



PROFESSIONAL DEVELOPMENT

JULY 1, 2023 - JUNE 30, 2024

Professional development hours listed are required annually for full-time AND part-time staff, except where otherwise noted.

ALL PROGRAM STAFF ANNUALLY	EVENT NAME & DATE
	Diversity, Equity, and Inclusion: Awareness to Action (Self-paced/Online via LINCS) <ul style="list-style-type: none"> Opens September 27, 2023, Session ID: 515829
	Making the Unconscious Conscious (Self-paced/Online) <ul style="list-style-type: none"> Available via AR PBS Portal: https://learn.myarkansaspbs.org
	Providing Excellent Customer Service in Adult Education <ul style="list-style-type: none"> September 20, 2023, Session ID: 502634 Providing WOW Customer Service in Adult Education (self-paced) <ul style="list-style-type: none"> Available via AR PBS Portal: https://learn.myarkansaspbs.org

PROGRAM ADMINISTRATORS	EVENT NAME & DATE
	LACES for Directors: Using Data to Drive Program Operations and Performance <ul style="list-style-type: none"> March 5, 2024, Session ID: 50707
	Adult Education New Director's Orientation – Required (for Directors with 3 years or less exp) <ul style="list-style-type: none"> August 29-30, 2023, Cohort 1, Session ID: 509779 September 28-29, 2023, Cohort 2, Session ID: 512133 January 25-26, 2024, Cohort 3, Session ID: 512135 April 11-12, 2024, Cohort 4, Session ID: 512148
	Adult Education Administrator's Meeting – Required <ul style="list-style-type: none"> September 14-15, 2023, Session ID: 507906
	WIOA Partner's Meeting – Required <ul style="list-style-type: none"> November 7-9, 2023

CAREER DEVELOPMENT	EVENT NAME & DATE
	Facilitating Career Development/Career Service Provider Training (120 hours) <ul style="list-style-type: none"> September 12 – November 28, 2023 February 7 – April 23, 2024

ELL 6 hours	EVENT NAME & DATE
	Teaching Reading to English Learners with Limited Formal Schooling <ul style="list-style-type: none"> TBD
	ELLU <ul style="list-style-type: none"> Available via the LINCS Learning Portal - https://courses.lincs.ed.gov/

DATA MANAGEMENT SYSTEMS

EVENT NAME & DATE

LACES Data Entry: Quality Over Quantity

- August 9, 2023, Session ID: 507028
- October 3, 2023, Session ID: 507029
- February 21, 2024, Session ID: 507030

LACES 101: Understanding the NRS Accountability Measures and Its Impact on Performance and Funding

- July 19, 2023, Session ID: 505046
- March 13, 2024, Session ID: 505049

LACES for Teachers: How NRS Reports Can Inform Instruction

- August 23, 2023, Session ID: 506826 (Central Region)
- September 19, 2023, Session ID: 507926 (Northwest Region)
- September 19, 2023, Session ID: 507925 (Northeast Region)
- October 18, 2023, Session ID 507940 (Southwest Region)
- October 18, 2023, Session ID: 507937 (Southeast Region)

LACES for Directors: Using Data to Drive Program Operations and Performance

- March 5, 2024, Session ID: 507071

TECHNOLOGY

EVENT NAME & DATE

Effectively Navigating Your escWeb Shoebox

- October 24, 2023, Session ID: 509014 (Virtual via Zoom)
- February 6, 2024, Session ID: 509015

Integrating Technology in the Classroom

- Available via AR PBS Portal: <https://learn.myarkansaspbs.org>

Distance Learning and Technology

- LINCS Tutorials: <https://lincs.ed.gov/keywords/distance-learning>

Canvas Basics

- July 5, 2023, Session ID: 507734 (online/self-paced via Canvas)
- July 24, 2023, Session ID: 507699
- August 31, 2023, Session ID: 507700
- October 2, 2023, Session 507735 (online/self-paced via Canvas)
- January 2, 2024, Session ID: 507736 (online/self-paced via Canvas)
- April 1, 2024, Session ID: 508575 (online/self-paced via Canvas)
- Canvas Webinar/Tutorial: <https://aalrc.instructure.com/courses> (self-paced)

Canvas Webinars and Tutorials

- <https://aalrc.instructure.com/enroll/NWAK36>
- <https://aalrc.instructure.com/courses> (self-paced)

Growing with Canvas

- July 5, 2023, Session ID: 507741 (online/self-paced via Canvas)
- October 2, 2023, Session ID: 507745 (online/self-paced via Canvas)
- January 2, 2024, Session ID: 507746
- April 1, 2024, Session ID: 508577

Basic Fundamentals in Excel

- November 2, 2023, Session ID: 509016
- February 15, 2024, Session ID: 509017

EVENT NAME & DATE**Financial Literacy**

- September 7, 2023 Virtual via WebEx, Session ID: 509206
- September 13, 2023 Virtual via WebEx, Session ID: 509212
- September 26, 2023 Virtual via WebEx, Session ID: 509214
- March 7, 2024 Virtual via WebEx, Session ID: 509223
- March 14, 2024 Virtual via WebEx, Session ID: 509228
- March 28, 2024 Virtual via WebEx, Session ID: 509230

Distance Learning (*also listed under Technology tab)

- LINCS Tutorials – <https://lincs.ed.gov/keywords/distance-learning>

Human Trafficking

- Available through Arkansas Ideas (AETN): <https://ideaslms.aetn.org>

The Science of Reading (for new teachers who have not completed this series - See ACT 1063)

- Available through Arkansas Ideas (AETN): <https://ideaslms.aetn.org>

Teaching Relevant Interviewing and Job Retention Techniques to Adult Learners

- December 7, 2023, Session ID: 507000
- May 1, 2024, Session ID: 507001

Teacher Summit 2023

- July 26-28, 2023, Session ID: 503428

Reasoning through Language Arts: Reading and Writing for HS Equivalency Test

- October 5, 2023, Session ID: 506822

Teach Reading and Writing with Relevant and Engaging Standards-Aligned Content

- September 6, 2023, Session ID: 508937

Team Teaching Models for an IET

- August 10, 2023, Session ID: 506786

How to Administer and Interpret Career Assessments: Creating a Career Pathway for Students

- August 24, 2023, Session ID: 505445

Think Like an Employer: Current Resume Trends and Job Search Strategies for a 21st Century Workforce

- July 12, 2023, Session ID: 505446
- January 10, 2024, Session ID: 505447

College and Career Readiness Implementation Institute for ELA/Literacy

- July 12-13, 2023, Session ID: 507447

College and Career Readiness Implementation Institute for ELA/Literacy Reflection

- August 25, 2023, Session ID: 509254 (Virtual via Zoom)

College and Career Readiness Implementation Institute for Mathematics

- July 20-21, 2023, Session ID: 507472

College and Career Readiness Implementation Institute for Mathematics Reflection

- August 28, 2023, Session ID: 509255 (Virtual via Zoom)

Unlocking the Potential of Adult Learners Through Planning and Goal Setting

- November 29, 2023, Session ID: 506847
- April 10, 2024, Session ID: 506866

High School Equivalency (HSE) Assessment Guide for Educators

- September 29, 2023, Session ID: 515104

Test Administrators' Conference

- October 17, 2023, Session ID: 514586

LEARNING DISABILITIES

EVENT NAME & DATE

LD: Foundations

- September 12, 2023, Session ID: 507609 (online/self-paced via LINCS & Canvas)
- October 3, 2023, Session ID: 507611 (online/self-paced via LINCS & Canvas)
- October 31, 2023, Session ID: 507612 (online/self-paced via LINCS & Canvas)
- November 14, 2023, Session ID: 507613 (online/self-paced via LINCS & Canvas)
- December 6, 2023, Session ID: 507614 (online/self-paced via LINCS & Canvas)
- January 9, 2024, Session ID: 507651 (online/self-paced via LINCS & Canvas)
- January 31, 2024, Session ID: 507654 (online/self-paced via LINCS & Canvas)
- February 20, 2024, Session ID: 507656 (online/self-paced via LINCS & Canvas)
- March 14, 2024, Session ID: 507661 (online/self-paced via LINCS & Canvas)
- April 11, 2024, Session ID: 507664 (online/self-paced via LINCS & Canvas)
- May 16, 2024, Session ID: 507665 (online/self-paced via LINCS & Canvas)

Confidentiality Compliance – Required for ALL Staff Once for Duration of Employment

- August 29, 2023, Session ID: 507603 (online/self-paced via LINCS & Canvas)
- September 29, 2023, Session ID: 507604 (online/self-paced via LINCS & Canvas)
- October 27, 2023, Session ID: 507606 (online/self-paced via LINCS & Canvas)
- November 29, 2023, Session ID: 507608 (online/self-paced via LINCS & Canvas)
- January 24, 2024, Session ID: 507589 (online/self-paced via LINCS & Canvas)
- February 29, 2024, Session ID: 507600 (online/self-paced via LINCS & Canvas)
- March 29, 2024, Session ID: 507601 (online/self-paced via LINCS & Canvas)
- April 30, 2024, Session ID: 507602 (online/self-paced via LINCS & Canvas)

LD: Applications

- Available via AR PBS Portal: <https://learn.myarkansaspbs.org/login>

LD: Comprehensive

- October 20, 2023, Session ID: 508915
- December 13, 2023 Session ID: 508916
- March 6, 2024, Session ID: 508918
- May 15, 2024, Session ID: 508919

ADA Coordinator

- September 27, 2023, Session ID: 514403 (in-person), 514408 (virtual)

SNAP E & T COORDINATORS

EVENT NAME & DATE

SNAP E & T Program Coordinator's Meeting

- October 11, 2023, Session ID: 507248 (Combined Day with TANF Coordinators)
- October 12, 2023, Session ID: 505116
- April 3, 2024, Session ID: 505112

SNAP E & T New Provider Meeting

- September 27, 2023, Session ID: 505448
- March 13, 2024, Session ID: 505115

TANF	EVENT NAME & DATE
	<p>TANF New Coordinator's Training</p> <ul style="list-style-type: none"> • August 29-30, 2023, Session ID: 507092 • March 5-6, 2024, Session ID: 507108 <p>TANF Coordinator's Meeting</p> <ul style="list-style-type: none"> • October 10, 2023, Session ID: 507148 • October 11, 2023, Session ID: 507248 (Combined Day with SNAP E & T Coordinators) • April 2, 2024, Session ID: 507079

INSTRUCTIONAL SOFTWARE	EVENT NAME & DATE
	<p>Rosetta Stone – Engage I: Effective Language Instruction</p> <p>Recording available at:</p> <ul style="list-style-type: none"> • https://youtu.be/QieUqG2DvR4 <p>Rosetta Stone Online Tutorials, Resources, and Best Practices available at:</p> <ul style="list-style-type: none"> • https://support.rosettastone.com/s/article/resources-for-teachers?language=en_US
	<p>Utilizing Burlington English (BE) for IET/IELCE Workplace Readiness/ Improving Student Performance on NRS Assessments & Achieving MSGs</p> <ul style="list-style-type: none"> • August 15, 2023, Session ID: 509075 (Northwest) • August 16, 2023, Session ID: 509057 (Northeast) • August 29, 2023, Session ID: 509076 (Central) • August 30, 2023, Session ID: 509059 (Southeast) • August 31, 2023, Session ID: 509039 (Southwest) <p>Burlington English Online Trainings available at:</p> <ul style="list-style-type: none"> • https://vimeo.com/708745030/2f979c7e0b
	<p>Taking a Deep Dive into Using Aztec and How It Benefits Adult Learners</p> <ul style="list-style-type: none"> • August 22, Session ID: 509021 <p>Aztec Online Trainings and Webinars available at:</p> <ul style="list-style-type: none"> • https://www.aztecsoftware.com/training-and-webinars/

ASSESSMENT	EVENT NAME & DATE
	<p>TABE 11/12 and CLAS-E – Required for assessment purposes</p> <ul style="list-style-type: none"> • August 25, 2023, Session ID: 509028 • April 4, 2024 Session ID: 509029 <p>Aztec aTutor for TABE</p> <ul style="list-style-type: none"> • Visit the AALRC YouTube Channel for recordings: https://www.youtube.com/channel/UCpWTWwIQRURFnsWk5WmDnOQ

ADED AMERI-CORPS	EVENT NAME & DATE
	<p>Site Supervisor Training</p> <ul style="list-style-type: none"> • TBD

OTHER

EVENT NAME & DATE

AALRC YouTube Channel

- <https://www.youtube.com/channel/UCpWTWwIQRURFnswK5WmDnOQ>

Access various recorded trainings posted on the YouTube Channel.

Professional development hours listed are required annually for full-time AND part-time staff, except where otherwise noted.

Program faculty and staff are to communicate with their program director to verify attendance requirements and event registration procedures. If accommodations are needed, or if a registrant has dietary restrictions and food/beverages are provided at an event, please contact AALRC as soon as you register.

REGIONAL AND NATIONAL CONFERENCES

Events listed below are professional development opportunities related to adult education, but are not organized through Arkansas Adult Education. Contact the event provider for registration details and to inquire about event specifics.

Date	Event	Location
October 25 - 27, 2023	AACAE – Arkansas Association for Continuing Adult Education	Little Rock, AR
March 17-20, 2024	COABE – Coalition on Adult Basic Education	Nashville, TN
November 13, 2023	Fall ARKTESOL – Arkansas Teachers of English to Speakers of Other Languages Conference	Rogers, AR

ADDITIONAL INFORMATION

Contact AALRC Staff for Additional Event Information

Contact Information	Arkansas Adult Learning Resource Center
501-907-2490 1-800-832-6242 marsha@aalrc.org	Marsha Taylor, Director
shelia@aalrc.org	Dr. Shelia Wilkerson, Professional Development Coordinator
wendy@aalrc.org	Wendy Bryant, Learning Disabilities and Online Learning Coordinator

The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). In addition, the AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.

Participants should contact the AALRC at 1-800-832-6242 or info@aalrc.org regarding any special needs required during training, such as accessibility, special equipment, learning needs or dietary restrictions.

**Arkansas Adult Education
Professional Development/Training Requirements
2023-2024**

Staff	Hours Required	Professional Development Training
All	Any 2 trainings regardless of hours	Diversity
	2	Confidentiality (once over span of employment)
		Customer Service
Administrators		Fall and Spring Administrator's Meetings
		WIOA Partner's Meetings
		Budget Training
		LACES 101
		LACES for Director's
		New Director's Orientation (if applicable)
		LEAD Institute (if applicable)
Instructors	12	Content Area Taught
	Once at hire	New Teacher Orientation (all teachers new to Adult Education)
	3 every 2 years	Financial Literacy
	Once at hire, then every 2 years	Canvas Basics
	Once at hire, then only Policy, Online Teaching, and New to Canvas modules every 2 years	Growing with Canvas (Canvas Basics must be completed prior to taking this course)
	Once at hire	LD: Foundations
	Once at hire-All instructors, then every 3 years thereafter for P/T instructors only	Learning Disabilities (LD): Applications
	Once at hire-All instructors, then every 3 years thereafter for F/Tinstructors only	LD: Comprehensive
		LACES for Teachers
	1	Human Trafficking

Arkansas Adult Education Professional Development/Training Requirements 2023-2024

	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	6	ELL/ESL Content
SNAP E & T Coordinators		Civil Rights History (Provided through DHS)
	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		ADA Coordinator's Training
	Once at hire	LD: Applications
	Once at hire	LD: Foundations
	Once at hire, then every 3 years (F/Ttime staff only)	LD: Comprehensive
Data Personnel		LACES for Data Entry
		LACES 101
For Assessment Purposes	These trainings will be made available:	TABE 11 and 12 TABE CLAS-E

Professional development hours listed are required for full-time AND part-time staff, except where otherwise noted. All trainings are required annually, unless otherwise stated.