

## 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.

<b>ALL PROGRAM STAFF ANNUALLY</b>	<b>EVENT NAME &amp; DATE</b>
	<b>Diversity, Equity, and Inclusion: Awareness to Action</b> (Self-paced/Online via LINCS) <ul style="list-style-type: none"> <li>Opened 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>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 12, 2025, Session ID: 533710 (Optional)</li> </ul>
	<b>Adult Education New Director's Orientation – Required</b> (for Directors with 3 years or less exp) <ul style="list-style-type: none"> <li>As needed</li> </ul>
	<b>Adult Education Administrator's Meeting – Required</b> <ul style="list-style-type: none"> <li>September 12-13, 2023, Session ID: 533888</li> <li>April 23-25, 2025, Session ID: 533889</li> </ul>
	<b>WIOA Partner's Meeting – Required</b> <ul style="list-style-type: none"> <li>November 5-7, 2024</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 10 – November 13, 2024</li> <li>February 5 – April 22, 2025</li> </ul>
	<b>Career Coach Connections</b> <ul style="list-style-type: none"> <li>August 7, 2024, Session ID: 533830</li> <li>September 18, 2024, Session ID: 533834</li> <li>November 20, 2024, Session ID: 533837</li> <li>January 15, 2025, Session ID: 533844</li> <li>March 12, 2025, Session ID: 533838</li> <li>May 21, 2025, Session ID: 533840</li> </ul>

<b>ELL 6 hours</b>	<b>EVENT NAME &amp; DATE</b>
	<b>Implementation of the WAGE™ Level I Course for ELLs</b> <ul style="list-style-type: none"> <li>August 27, 2024, Session ID: 533721 &amp; 533722</li> </ul>

ELL

- Available via the LINCS Learning Portal - <https://courses.lincs.ed.gov/>

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

<b>TECHNOLOGY</b>	<b>EVENT NAME &amp; DATE</b>
	<b>Effectively Navigating Your escWeb Shoebox</b> <ul style="list-style-type: none"> <li>• October 17, 2024, Session ID: 533910 (Virtual via Zoom)</li> <li>• February 4, 2025, Session ID: 533912 (Virtual via Zoom)</li> </ul>
	<b>Integrating Technology in the Classroom</b> <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>Distance Learning and Technology</b> <ul style="list-style-type: none"> <li>• LINCS Tutorial: <a href="https://lincs.ed.gov/keywords/distance-learning">https://lincs.ed.gov/keywords/distance-learning</a></li> </ul>
	<b>Canvas Basics</b> <ul style="list-style-type: none"> <li>• July 1, 2024, Session ID: 525897 (online/self-paced via Canvas)</li> </ul>
	<b>Canvas Webinars and Tutorials</b> <ul style="list-style-type: none"> <li>• <a href="https://aalrc.instructure.com/enroll/NWAK36">https://aalrc.instructure.com/enroll/NWAK36</a></li> <li>• <a href="https://aalrc.instructure.com/courses">https://aalrc.instructure.com/courses</a> (self-paced)</li> </ul>
	<b>Growing with Canvas</b> <ul style="list-style-type: none"> <li>• July 1, 2024, Session ID: 524097 (online/self-paced via Canvas)</li> </ul>
<b>Distance Learning and Technology Certification</b> <ul style="list-style-type: none"> <li>• August 19, 2024, Session ID: 538471 (online/self-paced via Canvas)</li> <li>• January 20, 2025, Session ID: 538476 (online/self-paced via Canvas)</li> <li>• April 21, 2025, Session ID: 538477 (online/self-paced via Canvas)</li> </ul>	
<b>Basic Fundamentals in Excel</b> <ul style="list-style-type: none"> <li>• November 14, 2024, Session ID: 533914</li> <li>• February 13, 2025, Session ID: 533915</li> </ul>	

**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>

**New Teacher Orientation (for teachers new to Adult Education)**

- Available for self-enrollment in Canvas: <https://aalc.instructure.com/enroll/MCDPR9>

**Teacher Summit 2024**

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

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

- 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**

- September 24, 2024, Session ID: 538437

**Career Pathways for Adult Learners**

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

**Mastering the New WAGE™ Level I Online Curriculum**

- August 20, 2024, Session ID: 538451

**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**

- September 11, 2024, Session ID: 539593 (online/self-paced via Canvas)
- October 23, 2024, Session ID: 539594 (online/self-paced via Canvas)
- November 19, 2024, Session ID: 539596 (online/self-paced via Canvas)
- December 19, 2024, Session ID: 539598 (online/self-paced via Canvas)
- January 16, 2025, Session ID: 539600 (online/self-paced via Canvas)
- February 5, 2025, Session ID: 539602, (online/self-paced via Canvas)
- March 19, 2025, Session ID: 539603 (online/self-paced via Canvas)
- April 16, 2025, Session ID: 539606 (online/self-paced via Canvas)

**LD: Applications**

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

**LD: Comprehensive**

- October 18, 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)

**Empowering Educators: Leveraging AI to Overcome Learning Barriers in Adult Education**

- September 20, 2024, Session ID: 539133

**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

<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>Burlington English:</b></p> <p>Workforce Preparation: Building Your Wage Toolkit</p> <ul style="list-style-type: none"> <li>• August 29, 2024, Session ID: 538811</li> <li>• August 30, 2024, Session ID: 538812</li> </ul> <p>English Language Proficiency Standards (ELPS)</p> <ul style="list-style-type: none"> <li>• September 26, 2024, Session ID: 538821</li> </ul> <p>Teaching Strategies</p> <ul style="list-style-type: none"> <li>• October 1, 2024, Session ID: 538823</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>• September 11, 2024, Session ID: 533879</li> <li>• February 19, 2025, Session ID: 535047</li> </ul> <p><b>Aztec for Advanced Users: Taking a Deep Dive into Using Aztec</b></p> <ul style="list-style-type: none"> <li>• September 11, 2024, Session ID: 533887</li> <li>• February 19, 2025, Session ID: 535048</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>TANF</b>	<b>EVENT NAME &amp; DATE</b>
	<ul style="list-style-type: none"> <li>• N/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 21, 2024, Session ID: 535042 (for New Users)</li> <li>• August 22, 2024, Session ID: 535046 (for Advanced Users)</li> <li>• April 16, 2025, Session ID: 535056 (for New Users)</li> <li>• April 17, 2025, Session ID: 535057 (for Advanced Users)</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>• August 8-9, 2024</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 23 - 25, 2025</b>	AACAE – Arkansas Association for Continuing Adult Education	Hot Springs, AR
<b>March 30 – April 2, 2025</b>	COABE – Coalition on Adult Basic Education	Dallas, TX
<b>November 18, 2024</b>	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 <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  
2024-2025**

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 <i>(optional for employees working 15 hours or less weekly)</i>	Canvas Basics
	Once at hire <i>(optional for employees working 15 hours or less weekly)</i>	Growing with Canvas (Canvas Basics must be completed prior to taking this course)
	Once at hire	Distance Learning and Technology Certification (*required ONLY for teachers who teach or will teach distance learning)
	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



**Arkansas Adult Education  
Professional Development/Training Requirements  
2024-2025**

		LACES for Teachers
	1	Human Trafficking
	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>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/T time 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.