

Professional Development

The purpose of professional development (PD) in Kentucky is to prepare adult education practitioners to improve the learning outcomes of students. Professional development should include activities that contribute to student success.

The professional development calendar is from June 1 to May 31 each year. Activities that take place in June will count toward the next fiscal year.

KYAE recommends that program directors, instructors and instructor aides who do not comply with the yearly PD requirements should not be rehired for the following year.

PROFESSIONAL DEVELOPMENT PLANS

Every program director, instructor and instructor aide working 20 or more hours per week must complete an annual professional development plan by **October 1** using PDtrack. Staff hired after October 1 must have an active PD plan within 60 days of employment. A paper copy of the plan must be kept on file for three years at the local adult education office.

Instructors, instructor aides and program directors working fewer than 20 hours per week are **not** required to complete a PD plan, but they are required to earn 2 PDUs as determined by their program director.

Clerks are not required to complete an annual PD plan.

2008-09 PD Requirements

To determine your PD requirements, read the “2008-09 PD REQUIREMENTS” sections below and find:

1. New or experienced status.
2. Your position title (program director, instructor, instructor aide or clerk).
3. Number of hours worked (20 or more hours per week or fewer than 20 hours per week).

Program directors should also note the section titled “2008-09 PD REQUIREMENTS FOR PROGRAMS”.

2008-09 PD REQUIREMENTS FOR NEW STAFF

New practitioners need to be exposed to a core set of knowledge about how adults learn, how to plan for and deliver instruction that will maximize learning gains, how to recruit and retain students, and KYAE policies, procedures and expectations.

If you are in your first year of employment in a KYAE-funded position, find below your job title (program director, instructor, instructor aide or clerk) and number of hours you work (20 or more or fewer than 20) to determine your first-year PD requirements.

[Click here](#) to link to a PD Requirements Checklist form required for all new program directors, instructors and instructor aides.

Working 20 or More Hours per Week

NEW PROGRAM DIRECTORS, INSTRUCTORS AND INSTRUCTOR AIDES WORKING 20 OR MORE HOURS PER WEEK

New program directors, instructors and instructor aides who work 20 or more hours per week and are hired after July 1, 2008, and before April 1, 2009, must complete the following requirements identified for 2008-09. New program directors, instructors and instructor aides will have **one year** from the date of hire to complete the requirements.

NEW INSTRUCTORS AND INSTRUCTOR AIDES WORKING 20 OR MORE HOURS PER WEEK

- KYAE 200: *Orientation to Adult Education* online course must be completed during the first 30 days of employment.
- Introduction to TABE and Diagnostic Tools
- Bridges to Practice 1
- Effective Instructional Strategies 1 and 2 (required *only* for staff working 20 hours or more per week without teaching certificate)
- Select one of the following (KYAE strongly recommends both):
 - Foundations in Math Instruction: Strategies and Best Practices for the Adult Learner
 - Foundations in Reading and Writing Instruction

**NEW PROGRAM DIRECTORS
WORKING 20 OR MORE HOURS PER WEEK**

- KYAE 200: *Orientation to Adult Education* online course must be completed during the first 30 days of employment.
- KYAE Program Directors Fall Institute, including the New Program Directors Orientation pre-conference session, in August 2008.
- NRS Online Modules: What is NRS; Data Quality Guide Training Courses, NRS Data Flow; Using NRS Data; Scenarios (extended courses for local administrators) and Data Use Training Guide Course
- Introduction to TABE and Diagnostic Tools
- Bridges to Practice 1

**NEW CLERKS
WORKING 20 OR MORE HOURS PER WEEK**

New clerks involved in data entry must attend AERIN Training for New Users and complete the NRS Data Flow online course.

Clerks are not required to complete an annual PD plan or additional PD activities.

Working Fewer than 20 Hours per Week

**NEW INSTRUCTORS AND INSTRUCTOR AIDES
WORKING FEWER THAN 20 HOURS PER WEEK**

- During the first 30 days of employment new instructors and instructor aides working fewer than 20 hours per week must complete the KYAE 200: *Orientation to Adult Education* online course before beginning classroom instruction or assuming duties.
- Any further professional development activities for new instructors and instructor aides working fewer than 20 hours per week will be determined by the person's supervisor.

**NEW PROGRAM DIRECTORS
WORKING FEWER THAN 20 HOURS PER WEEK**

- During the first 30 days of employment all new program directors working fewer than 20 hours per week must complete the KYAE 200: *Orientation to Adult Education* online course before beginning job duties.
- In addition to the online course, all new program directors working fewer than 20 hours per week must complete:
 - KYAE Program Directors Fall Institute, including the New Program Directors Orientation pre-conference session, in August 2008.
 - NRS Online Modules: What is NRS; Data Quality Guide Training Courses, NRS Data Flow; Using NRS Data; Scenarios (extended courses for local administrators) and Data Use Training Guide Course

**NEW CLERKS
WORKING FEWER THAN 20 HOURS PER WEEK**

New clerks involved in data entry must attend AERIN Training for New Users and complete the NRS Data Flow online course.

Clerks are not required to complete an annual PD plan or additional PD activities.

2008-09 PD REQUIREMENTS FOR EXPERIENCED STAFF

Experienced program directors, instructors and instructor aides can choose from the PD opportunities posted on [PDtrack](#) and/or design their own self-directed activities (SDAs) that meet KYAE criteria and documentation requirements.

Professional Development Units (PDUs) are awarded based on the rigor of the overall professional development experience and its application in the classroom. Adult educators should select activities that contribute to new knowledge and skills linked to increasing student outcomes. SDAs enable instructors to participate in job-embedded, continuous learning that helps improve teaching and student outcomes. SDAs are fully described in the PD e-Handbook.

Supervisors must determine if the documentation for an SDA follows KYAE guidelines on the PDtrack course description and if the instructor's project is sufficient or robust enough to warrant the number of PDUs for that category.

PDU requirements for experienced program directors, instructors and instructor aides are as follows.

- Staff working 20 hours or more per week must complete a minimum of **8 PDUs** annually. The completion of 8 PDUs for experienced instructors working 20 hours or more per week must include at least one activity from the list below. A record of each PD activity must be maintained in staff folders at the local program office.
- Staff working fewer than 20 hours per week must complete **2 PDUs** annually. A record of each PD activity must be maintained in staff folders at the local program office.
- Substitutes and staff working fewer than 50 hours per year have **no PD requirement**.

EXPERIENCED PROGRAM DIRECTORS

All program directors, regardless of the number of hours worked, are required to attend the August 2008 Program Directors Fall Institute and to earn the required annual PDUs.

EXPERIENCED INSTRUCTORS *WORKING 20 HOURS OR MORE PER WEEK*

To emphasize KYAE's goal of job-embedded professional development that focuses on student outcomes, all instructors who work **20 hours or more each week** are required to complete **one** PD activity from the following list as part of their required 8 PDUs. All items are listed on PDtrack.

Agency	Activity	PDUs
CCLD	Writing Institute – offered 4 times	5
CCLD	Reading Diagnostics	5
CCLD	Study Circle on Reading Research	5
CCLD	Strategies for Struggling Reader: Literacy and ABE Levels	5
CCLD	Foundations to Reading and Writing Instruction	5
Academy	Effective Instructional Strategies Part 1 & Part 2 (this course is required for instructors working 20 or more hours per week without a teaching/education background but encouraged for all instructors)	5
KYAE	Publish an article in <i>PD Connection</i>	3
SDA	Publish an instructional journal article or article in <i>Focus on Basics</i>	4
SDA	Present at a national conference	4
SDA	Complete a college course in content area	6
SDA	Develop and evaluate curriculum – must be approved by KYAE	5
KYAE	Participate in a KYAE-sponsored or –approved research study or pilot project	2-5
KIFL	Foundations in Family Literacy	5
KYAE	Serve as a KYAE-approved resource coach	5
KYAE	Leadership Excellence Academy (LEA) – year 1 and year 2	8 each year
KYAE	Action research project sponsored or approved by KYAE	5
KYAE	KYAE trainer (math, assessment, LD, ESL, reading and writing)	3 each session

EXPERIENCED INSTRUCTOR AIDES

Experienced instructor aides are required to complete 8 PDUs and may select from any activity found on PDtrack.

EXPERIENCED CLERKS

Experienced clerks involved in data entry may update their skills by attending annual AERIN training.

Clerks are not required to complete an annual PD plan or additional PD activities.

2008-09 PD REQUIREMENTS FOR PROGRAMS

KYAE requires all county programs to have at least one current staff person trained in the following. See PDtrack course descriptions for recommended intervals for repeating these courses.

- Administering the GED Official Practice Test and Scoring the GED Essay
- Introduction to TABE and Diagnostic Tools

ADDITIONAL PD FOR QUALITY STUDENT OUTCOMES

It is **strongly recommended** that each program have instructors trained in the following. See PDtrack course descriptions for recommended intervals for repeating these courses.

COMPUTER SOFTWARE APPLICATIONS

- AERIN
- PDtrack
- WorkKeys Test Administration
- Microsoft Word, Excel and E-mail

ESL

- BEST Plus or CASAS implementation training

FAMILY LITERACY

- Foundations in Family Literacy

GENERAL

- Effective Instructional Strategies
- Health Literacy

LEARNING DISABILITIES

- Bridges to Practice 1 and 2

MATH

- Math Refresher Workshop: Strategies and Best Practices for the Adult Learner
- Casio fx-260 Calculator
- Learning Stations for Math Instruction

READING AND WRITING

- Strategies for the Struggling Reader (3.9 or below) or Instructional Strategies for the Pre-GED Reader (4.0-8.9)
- CCLD Writing Institute

Adult educators using PLATO and WIN must be trained by a KYAE-approved trainer.

ALLOWABLE COSTS FOR USE OF PROFESSIONAL DEVELOPMENT FUNDS

Local providers shall comply with the travel policy of their fiscal agent. Fiscal agents without a formalized travel policy shall use the [state travel policy](#).

PROFESSIONAL DEVELOPMENT (PD) FUNDS ARE TO BE USED FOR:

- KYAE-approved in-state events that award Professional Development Units (PDUs).
- KYAE-sponsored meetings or events.
- Regional meetings called by Regional Program Support Associates. (PDUs are **not** awarded for regional meetings.)
- Fees for approved online courses listed in the PD e-Handbook.
- Salaries for staff attending PD activities.
- College Tuition Reimbursement
 - Up to \$500 per semester per staff member may be paid from professional development funds. Reimbursement is for college tuition only in programs and courses related to the staff person's job assignment. For an undergraduate course, the staff member must earn a letter grade of C or better. For a graduate course, the staff member must earn a letter grade of B or better.
 - KYAE College tuition reimbursement is available for staff not eligible for employer or fiscal agent tuition assistance.
 - To receive reimbursement for tuition, the staff member must receive approval from their program director in writing, including the name of the institution, the degree program, the course title and credit hours and the tuition amount. The program director will indicate approval or disapproval, place the original in the staff person's personnel file, and forward a copy of an approved request to the KYAE Senior Associate for Professional Development. At the conclusion of the course, a invoice for professional development funds reimbursement is submitted to KYAE along with a copy of the transcript showing completion of the course at the grade levels listed above. A copy of the transcript must also be filed in the staff personnel file.

KYAE funds are to be used for actual costs of registration, not to include memberships. Meals covered by registration fees are not reimbursable.

OUT-OF-STATE TRAVEL

PD, administrative or performance funding may be used to attend recognized out-of-state conferences (listed in PD e-Handbook); however, no more than two persons per county program may attend the same out-of-state conference at one time. An individual is allowed to use KYAE PD funds to attend only one out-of-state conference per year. Justifiable deviations from this policy will be considered on an individual program basis. For approval to send more than two people per program to the same out-of-state conference, the [KYAE Out-of-State Request Form](#) must be completed.

Travel outside of the contiguous United States is not an allowable cost.

Non-Allowable Costs

Other non-allowable costs include, but are not limited to:

- Substitute instructors covering classrooms. (Substitutes may be paid from instructional funds.)
- Routine duties of staff, including but not limited to, meeting with students, attending staff meetings, or other duties not associated with professional development.
- Membership dues for professional organizations.