

Arkansas Adult Education Professional Development/Training Requirements

Staff	Hours Required	Professional Development Course Name
All	2	Diversity
All	2	Confidentiality (once over span of employment)
Administrators		Fall and Spring Administrator's Meetings
		WIOA Fall and Spring Partner's Meetings
		Budget Training
		LACES for Director's
		New Director's Orientation (if applicable)
Instructors	12	Content Area Taught
	3	New Teacher Orientation
	3 every 2 years	Financial Literacy
	3 every 2 years	Digital Literacy
	3 every 2 years	Integrating Technology in the Classroom
	Once at hire, then every other year	Learning Disabilities (LD): Applications
	Once at hire, then every 3 years (F/T time staff only)	LD: Comprehensive
	Once at hire	LD: Foundations
	1	Human Trafficking
	2 beginning in 2017/2018, then every 4 th year	Child Maltreatment Mandated Reporter
	2 beginning in 2018-2019, then every 4 th year	Parental Involvement
	2 beginning in 2019-2020, then every 4 th year	Teen Suicide Awareness and Prevention
	ELL/ESL Instructors	12
SNAP E & T Coordinators		Civil Rights History (Provided through DHS)
	2	Child Maltreatment Mandated Reporter
	120	Career Development Facilitator (CDF)/Career Service Provider (CSP)
TANF Coordinators	120	Career Development Facilitator (CDF)/Career Service Provider (CSP)
Career Coaches	120	Career Development Facilitator (CDF)/Career Service Provider (CSP)
ADA Coordinators	2	ADA Coordinator's Training
	Once at hire, then every other year	LD: Applications
	Once at hire	LD: Foundations
	Once at hire, then every 3 years (F/T time staff only)	LD: Comprehensive
For Assessment Purposes	These trainings will be made available:	TABE 11 and 12 TABE CLAS-E BEST Literacy BEST Plus