



PROFESSIONAL DEVELOPMENT JULY 1, 2024-JUNE 30, 2025

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
	<p>Diversity, Equity, and Inclusion: Awareness to Action (Self-paced/Online via LINCSS)</p> <ul style="list-style-type: none"> • Opened January 11, 2024, Session ID: 518968 <p>Making the Unconscious Conscious (Self-paced/Online)</p> <ul style="list-style-type: none"> • Available via AR PBS Portal: https://learn.myarkansaspbs.org
	<p>Providing WOW Customer Service in Adult Education (self-paced)</p> <ul style="list-style-type: none"> • Available via AR PBS Portal: https://learn.myarkansaspbs.org

PROGRAM ADMINISTRATORS	EVENT NAME & DATE
	<p>LACES for Directors: Using Data to Drive Program Operations and Performance</p> <ul style="list-style-type: none"> • March 12, 2025, Session ID: 533710 (Optional)
	<p>Adult Education New Director's Orientation – Required (for Directors with 3 years or less exp)</p> <ul style="list-style-type: none"> • As needed
	<p>Adult Education Administrator's Meeting – Required</p> <ul style="list-style-type: none"> • September 12-13, 2023, Session ID: 533888 • April 23-25, 2025, Session ID: 533889
	<p>WIOA Partner's Meeting – Required</p> <ul style="list-style-type: none"> • November 5-7, 2024

CAREER DEVELOPMENT	EVENT NAME & DATE
	<p>Facilitating Career Development/Career Service Provider Training (120 hours)</p> <ul style="list-style-type: none"> • September 10 – November 13, 2024 • February 5 – April 22, 2025
	<p>Career Coach Connections</p> <ul style="list-style-type: none"> • September 18, 2024, Session ID: 533834 • November 20, 2024, Session ID: 533837 • January 15, 2025, Session ID: 533844 • March 12, 2025, Session ID: 533838 • May 21, 2025, Session ID: 533840

ELL 6 hours	EVENT NAME & DATE
	<p>Implementation of the WAGE™ Level I Course for ELLs</p> <ul style="list-style-type: none"> • August 27, 2024, Session ID: 533721 & 533722 <p>ELLU</p> <ul style="list-style-type: none"> • Available via the LINCSS Learning Portal - https://courses.lincs.ed.gov/

DATA MANAGEMENT SYSTEMS	EVENT NAME & DATE
	LACES Data Entry: Quality Over Quantity <ul style="list-style-type: none"> • August 14, 2024, Session ID: 533708 • September 25, 2024, Session ID: 533385 (NW Region) • January 15, 2025, Session ID: 533709
	LACES 101: Understanding the NRS Accountability Measures and Its Impact on Performance and Funding <ul style="list-style-type: none"> • February 12, 2025, Session ID: 533706
	LACES for Teachers: How NRS Reports Can Inform Instruction <ul style="list-style-type: none"> • July 31, 2024, Session ID: 533392 (Northwest Region) • August 8, 2024, Session ID: 533849 (Central Region) • September 5, 2024, Session ID: 533712 (Southwest Region)
	LACES Applications: Take an In-depth Journey into the LACES Data Management System <ul style="list-style-type: none"> • August 28, 2024, Session ID: 533714 • January 29, 2025, Session ID: 533717

TECHNOLOGY	EVENT NAME & DATE
	Effectively Navigating Your escWeb Shoebox <ul style="list-style-type: none"> • October 17, 2024, Session ID: 533910 (Virtual via Zoom) • February 4, 2025, Session ID: 533912 (Virtual via Zoom)
	Integrating Technology in the Classroom <ul style="list-style-type: none"> • Available via AR PBS Portal: https://learn.myarkansaspbs.org
	Distance Learning and Technology <ul style="list-style-type: none"> • LINC S Tutorial: https://lincs.ed.gov/keywords/distance-learning
	Canvas Basics <ul style="list-style-type: none"> • July 1, 2024, Session ID: 525897 (online/self-paced via Canvas)
	Canvas Webinars and Tutorials <ul style="list-style-type: none"> • https://aalrc.instructure.com/enroll/NWAK36 • https://aalrc.instructure.com/courses (self-paced)
Growing with Canvas <ul style="list-style-type: none"> • July 1, 2024, Session ID: 524097 (online/self-paced via Canvas) 	
Basic Fundamentals in Excel <ul style="list-style-type: none"> • November 14, 2024, Session ID: 533914 • February 13, 2025, Session ID: 533915 	

EVENT NAME & DATE**Financial Literacy**

- September 4, 2024, Virtual via WebEx, Session ID: 534006
- September 18, 2024, Virtual via WebEx, Session ID: 534008
- September 19, 2024, Virtual via WebEx, Session ID: 534009
- March 5, 2025 Virtual via WebEx, Session ID: 534014
- March 11, 2025, Virtual via WebEx, Session ID: 534020
- March 19, 2025 Virtual via WebEx, Session ID: 534022

Distance Learning (*also listed under Technology tab)

- LINCS Tutorial – <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>

Teacher Summit 2024

- July 17-19, 2024, Session ID: 521437

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

- TBD

Creating Resumes that Land Interviews

- September 24, 2024, Session ID: 533819
- January 8, 2025, Session ID: 533822

High School Equivalency (HSE) Assessment Guide for Educators

- TBD

Test Administrators' Conference

- TBD

Career Pathways for Adult Learners

- October 2, 2024, Session ID: 533805
- March 5, 2025, Session ID: 533806

LEARNING DISABILITIES

EVENT NAME & DATE

LD: Foundations

- September 12, 2024, Session ID: 532444 (online/self-paced via LINCS & Canvas)
- October 15, 2024, Session ID: 532450 (online/self-paced via LINCS & Canvas)
- November 20, 2024, Session ID: 532451 (online/self-paced via LINCS & Canvas)
- December 20, 2024, Session ID: 532452 (online/self-paced via LINCS & Canvas)
- January 22, 2025, Session ID: 533626 (online/self-paced via LINCS & Canvas)
- February 12, 2025, Session ID: 533628 (online/self-paced via LINCS & Canvas)
- April 9, 2025, Session ID: 533630 (online/self-paced via LINCS & Canvas)

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

- TBD

LD: Applications

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

LD: Comprehensive

- October 25, 2024, Session ID: 530571
- December 6, 2024 Session ID: 530572
- March 12, 2025, Session ID: 530564
- April 30, 2025, Session ID: 530561

ADA Coordinator

- September 10, 2024, Session ID: 533703 (in-person), 533698 (virtual)
- November 6, 2024, Session ID: 533702 (in-person), 533699 (virtual)
- January 15, 2025, Session ID: 533631 (in-person), 533633 (virtual)
- March 15, 2025, Session ID: 533635 (in-person), 533634 (virtual)

SNAP E & T COORDINATORS

EVENT NAME & DATE

SNAP E & T Program Coordinator's Meeting

- October 9, 2024, Session ID: 533624
- April 2, 2025, Session ID: 533621

SNAP E & T New Coordinator Training

- September 25, 2024, Session ID: 533625
- March 12, 2025, Session ID: 533623

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>Burlington English:</p> <p>English Language Proficiency Standards (ELPS)</p> <p>Teaching Strategies</p> <p>Workforce Preparation</p> <p>Multilevel Differentiation</p> <ul style="list-style-type: none"> • TBD <p>Burlington English Online Trainings available at:</p> <ul style="list-style-type: none"> • https://vimeo.com/708745030/2f979c7e0b
	<p>Aztec for New Users</p> <ul style="list-style-type: none"> • September 11, 2024, Session ID: 533879 • February 19, 2025, Session ID: 535047 <p>Aztec for Advanced Users: Taking a Deep Dive into Using Aztec</p> <ul style="list-style-type: none"> • September 11, 2024, Session ID: 533887 • February 19, 2025, Session ID: 535048 <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 21, 2024, Session ID: 535042 (for New Users) • August 22, 2024, Session ID: 535046 (for Advanced Users) • April 16, 2025, Session ID: 535056 (for New Users) • April 17, 2025, Session ID: 535057 (for Advanced Users) <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

TANF	EVENT NAME & DATE
	<ul style="list-style-type: none"> • N/A

ADED AMERI-CORPS	EVENT NAME & DATE
	<p>Site Supervisor Training</p> <ul style="list-style-type: none"> • August 8-9, 2024

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 23 - 25, 2025	AACAE – Arkansas Association for Continuing Adult Education	Hot Springs, AR
March 30 – April 2, 2025	COABE – Coalition on Adult Basic Education	Dallas, TX
November 18, 2024	Fall ARKTESOL – Arkansas Teachers of English to Speakers of Other Languages Conference	Hot Springs, 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
2024-2025**

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/T instructors only	LD: Comprehensive
		LACES for Teachers
	1	Human Trafficking

Arkansas Adult Education Professional Development/Training Requirements 2024-2025

	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

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