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Adult Education Professional Development Policy for the State of Kansas

Adult Education staff are expected to be lifelong learners, expanding and refining their professional skills each year to improve the program and enhance student experience and performance. Adult educators must attend trainings that are beneficial to their professional growth and positively impact student success.

All AEFLA-funded full-time staff must complete a minimum of 12 hours of professional development in a fiscal year, and AEFLA-funded part-time staff must complete a minimum of 50% of their regular weekly schedule within the fiscal year or 12 hours, whichever is lower (e.g., a part-time staff member who regularly works 20 hours per week should complete 10 or more hours of professional development during the year; a part-time staff member who regularly works 26 hours per week should complete the minimum of 12 or more hours of professional development during the year). Professional development must be documented by the program in electronic or paper form.

All AEFLA-funded paid staff will have a current, active individual professional development plan (IPDP) which will be maintained in the employee's professional development file and signed by the program director or the director's designee (e.g., assistant director or coordinator). Professional development activities must be documented by the local program. The IPDP can be revised during the program year.

Required Professional Development Activities:

1. New Program Directors will attend a New Director's Orientation with KBOR, which will be scheduled as needed and coordinated with new directors.
2. Program Directors must attend scheduled Program Leaders Meetings (summer PLM, Workforce Innovation PLM, KAEA PLM, and virtual PLMs) or send a representative. If no representative is available, the program must communicate with KBOR.
3. All Program Directors will annually complete and pass the Kansas Adult Education Policy Manual review before the end of the first quarter of the fiscal year.
4. Required staff will complete the following two (2) trainings from the National Reporting System (NRS) within the first six (6) months of hire:
 - a. NRS Data Use Guide Training
 - b. Using NRS Data
5. All ABE/GED instructional staff, within the first six (6) months of hire, will complete the CCRS "Overview of College and Career Readiness Standards" and either ELA I, II, and III, or Mathematics I, II, and III, as determined by the Program Director.
6. All instructional staff, within the first six (6) months of hire, will complete the "Becoming an Adult Educator" online course.
7. All programs are required to have at least one representative attend the KAEA Conference and the COABE Conference.

Staff members are encouraged to attend activities that become available throughout the year. An overview of allowable professional development activities is provided. For more detail, see the Professional Development Activities list or contact KBOR.

Allowable Professional Development Activities Supported through AEFLA Funding

1. Professional development activities sponsored by the Kansas Board of Regents
2. Professional development activities sponsored by the local program
3. Classroom visits and/or peer observation
4. Involvement in professional organizations, including KAEA and COABE
5. College courses
6. Regional, state, or national Adult Education conferences

Professional Development Activities Staff Attendance Requirements Effective FY 2022 – 2023

Please understand that there are built-in PD opportunities throughout the year. In addition to the list below, there are two primary conferences that all programs will attend:

Coalition of Adult Basic Education (COABE) is the national conference for adult education professionals. The expectation is that all programs will have at least one participant attend COABE. For programs that cannot attend in person, there is an online option. The goal is for the state of Kansas to be able to submit to OCTAE that we have 100% participation. The 2023 Conference is April 2 – 5, 2023, in Atlanta, GA.

Kansas Adult Education Association (KAEA) is the state conference for adult education professionals. The expectation is that all programs will participate in KAEA. The goal is for the state of Kansas to be able to submit to OCTAE that we have 100% participation. The 2023 Conference is March 1 – 3, 2023 in Wichita, KS.

Correctional Education Association Conference is a recommendation for programs that work with correctional facilities. The conference will be in Tampa, FL, August 28 – 31, 2022.

GED Conference is a recommendation for all programs to attend. The conference will be in Atlanta, GA, July 13 – 15, 2022.

Workforce Innovation Conference will be October 3 – 4, 2022 in Lawrence, KS.

LINCS [LINCS | Adult Education and Literacy | U.S. Department of Education](#) has different strands (GED, ESL) that can be incorporated into PD plans for adult education staff (Program Directors, Instructors, Support Staff).

Other: Programs can look at other conferences, activities, or books, or can submit other professional development opportunities for consideration.

WORKSHOP	WHO SHOULD ATTEND	REQUIRED or RECOMMENDED	Resource Location	RENEWAL	Hours of Credit
Accommodating Adults with Disabilities	Directors & all instructional staff	REQUIRED	LINCS Adult Education and Literacy U.S. Department of Education	Not yet determined	Varies
AESIS Training and Using Data	Program Director Data Entry	REQUIRED for program staff working with AESIS	KBOR	Read AESIS manual every year. AESIS training as needed.	1 – 2 hours

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WORKSHOP	WHO SHOULD ATTEND	REQUIRED or RECOMMENDED	Resource Location	RENEWAL	Hours of Credit
	Instructors (depending on program)				
Becoming an Adult Educator	All new instructors	REQUIRED within the first 6 months of employment	golearn.training	No	3 hours
Burlington English	Program Directors, Instructor(s) for those programs providing ESL services	REQUIRED for those programs providing ESL services RECOMMENDED for other programs <ul style="list-style-type: none"> • Administrator Training • Classroom Mgmt • Teaching w Burlington Core • Getting Students Started • Write Lessons & My Portfolio <p>Other trainings are on-demand for 2nd year instructors</p>	Training & Professional Development Burlington English	Annual	1 hour 1 hour 1 hour 1 hour 1 hour
CCRS	All ABE/GED Instructors New hires must complete within 1 st 6 months of employment	REQUIRED for ABE/GED instructors RECOMMENDED for Program Directors and other instructional staff	golearn.training	No	4 hours min., max. of 7 hours
COABE (\$550.00 per program paid for by KBOR)	1 participant per program	REQUIRED – 1 participant per program (minimum)	Atlanta, GA (either in-person or virtual)	Annual	Various
Essential Education	Program Directors, Instructor(s), who provide Correctional Facility Services	REQUIRED for programs who provide Correctional Facility Services	Essential Education	Annual	Varies with need and training request.

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WORKSHOP	WHO SHOULD ATTEND	REQUIRED or RECOMMENDED	Resource Location	RENEWAL	Hours of Credit
Integrated Educational Training (IET)	Program Directors, Instructor(s)		LINCS Adult Education and Literacy U.S. Department of Education	Annual	Varies
GED Manager	Program Directors, Instructors and Staff	REQUIRED	KBOR	Ongoing	Varies with need and training requests
Kansas NEW Directors' Training	All new directors	REQUIRED	KBOR	Quarterly	1 hour per session
KAEA	Program Directors, Instructors, & Staff	REQUIRED	Wichita, KS	Annual	Various
Mentoring Meetings	New Program Directors & Mentors	REQUIRED for New Program Directors	KBOR	No	Flexible
National Reporting Systems	Program Directors, Data Entry	REQUIRED Using NRS Data NRS Data Use Guide	https://nrsweb.org/training-ta/online-courses	As needed	1 hour each
PAM Comprehensive Adult Education Planner	Everyone	REQUIRED—local program delivered	golearn.training KBOR	Read PAM manual EVERY YEAR and retain documentation Complete & pass quiz	1 hour
Policy Manual Review	Program Directors	REQUIRED	Golearn.training (Supplemental Training)	Annual	1 hour
TABE 11/12	Staff administering or scoring TABE® assessments	REQUIRED	DRC	Every 2 years	2 hours
TABE CLAS -E	Staff administering or scoring TABE	REQUIRED	DRC	Every 2 years	2 hours

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WORKSHOP	WHO SHOULD ATTEND	REQUIRED or RECOMMENDED	Resource Location	RENEWAL	Hours of Credit
	CLAS-E® assessments				