



## 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.

<b>ALL PROGRAM STAFF ANNUALLY</b>	<b>EVENT NAME &amp; DATE</b>
	<b>Five I's of Inclusion and Inclusive Hiring Practices</b> <ul style="list-style-type: none"> <li>February 22, 2024, Session ID: 518489</li> </ul>
	<b>Diversity, Equity, and Inclusion: Awareness to Action</b> (Self-paced/Online via LINCS) <ul style="list-style-type: none"> <li>Opens September 27, 2023, Session ID: 515829</li> <li>Opens January 11, 2024, Session ID: 518968</li> </ul>
	<b>Making the Unconscious Conscious</b> (Self-paced/Online) <ul style="list-style-type: none"> <li>Available via AR PBS Portal: <a href="https://learn.myarkansaspbs.org">https://learn.myarkansaspbs.org</a></li> </ul>
	<b>Providing Excellent Customer Service in Adult Education</b> <ul style="list-style-type: none"> <li>September 20, 2023, Session ID: 502634</li> </ul> <b>Providing WOW Customer Service in Adult Education</b> (self-paced) <ul style="list-style-type: none"> <li>Available via AR PBS Portal: <a href="https://learn.myarkansaspbs.org">https://learn.myarkansaspbs.org</a></li> </ul>

<b>PROGRAM ADMINISTRATORS</b>	<b>EVENT NAME &amp; DATE</b>
	<b>LACES for Directors: Using Data to Drive Program Operations and Performance</b> <ul style="list-style-type: none"> <li>March 5, 2024, Session ID: 50707</li> </ul>
	<b>Adult Education New Director's Orientation – Required (for Directors with 3 years or less exp)</b> <ul style="list-style-type: none"> <li>August 29-30, 2023, Cohort 1, Session ID: 509779</li> <li>September 28-29, 2023, Cohort 2, Session ID: 512133</li> <li>January 25-26, 2024, Cohort 3, Session ID: 512135</li> <li>April 11-12, 2024, Cohort 4, Session ID: 512148</li> </ul>
	<b>Adult Education Administrator's Meeting – Required</b> <ul style="list-style-type: none"> <li>September 14-15, 2023, Session ID: 507906</li> <li>April 24-26, 2024, Session ID: 520863</li> </ul>
	<b>WIOA Partner's Meeting – Required</b> <ul style="list-style-type: none"> <li>November 7-9, 2023</li> </ul>

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

<b>ELL 6 hours</b>	<b>EVENT NAME &amp; DATE</b>
	<b>Scaffolds and Differentiation: Strategies that Build Knowledge &amp; Make a Difference</b> <ul style="list-style-type: none"> <li>January 25, 2024, Session ID: 518495</li> </ul>
	<b>ELLU</b> <ul style="list-style-type: none"> <li>Available via the LINCS Learning Portal - <a href="https://courses.lincs.ed.gov/">https://courses.lincs.ed.gov/</a></li> </ul>

**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)
- October 18, 2023, Session ID 507940 (Southwest Region)
- October 18, 2023, Session ID: 507937 (Southeast Region)
- February 28, 2024, Session ID: 507925 (Northeast 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 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 (online/self-paced via Canvas)
- April 1, 2024, Session ID: 508577 (online/self-paced via Canvas)

**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
- February 6, 2024, Session ID: 506792

**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 21<sup>st</sup> 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
- August 25, 2023, Session ID: 509254 (Reflection - Virtual via Zoom)

**College and Career Readiness Implementation Institute for Mathematics**

- July 20-21, 2023, Session ID: 507472
- August 28, 2023, Session ID: 509255 (Reflection - 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

**Soft Skills, Metacognitive Skills, and Transition Skills**

- April 16, 2024, Session ID: 525645

<b>LEARNING DISABILITIES</b>	<b>EVENT NAME &amp; DATE</b>
	<b>Career Pathways for Adult Learners &amp; Using Career Pathways to Contextualize Instruction for Adult Learners</b> <ul style="list-style-type: none"> <li>January 24, 2024, Session ID: 517541</li> </ul>
	<b>The Table Will Get You Hired: Helping Our Students Land Jobs</b> <ul style="list-style-type: none"> <li>February 16, 2024, Session ID: 519191</li> </ul>
	<b>LD: Foundations</b> <ul style="list-style-type: none"> <li>September 12, 2023, Session ID: 507609 (online/self-paced via LINCS &amp; Canvas)</li> <li>October 3, 2023, Session ID: 507611 (online/self-paced via LINCS &amp; Canvas)</li> <li>October 31, 2023, Session ID: 507612 (online/self-paced via LINCS &amp; Canvas)</li> <li>November 14, 2023, Session ID: 507613 (online/self-paced via LINCS &amp; Canvas)</li> <li>December 6, 2023, Session ID: 507614 (online/self-paced via LINCS &amp; Canvas)</li> <li>January 9, 2024, Session ID: 507651 (online/self-paced via LINCS &amp; Canvas)</li> <li>January 31, 2024, Session ID: 507654 (online/self-paced via LINCS &amp; Canvas)</li> <li>February 20, 2024, Session ID: 507656 (online/self-paced via LINCS &amp; Canvas)</li> <li>March 14, 2024, Session ID: 507661 (online/self-paced via LINCS &amp; Canvas)</li> <li>April 11, 2024, Session ID: 507664 (online/self-paced via LINCS &amp; Canvas)</li> <li>May 16, 2024, Session ID: 507665 (online/self-paced via LINCS &amp; Canvas)</li> </ul>
	<b>Confidentiality Compliance – Required for ALL Staff Once for Duration of Employment</b> <ul style="list-style-type: none"> <li>August 29, 2023, Session ID: 507603 (online/self-paced via LINCS &amp; Canvas)</li> <li>September 29, 2023, Session ID: 507604 (online/self-paced via LINCS &amp; Canvas)</li> <li>October 27, 2023, Session ID: 507606 (online/self-paced via LINCS &amp; Canvas)</li> <li>November 29, 2023, Session ID: 507608 (online/self-paced via LINCS &amp; Canvas)</li> <li>January 24, 2024, Session ID: 507589 (online/self-paced via LINCS &amp; Canvas)</li> <li>February 29, 2024, Session ID: 507600 (online/self-paced via LINCS &amp; Canvas)</li> <li>March 29, 2024, Session ID: 507601 (online/self-paced via LINCS &amp; Canvas)</li> <li>April 30, 2024, Session ID: 507602 (online/self-paced via LINCS &amp; Canvas)</li> </ul>
	<b>LD: Applications</b> <ul style="list-style-type: none"> <li>Available via AR PBS Portal: <a href="https://learn.myarkansaspbs.org/login">https://learn.myarkansaspbs.org/login</a></li> </ul>
	<b>LD: Comprehensive</b> <ul style="list-style-type: none"> <li>October 20, 2023, Session ID: 508915</li> <li>December 13, 2023 Session ID: 508916</li> <li>March 15, 2024, Session ID: 508918</li> <li>May 17, 2024, Session ID: 508919</li> </ul>
	<b>ADA Coordinator</b> <ul style="list-style-type: none"> <li>September 27, 2023, Session ID: 514403 (in-person), 514408 (virtual)</li> </ul>

<b>SNAP E &amp; T COORDINATORS</b>	<b>EVENT NAME &amp; DATE</b>
	<b>SNAP E &amp; T Program Coordinator's Meeting</b> <ul style="list-style-type: none"> <li>October 11, 2023, Session ID: 507248 (Combined Day with TANF Coordinators)</li> <li>October 12, 2023, Session ID: 505116</li> <li>April 3, 2024, Session ID: 505112</li> </ul>
	<b>SNAP E &amp; T New Provider Meeting</b> <ul style="list-style-type: none"> <li>September 27, 2023, Session ID: 505448</li> <li>March 13, 2024, Session ID: 505115</li> </ul>

<b>TANF</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>TANF New Coordinator's Training</b></p> <ul style="list-style-type: none"> <li>• August 29-30, 2023, Session ID: 507092</li> </ul> <p><b>TANF Coordinator's Meeting</b></p> <ul style="list-style-type: none"> <li>• October 10, 2023, Session ID: 507148</li> <li>• October 11, 2023, Session ID: 507248 (Combined Day with SNAP E &amp; T Coordinators)</li> </ul>

<b>INSTRUCTIONAL SOFTWARE</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>Rosetta Stone – Engage I: Effective Language Instruction</b></p> <p>Recording available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://youtu.be/QieUqG2DvR4">https://youtu.be/QieUqG2DvR4</a></li> </ul> <p><b>Rosetta Stone Online Tutorials, Resources, and Best Practices available at:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://support.rosettastone.com/s/article/resources-for-teachers?language=en_US">https://support.rosettastone.com/s/article/resources-for-teachers?language=en_US</a></li> </ul>
	<p><b>Utilizing Burlington English (BE) for IET/IELCE Workplace Readiness/ Improving Student Performance on NRS Assessments &amp; Achieving MSGs</b></p> <ul style="list-style-type: none"> <li>• August 15, 2023, Session ID: 509075 (Northwest)</li> <li>• August 16, 2023, Session ID: 509057 (Northeast)</li> <li>• August 29, 2023, Session ID: 509076 (Central)</li> <li>• August 30, 2023, Session ID: 509059 (Southeast)</li> <li>• August 31, 2023, Session ID: 509039 (Southwest)</li> </ul> <p><b>Burlington English Online Trainings available at:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://vimeo.com/708745030/2f979c7e0b">https://vimeo.com/708745030/2f979c7e0b</a></li> </ul>
	<p><b>Aztec for New Users</b></p> <ul style="list-style-type: none"> <li>• January 11, 2024, Session ID: 517828</li> </ul> <p><b>Aztec for Advanced Users: Taking a Deep Dive into Using Aztec</b></p> <ul style="list-style-type: none"> <li>• January 11, 2024, Session ID: 517836</li> </ul> <p><b>Aztec Online Trainings and Webinars available at:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.aztecsoftware.com/training-and-webinars/">https://www.aztecsoftware.com/training-and-webinars/</a></li> </ul>

<b>ASSESSMENT</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>TABE 11/12 and CLAS-E – Required for assessment purposes</b></p> <ul style="list-style-type: none"> <li>• August 25, 2023, Session ID: 509028</li> <li>• April 4, 2024 Session ID: 509029</li> </ul> <p><b>Aztec aTutor for TABE</b></p> <ul style="list-style-type: none"> <li>• Visit the AALRC YouTube Channel for recordings: <a href="https://www.youtube.com/channel/UCpWTWwlQRURFnsWk5WmDnOQ">https://www.youtube.com/channel/UCpWTWwlQRURFnsWk5WmDnOQ</a></li> </ul>

<b>ADED AMERI-CORPS</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>Site Supervisor Training</b></p> <ul style="list-style-type: none"> <li>• December 7-8, 2023</li> </ul>

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
<b>October 25 - 27, 2023</b>	AACAE – Arkansas Association for Continuing Adult Education	Little Rock, AR
<b>March 17-20, 2024</b>	COABE – Coalition on Adult Basic Education	Nashville, TN
<b>November 13, 2023</b>	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 <a href="mailto:marsha@aalrc.org">marsha@aalrc.org</a>	<b>Marsha Taylor, Director</b>
<a href="mailto:shelia@aalrc.org">shelia@aalrc.org</a>	<b>Dr. Shelia Wilkerson, Professional Development Coordinator</b>
<a href="mailto:wendy@aalrc.org">wendy@aalrc.org</a>	<b>Wendy Bryant, Learning Disabilities and Online Learning Coordinator</b>

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](mailto: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
<b>All</b>	Any 2 trainings regardless of hours	Diversity
	2	Confidentiality (once over span of employment)
		Customer Service
<b>Administrators</b>		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)
<b>Instructors</b>	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 <b>only</b> 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 <sup>th</sup> year	Parental Involvement
	2 beginning in 2019-2020, then every 4 <sup>th</sup> year	Teen Suicide Awareness and Prevention
<b>ELL/ESL Instructors</b>	6	ELL/ESL Content
<b>SNAP E &amp; T Coordinators</b>		Civil Rights History (Provided through DHS)
	120	Career Development Facilitator (CDF)/Career Service Provider (CSP)
<b>TANF Coordinators</b>	120	Career Development Facilitator (CDF)/Career Service Provider (CSP)
<b>Career Coaches</b>	120	Career Development Facilitator (CDF)/Career Service Provider (CSP)
<b>ADA Coordinators</b>		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
<b>Data Personnel</b>		LACES for Data Entry
		LACES 101
<b>For Assessment Purposes</b>	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.