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
Diversity, Equity, and Inclusion: Awareness to Action (Self-paced/Online via LINCS) • Opened January 11, 2024, Session ID: 518968   **Making the Unconscious Conscious** (Self-paced/Online) • Available vía AR PBS Portal: https://learn.myarkansaspbs.org (****for new PBS accounts, use link listed under gold shaded 'OTHER' column below.**)
Providing WOW Customer Service in Adult Education (self-paced) • Available vía AR PBS Portal: https://learn.myarkansaspbs.org

PROGRAM ADMINISTRATORS

EVENT NAME & DATE
LACES for Directors: Using Data to Drive Program Operations and Performance • March 12, 2025, Session ID: 533710 (Optional)
Adult Education New Director's Orientation – Required (for Directors with 3 years or less exp) • As needed
Adult Education Administrator's Meeting – Required • September 12-13, 2023, Session ID: 533888 • April 23-25. 2025, Session ID: 533889
WIOA Partner's Meeting – Required • November 5-7, 2024

CAREER DEVELOPMENT

EVENT NAME & DATE
Facilitating Career Development/Career Service Provider Training (120 hours) • September 10 – November 13, 2024 • February 5 – April 22, 2025
Career Coach Connections • August 7, 2024, Session ID: 533830 • 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/ESL

EVENT NAME & DATE
Implementation of the WAGE™ Level I Course for ELLs • August 27, 2024, Session ID: 533721 & 533722
ELL/ESL • Available via the LINCS Learning Portal - https://courses.lincs.ed.gov/

DATA MANAGEMENT SYSTEMS	**EVENT NAME & DATE**
	LACES Data Entry: Quality Over Quantity • 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 • February 12, 2025, Session ID: 533706
	LACES for Teachers: How NRS Reports Can Inform Instruction • 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 • August 28, 2024, Session ID: 533714 • January 29, 2025, Session ID: 533717

TECHNOLOGY	**EVENT NAME & DATE**
	Effectively Navigating Your escWeb Shoebox • October 17, 2024, Session ID: 533910 (Virtual via Zoom) • February 4, 2025, Session ID: 533912 (Virtual via Zoom)
	Integrating Technology in the Classroom • Available vía AR PBS Portal: https://learn.myarkansaspbs.org
	Distance Learning and Technology • LINCS Tutorial: https://lincs.ed.gov/keywords/distance-learning
	Canvas Basics • July 1, 2024, Session ID: 525897 (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 1, 2024, Session ID: 524097 (online/self-paced via Canvas)
	Distance Learning and Technology Certification • August 19, 2024, Session ID: 538471 (online/self-paced via Canvas) • January 20, 2025, Session ID: 538476 (online/self-paced via Canvas) • April 21, 2025, Session ID: 538477 (online/self-paced via Canvas)
	Basic Fundamentals in Excel • 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

New Teacher Orientation (for teachers new to Adult Education)
- Available for self-enrollment in Canvas: https://aalrc.instructure.com/enroll/MCDPR9

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

Overcoming Reading Barriers of Adult Learners
- November 21, 2024, Session ID: 542970

Creating Resumes that Land Interviews
- September 24, 2024, Session ID: 533819
- January 8, 2025, Session ID: 533822

Close Reading Strategies: Diving in Deep
- February 20, 2025, Session ID: 543062

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

Integrated Education and Technology (IET) Trainings (Online/Self-paced)
- Available through LINCS: https://courses.lincs.ed.gov/

English Language Acquisition – ESL/ELL (Online/Self-paced)
- Available through LINCS: https://courses.lincs.ed.gov/course/index.php?categoryid=6

Burlington English – ESL/ELL
Workforce Preparation: Building Your Wage Toolkit
- August 29, 2024, Session ID: 538811
- August 30, 2024, Session ID: 538812

English Language Proficiency Standards (ELPS)
- September 26, 2024, Session ID: 538821

Teaching Strategies
- October 1, 2024, Session ID: 538823

WAGE for ELL Level-up Training Workshop with BurlingtonEnglish
- January 28, 2025, Session ID: 545881
- February 25, 2025, Session ID: 545876

Burlington English Online Trainings available at: https://vimeo.com/708745030/2f979c7e0b

INSTRUCTIONAL CONTENT

Listen Up - Focusing on Listening Instruction & the Lexical Feast-Learner-centered Vocabulary Instruction (ESL/ELL)
- December 11-12, 2024, Session ID: 544747

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 vía 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

INSTRUCTIONAL SOFTWARE	**EVENT NAME & DATE**
	Rosetta Stone – Engage I: Effective Language Instruction Recording available at: • https://youtu.be/QieUqG2DvR4 **Rosetta Stone Online Tutorials, Resources, and Best Practices available at:** • https://support.rosettastone.com/s/article/resources-for-teachers?language=en_US
	Burlington English: Workforce Preparation: Building Your Wage Toolkit • August 29, 2024, Session ID: 538811 • August 30, 2024, Session ID: 538812 English Language Proficiency Standards (ELPS) • September 26, 2024, Session ID: 538821 Teaching Strategies • October 1, 2024, Session ID: 538823 **Burlington English Online Trainings available at:** • https://vimeo.com/708745030/2f979c7e0b
	Aztec for New Users: • September 11, 2024, Session ID: 533879 • February 19. 2025, Session ID: 535047 **Aztec for Advanced Users: Taking a Deep Dive into Using Aztec** • September 11, 2024, Session ID: 533887 • February 19, 2025, Session ID: 535048 **Aztec Online Trainings and Webinars available at:** • https://www.aztecsoftware.com/training-and-webinars/ **Essential Education** • Live training sessions offered throughout the year. Click here to save your seat.

ADED AMERI-CORPS	**EVENT NAME & DATE**
	Site Supervisor Training • August 8-9, 2024

ASSESSMENT	**EVENT NAME & DATE**
	TABE 11/12 and CLAS-E – Required for assessment purposes • 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)
	Aztec aTutor for TABE • Visit the AALRC YouTube Channel for recordings: https://www.youtube.com/channel/UCpWTWwIQRURFnswK5WmDnOQ

OTHER	EVENT NAME & DATE
	AALRC YouTube Channel • https://www.youtube.com/channel/UCpWTWwIQRURFnswK5WmDnOQ Access various recorded trainings posted on the YouTube Channel. **PBS Learns Login for new accounts ONLY**** • https://learn.myarkansaspbs.org/login/signup.php?registration=aalrc

TANF	EVENT NAME & DATE
	• N/A

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 registrationdetails 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 *(optional for employees working 15 hours or less weekly)*	Canvas Basics
	Once at hire *(optional for employees working 15 hours or less weekly)*	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/T instructors 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 4th year	Parental Involvement
	2 beginning in 2019-2020, then every 4th 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)
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.