and volunteer of LETI who graciously donates her talent and time.

Our choir of children comprises up to 20 children, all from our local community. Children have participated in presentations such as Autumn Concert, Las Posadas, Latino Expo 2022, and most recently, the Hispanic/Latinx/Chicanx History Month Celebration hosted at the Lynnwood Public Library. This program has been wildly successful and is ongoing.



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The Folkloric Dances LETI, is a project that was run by volunteer professional Dancers, under the name of “LETI Mexican Cultural Dance Program”, aimed to foster Mexican Cultural Awareness. This program stopped after Covid -19 and now due to the increase of Latino American immigration, we are selecting a name that reflects this change.

“Folkloric Dances Leti : will provide Latino families in Snohomish County with a culturally enriching performing arts program, it will be hosted at the Edmonds College Gymnasium over a 36 -week series. This cultural enrichment and performing arts program will support and foster Latino American cultural awareness for any families within the BIPOC community, with special emphasis on low-income Latino children.