

Chancellor of the Ohio Board of Regents (OBR)
Adult Basic and Literacy Education (ABLE)
Professional Development Policy and Guidelines
Fiscal Year 2010

Introduction

The intent of the Professional Development (PD) system as outlined in this policy is:

- to assist local ABLE program staff in developing skills and gaining knowledge needed to support higher levels of student achievement;
- to ensure program staff have relevant information and training in order to meet the intent and requirements of the grant;
- to ensure that the knowledge and skills acquired are sustained through classroom practice.

The policy and guidelines for Professional Development (PD) for FY 2010 are provided below. Changes in PD policy from previous years reflect the initial steps in the implementation of the comprehensive standards-based PD system.

- The Ohio Board of Regents State ABLE Program requires program staff members to attend specific trainings and encourages local program staff members to attend all activities that they believe are beneficial to their professional growth. Program directors should not only encourage their staff to attend professional development activities, but also provide reasonable support as possible in their program budget, including paid release time to attend events.
- All stipends and reimbursements for professional development available through your Regional Resource Center (RRC) are based on availability of funds. The distribution of the funds must follow the guidelines presented in this document.

I. Policy

- A. All staff must complete a Self-Assessment, Individual Professional Development Plan (IPDP), and Record of Accomplishments annually (See Ohio ABLE Professional Development Planning Guide).
- B. All programs must complete a Program Professional Development Plan (PPDP) annually that reflects the local program goals.
- C. The State ABLE Program requires local program staff members to engage in at least two (2) activities, if they work more than seven (7) hours per week paid from ABLE funds and in at least one activity, if they work seven (7) hours or fewer per week paid from ABLE funds.
- D. All cancellations for ABLE Resource Center professional development activities or fiscally supported activities must be received at least 24 hours prior to the event. If this does not occur, the program will be charged for costs incurred, and payment is expected within 30 days of the event.
- E. All programs must have a process in place to document that all staff members have met the PD requirements for FY 2010.

- F. Records of staff qualifications and professional development shall be maintained by each fiscal agent and must be available for monitoring by State ABLE staff.
- G. RCs (Resource Centers) can register non-ABLE funded program staff as space allows, although priority will be given to staff that are with ABLE funded programs. **Non-ABLE funded programs will be charged training expenses.**
- H. RCs can register OBR-funded Adult Literacy Coalitions as space allows, although priority will be given to ABLE instructional programs.

II. Required Trainings

Required trainings ensure that all program staff members have the knowledge and skills outlined in the ABLE practitioner standards. Training descriptions are in the Professional Development Catalog.

Required Trainings					
Training	Which Staff Must Participate	When Must Training Be Completed	Who is Responsible for Training*	When and How** is Training Conducted	Comments
New Staff Orientation	All New Staff	Within one year from date of hire	RCN	AD; Ongoing	<ul style="list-style-type: none"> • This activity does not count against the other allowable activities for stipends.
New Teacher Orientation	All New Instructional Staff	Within one year from date of hire	RCN	F2F; At least annually	<ul style="list-style-type: none"> • This activity does not count against the other allowable activities for stipends. • The staff includes teachers and instructional aides

*Key: **OBR** – Ohio Board of Regents State ABLE Program Staff; **RCN** – Resource Center Network; **LP** – Local Program

How Key: **F2F – Face-to-face; **AD** – Alternative Delivery

Required Trainings					
Training	Which Staff Must Participate	When Must Training Be Completed	Who is Responsible for Training*	When and How** is Training Conducted	Comments
New Administrators' Orientation	All New Administrators	Within one year from date of hire	OBR	F2F; Annually	<ul style="list-style-type: none"> The administrator may count this training as one of his/her professional development activities. The administrator may receive a stipend according to the guidelines
LD101	Administrators	Within one year from date of hire	RCN	AD; Ongoing	<ul style="list-style-type: none"> LD 101 is required for all administrators.
LD201	Teachers Support Staff - who work directly with students	Within one year from date of hire	RCN	AD; F2F Ongoing	<ul style="list-style-type: none"> Required for all instructional and other appropriate staff. Staff with formal LD training that meet the competencies identified in the LD Policy and Planning Guide may be exempted.
LD202	Teachers Support Staff - who work directly with students	Within one year from date of hire	RCN	F2F; At least annually	<ul style="list-style-type: none"> Required for all instructional and other appropriate staff. Staff with formal LD training that meet the competencies identified in the LD Policy and Planning Guide may be exempted.

Trainings Required of All Programs					
Training	Which Staff Must Participate	When Must Training Be Completed	Who is Responsible for Training*	When and How** is Training Conducted	Comments
Portfolio Connection	At least one person from each program	As changes occur	RCN LP	AD; F2F At least annually	<ul style="list-style-type: none"> At least one person from each program must attend training. Trained staff will train other local staff responsible for monitoring student progress.
Technology	A point person from each program	During FY 2010	RCN	F2F	<ul style="list-style-type: none"> One person from each program will be chosen as a point person for the local program and facilitate program staff's acquisition of computer skills. The point person will then be the technology contact for the program.

Trainings Required of Staff based on Duties					
Training	Which Staff Must Participate	When Must Training Be Completed	Who is Responsible for Training*	When and How** is Training Conducted	Comments
ESOL Basics	ESOL Teachers Support Staff - who work directly with ESOL students	Within one year from date of hire	RCN	F2F	<ul style="list-style-type: none"> Required for all teachers new to ESOL. If ESOL teachers must prioritize trainings within the first year, this training takes priority over the LD training.

Trainings Required of Staff based on Duties					
Training	Which Staff Must Participate	When Must Training Be Completed	Who is Responsible for Training*	When and How** is Training Conducted	Comments
CASAS	At least one person from any program which administers a CASAS test	Before administering the assessment	RCN LP	F2F	<ul style="list-style-type: none"> • If the program uses CASAS, at least one person from the program must attend training. • Trained staff required to train all other local staff who are responsible for administering the CASAS test
TABE	Any staff member who will administer a TABE test	Before administering the assessment	RCN LP	AD LP	<ul style="list-style-type: none"> • If the program uses TABE, all staff administering the test must attend a formal training, take a video/booklet training, or be trained by others in the program who are experienced administering the TABE test. • The staff members can take this training or the training called Fundamentals of Assessment
Fundamentals of Assessment	Any staff member who will administer a TABE test	Before administering the assessment	RCN LP	AD F2F	<ul style="list-style-type: none"> • Focus of this training covers the TABE test, with additional information about other standardized assessments, authentic and alternative assessments and how they can be used to guide instruction.

Trainings Required of Staff based on Duties					
Training	Which Staff Must Participate	When Must Training Be Completed	Who is Responsible for Training*	When and How** is Training Conducted	Comments
BEST PLUS	Any staff member who will administer a BEST Plus test	Before administering the assessment	RCN	F2F	<ul style="list-style-type: none"> All staff members that will be administering the assessment must successfully complete the BEST Plus training and be certified.
EL/Civics Online	EL/Civics teachers and staff working with EL/Civics projects	Within 1 year	http://www.elcivicsonline.org/	AD	<ul style="list-style-type: none"> If ESOL teachers must prioritize trainings within the first year, this training takes priority over the LD training. Contact NERC for details.
Beginning ABLELink	Data Entry Staff	Within 6 months of hire	OLRC	F2F	<ul style="list-style-type: none"> All Data Entry Staff need to attend this training to familiarize themselves with the correct procedures for input.

III. General Process for Completing Required PD Forms

- A. The program administrator discusses the grant and priority goals with staff.
- B. Each staff member completes the Self-Assessment and an Individual Professional Development Plan (IPDP) and meets with supervisor for review sign-off.
- C. The program administrator collects all the IPDPs.
- D. The administrator consolidates the information and prepares Program Professional Development Plan (PPDP) based on the program’s priorities.
- E. IPDPs and PPDP are sent to regional state staff at the OBR.
- F. Throughout the year, any revisions and/or new IPDPs are sent to the RRC.
- G. Any revisions to the PPDP are sent to the RRC and the regional state staff.
- H. RRC and the local program administrator use the program information as a guide for planning PD for the year.

IV. General Support

The chart below outlines by hours worked the allowable activities that will be financially supported through the RRC. Please note that individuals are encouraged to attend any/all trainings they believe beneficial to professional growth.

Paid Staff Classification	Work seven (7) hours or fewer per week	Work more than seven (7) hours per week
<i>Staff with less than one year in ABLE</i>	<p><i>Staff in this classification may receive a stipend for <u>only one</u> of the following</i></p> <p>Professional Development Activity</p> <ul style="list-style-type: none"> ❖ Workshops conducted or supported by the Ohio ABLE Resource Center Network ❖ Action research ❖ Presentations ❖ RRC visit ❖ Participation in special projects (e.g. task forces) ❖ Local workshops supported by your local RC ❖ Focus/study groups ❖ Classroom visits and peer observations ❖ Involvement in professional organizations ❖ Webinars ❖ Online training 	<p><i>Staff in this classification may receive a stipend for <u>only two</u> of the following</i></p> <p>Professional Development Activity</p> <ul style="list-style-type: none"> ❖ Workshops conducted or supported by the Ohio ABLE Resource Center Network ❖ Action research ❖ Presentations ❖ RRC visit ❖ Participation in special projects (e.g. task forces) ❖ Local workshops supported by your local RC ❖ Focus/study groups ❖ Classroom visits and peer observations ❖ Involvement in professional organizations ❖ Webinars ❖ Online training
<i>Staff with 12 months or more in ABLE</i>	Same as above	<p>OR (one of the following)</p> <ul style="list-style-type: none"> ❖ College course ❖ State conference
<i>Staff with 36 months or more in ABLE</i>	Same as above	<p>OR</p> <ul style="list-style-type: none"> ❖ National conference - with the requirement of providing a written report to your RRC

A. Stipends

Based on the availability of funds and the listing of professional development options from the chart above, support through the RRCs may be approved as follows:

1. All reimbursements must receive prior financial approval from the RRCs. See below for reimbursement policies pertaining to college courses, state and national conferences.
2. Stipends of \$30.00 are paid for a half-day activity (minimum of 2.5 hours but fewer than 4.5 hours of contact time or the equivalent).
2. Stipends of \$60.00 are paid for a full-day activity (4.5 or more contact hours or the equivalent).
3. Local ABLÉ program staff meetings **are not** considered professional development activities and **are not** eligible for stipends, unless the content is approved by OBR State Staff.
4. Federal and state regulations **prohibit** payment of stipends to persons receiving regular pay for his/her time during a professional development activity.

B. Conference Guidelines

There is a limited pool of funds for attendance at conferences that will be allocated on a “first come, first served” basis.

1. Applicants requesting reimbursement for a state conference must work more than seven (7) hours per week paid from ABLÉ funds and must have 12 months or more of ABLÉ experience.
2. Applicants requesting reimbursement for a national conference must work more than seven (7) hours per week paid from ABLÉ funds and must have 36 months or more of ABLÉ experience. In addition, the staff member is expected to provide an article for the region’s newsletter to share some of the valuable information learned at the conference. Priority for reimbursement for national conferences is given to individuals who are currently serving on a state task force.
3. Allowable costs to support reimbursement of conference attendance include items such as conference registration, meals and lodging, parking and cab/shuttle. Financial support will be paid for documented costs only; **receipts are required.**
4. \$250.00 maximum will be available for a state conference; \$500.00 maximum will be available for a national conference.
5. Conferences must be on the attendee’s approved IPDP and must be submitted to the RRC for approval of financial support prior to attendance.
6. Reimbursement is only available for a state conference, a national conference, or a college course (see below).

C. Tuition Reimbursement

1. Tuition reimbursement is available to eligible applicants not to exceed \$250.00 per program year (based on availability of funds). To receive the reimbursement, the course grade must be a “C” or better. If the

- class is a pass/fail class, the eligible applicants must have passed.
2. Applicants requesting reimbursement must work more than seven (7) hours paid from ABLE funds and must have 12 months or more experience in ABLE.
 3. Coursework must be related to the staff member's ABLE duties and be included on the individual's IPDP.
- D. Acceptable PD Activities – not financially supported
1. Staff development activities required by the local program, such as safety, OSHA, or sexual harassment training, are allowable but will not be financially supported through the RRCs.
 2. Required fall and spring directors' meeting costs are to be accounted for within the ABLE grant budget.