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Adult Education Professional Development (PD) 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 Adult Education Family Literacy Act (AEFLA) -funded full-time staff must complete a minimum of 12 credits 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 credits, whichever is lower (e.g., a part-time staff member who regularly works 20 hours per week should complete 10 or more credits 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 credits of professional development during the year). Professional development must be documented by the program in electronic or paper form.

NOTE: Most Professional Development activities operate on the correlation 2 hours = 1 credit. See the table at the end of the document.

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 Kansas Board of Regents (KBOR), which will be scheduled as needed and coordinated with new directors.
2. Program Directors or designee must attend scheduled Program Leaders Meetings (summer PLM, Workforce Innovation Conference PLM, and KAEA Conference PLM) and virtual All Staff Meetings. If no representative is available, the program must communicate with KBOR prior to the meeting.
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. All staff will review the Kansas Adult Education Proficiency Attainment Model (PAM) presentation and will complete the quiz within the first two (2) months of hire. Quiz results must be kept in the employee's professional development file.
5. 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
6. All Program Directors and ABE/GED instructional staff 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 selected by the Program Director within the first six (6) months of hire.
7. All Program Directors and instructional staff will complete the "Becoming an Adult Educator" online course within the first six (6) months of hire.
8. All programs are required to have at least one representative attend the KAEA Conference. All programs are required to have at least one representative attend a national conference – programs will select one or more of the following: COABE, Correctional Education, GED, or TESOL.

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.

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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 that are relevant to Adult Education, as approved by the State PD Associate Director
6. Regional, state, or national Adult Education conferences as approved by KBOR.

Professional Development Activities Staff Attendance Requirements Effective FY 2023 – 2024

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:

- 1) Coalition on 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 2024 Conference is in Nashville, TN, March 17 – 20, 2024.
- 2) 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 2024 Conference is in Topeka, KS, February 26 – 28, 2024.

Other conferences:

- Correctional Education Association Conference is a recommendation for programs that work with correctional facilities. The conference will be in Portland, OR, August 20 – 23, 2023.
- GED Conference is a recommendation for all programs to attend. The conference will be in New York City, NY, July 18 – 20, 2023.
- Workforce Innovation Conference will be in Manhattan, KS, October 2 – 3, 2023. The pre-conference is required for all programs.
- Additional conferences. A non-exhaustive list is available in the GoLearn Resource Repository under the title [Adult Education Conferences](#).

LINCS [LINCS | Adult Education and Literacy | U.S. Department of Education](#) has different strands (GED, ELA) 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 to KBOR.

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
Adult Education Statewide Meetings		Summer Program Leaders Meeting Workforce Innovation Conference pre-conference Program Leaders Meeting KAEA Conference Program Leaders Meetings Virtual Kansas Adult Education Meetings			4 credits 1.5 credits 6 credits .50 credits each
AESIS Training and Using Data	Program Director Data Entry Instructors (depending on program)	RECOMMENDED for program staff working with AESIS	KBOR	AESIS training as needed	.50 credits each (attending live or watching recording)
Becoming an Adult Educator	All new instructors and new program directors	REQUIRED within the first 6 months of employment	golearn.training	No	1 credit
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 • Teacher's Zone: Student Mgmt • Teaching w Burlington Core • Student Lesson in Burlington English 	Training & Professional Development Burlington English	Annual	.50 credit .50 credit .50 credit .50 credit

WORKSHOP	WHO SHOULD ATTEND	REQUIRED or RECOMMENDED	Resource Location	RENEWAL	Hours of Credit
		<ul style="list-style-type: none"> Write Lessons & My Portfolio <p>Other trainings are on-demand for 2nd year instructors</p>			
CCRS	All ABE/GED Instructors and program directors New hires must complete within 1 st 6 months of employment	REQUIRED for ABE/GED instructors and program directors RECOMMENDED for other instructional staff	golearn.training	No	4 hours min. (2 credits), max. of 7 hours (3.50 credits)
COABE Conference (\$600.00 per program paid for by KBOR)	1 participant per program	REQUIRED – 1 participant per program (minimum)	Atlanta, GA (either in-person or virtual)	Annual	Varies (If attending in person – 7.5 credits)
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
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
HSE Trainings	Program Directors, Instructors and Staff	RECOMMENDED	KBOR	As needed	.50 credits each (attending live or watching recording)
Kansas NEW Directors' Training	All new directors	REQUIRED	KBOR	Quarterly	.50 credits for each meeting

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WORKSHOP	WHO SHOULD ATTEND	REQUIRED or RECOMMENDED	Resource Location	RENEWAL	Hours of Credit
KAEA Conference	Program Directors, Instructors, & Staff	REQUIRED	Wichita, KS	Annual	6 credits
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	.50 credits 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	.50 credits
Policy Manual Review	Program Directors	REQUIRED	golearn.training (Supplemental Training)	Annual	.50 credits
TABE 11/12	Staff administering or scoring TABE® assessments	REQUIRED	DRC	Every 2 years	.50 credits
TABE CLAS -E	Staff administering or scoring TABE CLAS-E® assessments	REQUIRED	DRC	Every 2 years	.50 credits
Teaching Skills That Matter (TSTM)	Program Directors, Staff	RECOMMENDED	KBOR		.50 credits each
Workforce Innovation Conference	Program Directors, Staff	RECOMMENDED	Manhattan, KS	Annual	6 credits