

## PROFESSIONAL DEVELOPMENT

### JULY 1, 2025 - JUNE 30, 2026

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

<b>ALL PROGRAM STAFF</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>Providing Customer Service in Adult Education</b> (self-paced)            *Not currently required – will be scheduled in the future*</p>
<b>PROGRAM ADMINISTRATORS</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>Adult Education Administrators Meeting – Required</b></p> <ul style="list-style-type: none"> <li>September 11-12, 2025, Session ID:</li> <li>April 22-24, 2026, Session ID: Contained in emailed letter – Coming Soon</li> </ul> <p><b>WIOA Partners Meeting – Required</b></p> <ul style="list-style-type: none"> <li>November 12-14, 2025, Session ID: Contained in emailed letter – Coming Soon</li> </ul>
<b>CAREER DEVELOPMENT</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>Facilitating Career Development/Career Service Provider Training (120 hours)</b></p> <ul style="list-style-type: none"> <li>September 10, October 14-15, &amp; November 18, 2025</li> <li>February 10, March 17-18, &amp; April 21, 2026</li> <li>Session ID available once accepted into training</li> </ul> <p><b>Career Coach Connections</b></p> <ul style="list-style-type: none"> <li>September 17, 2025 Session ID: 563376</li> <li>September 24, 2025 Session ID: 563379</li> <li>November 19, 2025 Session ID: 563384</li> <li>January 21, 2026 Session ID: 563385</li> <li>March 11, 2026 Session ID: 563387</li> <li>May 20, 2026 Session ID: 563389</li> </ul>
<b>ELL/ESL</b>	<b>EVENT NAME &amp; DATE</b>
	<p><b>TPM Series: Language to Livelihood – Teaching WAGE Level 1 for English Language Learners</b></p> <ul style="list-style-type: none"> <li>August 26, 2025, Session ID: 563526</li> </ul> <p><b>ELL/ESL</b></p> <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> <li>Burlington English Teacher Training  <i>Ready to Work! Getting Started with ELL WAGE using Burlington English</i>            September 19<sup>th</sup>, Session ID: 567480</li> </ul>

DATA MANAGEMENT	EVENT NAME & DATE
	<p><b>LACES for Teachers: How NRS Reports Can Inform Instruction</b></p> <ul style="list-style-type: none"> <li>• August 7, 2025, Session ID: 563354 (Central Region - AALRC)</li> <li>• August 13, 2025, Session ID: 563349 (Northwest Region - NWACC)</li> <li>• September 17, 2025, Session ID: 563351 (Northeast Region - ASU Newport)</li> <li>• January 21, 2026, Session ID: 563354 (AALRC)</li> </ul> <p><b>New Initial Budget Training 2025-2026</b></p> <ul style="list-style-type: none"> <li>• Registration information: TBD</li> </ul>

TECHNOLOGY	EVENT NAME & DATE
	<p><b>Effectively Navigating Your escWeb Shoebox</b></p> <ul style="list-style-type: none"> <li>• Registration information: TBD</li> </ul> <p><b>Integrating Technology in the Classroom</b></p> <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> <p><b>Distance Learning and Technology</b></p> <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> <p><b>Canvas Basics</b></p> <ul style="list-style-type: none"> <li>• July 1, 2025, Session ID: <b>525897</b> (online/self-paced via Canvas)</li> </ul> <p><b>Canvas Webinars and Tutorials</b></p> <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> <p><b>Growing with Canvas</b></p> <ul style="list-style-type: none"> <li>• July 1, 2025, Session ID: <b>524097</b> (online/self-paced via Canvas)</li> </ul> <p><b>Distance Learning and Technology Certification</b></p> <ul style="list-style-type: none"> <li>• (online/self-paced via Canvas)</li> <li>• (online/self-paced via Canvas)</li> </ul> <p><b>Mastering Your PD Path: Reviewing the Canvas Course Registration Process</b></p> <ul style="list-style-type: none"> <li>• February 28, 2025, Session ID: 548008 &amp; 548009 (Virtual via Zoom)</li> </ul>

WAGE	EVENT NAME & DATE
	<ul style="list-style-type: none"> <li>• <b>Connecting Instruction to Career Pathways: Building Workforce Partnerships:</b> September 23, 2025 <b>Session ID: 563268</b></li> <li>• <b>Using Job Profiles to Guide Curriculum and Instruction (Part 1):</b> October 21, 2025 <b>Session ID: 563285</b></li> <li>• <b>Aligning Instruction with In-Demand Industry Skills:</b> November 20, 2025 <b>Session ID: 563293</b></li> <li>• <b>Task &amp; Skill Analysis for Real-World Learning (Part 2) (Virtual):</b> December 9, 2025 <b>Session ID: 563300</b></li> <li>• <b>Task &amp; Skill Analysis in Practice (Part 2) cont'd:</b> January 22, 2026 Session ID: 563300</li> <li>• <b>Measuring Success: Coordinating Workforce Instruction and Outcomes:</b> February 19, 2026 <b>Session ID: 563339</b></li> <li>• <b>Instructional Planning for Workforce Preparation: Using Data for Improvement:</b> March 12, 2026 <b>Session ID: 563341</b></li> </ul>

	<ul style="list-style-type: none"><li>• <b>Helping Learners Earn Credentials and Advance Careers:</b> April 9, 2026 <b>Session ID: 563346</b></li></ul>
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	<p><b>Aztec</b></p> <p><b>Aztec Basic Teacher Training:</b> September 26<sup>th</sup> 2025 1:00 pm – 3:00 pm Session ID: 567745</p> <p><b>Aztec Advanced Teacher Training:</b> October 10<sup>th</sup>, 2025 1:00 pm – 3:00 pm Session ID: 567750</p>
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INSTRUCTIONAL	EVENT NAME & DATE
CONTENT	
	<b>Distance Learning (*also listed under Technology tab)</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>Human Trafficking</b> <ul style="list-style-type: none"> <li>• Available through Arkansas Ideas (AETN): <a href="https://ideaslms.aetn.org">https://ideaslms.aetn.org</a></li> </ul>
	<b>The Science of Reading (for new teachers who have not completed this series - See ACT 1063)</b> <ul style="list-style-type: none"> <li>• Available through Arkansas Ideas (AETN): <a href="https://ideaslms.aetn.org">https://ideaslms.aetn.org</a></li> </ul>
	<b>New Teacher Orientation (for teachers new to Adult Education)</b> <ul style="list-style-type: none"> <li>• Available for self-enrollment in Canvas: <a href="https://aalrc.instructure.com/enroll/MCDPR9">https://aalrc.instructure.com/enroll/MCDPR9</a></li> </ul>
	<b>Teacher Summit</b> <ul style="list-style-type: none"> <li>• July 21-24, 2026, Session ID: TBD</li> </ul>
	<b>Test Administrators Conference-</b> <ul style="list-style-type: none"> <li>• September 25, 2025, Session ID: Letter containing information will be sent via email</li> </ul>
	<b>Integrated Education and Technology (IET) Trainings (Online/Self-paced)</b> <ul style="list-style-type: none"> <li>• Available through LINCS: <a href="https://courses.lincs.ed.gov/">https://courses.lincs.ed.gov/</a></li> </ul>
	<b>English Language Acquisition – ESL/ELL (Online/Self-paced)</b> <ul style="list-style-type: none"> <li>• Available through LINCS:            <a href="https://courses.lincs.ed.gov/course/index.php?categoryid=6">https://courses.lincs.ed.gov/course/index.php?categoryid=6</a> </li> </ul>
	<b>Burlington English – ESL/ELL</b>
	English Language Proficiency Standards (ELPS)
	Teaching Strategies
	<ul style="list-style-type: none"> <li>• <b>Burlington English Online Trainings available at:</b></li> </ul>
	<a href="https://vimeo.com/708745030/2f979c7e0b">https://vimeo.com/708745030/2f979c7e0b</a>
	<b>Aztec</b>

## LEARNING DISABILITIES

### EVENT NAME & DATE

#### **LD: Foundations**

- September 17, 2025, Session ID: 563115 (online/self-paced via LINCS & Canvas)
- October 15, 2025, Session ID: 567396 (online/self-paced via LINCS & Canvas)
- November 19, 2025, Session ID: 567398 (online/self-paced via LINCS & Canvas)
- December 10, 2025, Session ID: 567399 (online/self-paced via LINCS & Canvas)
- January 14, 2026, Session ID: 567454 (online/self-paced via LINCS & Canvas)
- February 18, 2026, Session ID: 567562 (online/self-paced via LINCS & Canvas)
- March 18, 2026, Session ID: 567456 (online/self-paced via LINCS & Canvas)
- April 22, 2026, Session ID: 567457 (online/self-paced via LINCS & Canvas)
- May 20, 2026, Session ID: 567458 (online/self-paced via LINCS & Canvas)

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

- September 18, 2025, Session ID: 563107 (online/self-paced via Canvas)
- October 16, 2025, Session ID: 567486 (online/self-paced via Canvas)
- November 20, 2025, Session ID: 567403 (online/self-paced via Canvas)
- December 18, 2025, Session ID: 567402 (online/self-paced via Canvas)
- January 15, 2026, Session ID: 567451 (online/self-paced via Canvas)
- February 19, 2026, Session ID: 567404 (online/self-paced via Canvas)
- March 19, 2026, Session ID: 567405 (online/self-paced via Canvas)
- April 23, 2026, Session ID: 567449 (online/self-paced via Canvas)

#### **LD: Comprehensive**

- October 3, 2025, Session ID: 563109
- December 17, 2025, Session ID: 567453
- February 25, 2026, Session ID: 563111
- April 29, 2026, Session ID: 567564

#### **ADA Coordinator**

- September 25<sup>th</sup>, 2025, Session ID: 567513
- September 25<sup>th</sup>, 2025, Session ID: 567561 (**VIRTUAL**)
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- November 21<sup>st</sup>, 2025, Session ID: 567517
- November 21<sup>st</sup>, 2025, Session ID: 567566 (**VIRTUAL**)
- 
- February 6<sup>th</sup>, 2026, Session ID: 567519
- February 6<sup>th</sup>, 2026, Session ID: 567567 (**VIRTUAL**)

### EVENT NAME & DATE

#### **SNAP E & T Program Coordinator's Meeting**

- October 8, 2025, Session ID: 564878
- April 1, 2026, Session ID: 564882

#### **SNAP E & T New Coordinator Training**

- September 24, 2025, Session ID:
- April 18, 2026, Session ID: 564879

## SNAP E & T

INSTRUCTIONAL SOFTWARE	EVENT NAME & DATE
	<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 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 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> <p><b>Essential Education</b></p> <ul style="list-style-type: none"> <li>• Live training sessions offered throughout the year. Click here to <a href="#">save your seat</a>.</li> </ul>

ADED AMERI-CORPS	EVENT NAME & DATE
	<p><b>Site Supervisor Training</b></p> <ul style="list-style-type: none"> <li>• August 21, 2025</li> </ul>

SESSMENT	EVENT NAME & DATE
	<p><b>TABE 13/14 and CLAS-E, C/D – Required for assessment purposes</b></p> <ul style="list-style-type: none"> <li>• A Comprehensive Review of TABE 13/14 &amp; CLAS-E C/D (for new DRC INSIGHT users) Session ID: 567487</li> <li>• An Overview of TABE 13/14 &amp; CLAS-E C/D for Advanced DRC INSIGHT Users Session ID: 567488</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/UCpWTWwIQRURFnswK5WmDnOQ">https://www.youtube.com/channel/UCpWTWwIQRURFnswK5WmDnOQ</a></li> </ul>
	<p><b>Test Administrators Conference</b></p> <ul style="list-style-type: none"> <li>• September 25<sup>th</sup>, 2025 Session ID:</li> </ul>

OTHER	EVENT NAME & DATE
	<p><b>AALRC YouTube Channel</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/channel/UCpWTWwIQRURFnswK5WmDnOQ">https://www.youtube.com/channel/UCpWTWwIQRURFnswK5WmDnOQ</a></li> </ul> <p>Access various recorded trainings posted on the YouTube Channel.</p>
	<p><b>PBS Learns Login for new accounts ONLY**</b></p> <ul style="list-style-type: none"> <li>• <a href="https://learn.myarkansaspbs.org/login/signup.php?registration=aalrc">https://learn.myarkansaspbs.org/login/signup.php?registration=aalrc</a></li> </ul>

***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.

<b>Date</b>	<b>Event</b>	<b>Location</b>
<b>October 23 - 25, 2025</b>	Fall ARKTESOL – Arkansas Teachers of English to Speakers of Other Languages Conference	Little Rock, AR
<b>October 29 - 31, 2025</b>	AACAE – Arkansas Association for Continuing & Adult Education	Hot Springs, AR
<b>April 12 - 15, 2026</b>	COABE – Coalition on Adult Basic Education	Indianapolis, IN

### **ADDITIONAL INFORMATION**

Contact AALRC Staff for Additional Event Information

<b>Contact Information</b>	<b>Arkansas Adult Learning Resource Center</b>
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:wendy@aalrc.org">wendy@aalrc.org</a>	<b>Wendy Bryant, Learning and Development Administrator</b>
<a href="mailto:toccara@aalrc.org">toccara@aalrc.org</a>	<b>Toccara Pearson, Event and Office Manager</b>
<a href="mailto:ashley@aalrc.org">ashley@aalrc.org</a>	<b>Ashley Davis, Administrative Assistant</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).

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  
2025-2026**

Staff	Hours Required	Professional Development Training
All	2	Confidentiality (once over span of employment)
Administrators		Fall and Spring Administrator's Meetings
		WIOA Partner's Meetings
		Budget Training
		LACES for Director's
		New Director's Orientation (if applicable)
Instructors	12	Content Area Taught
	Once at hire	New Teacher Orientation (all teachers new to Adult Education)
	Once at hire	Workforce Preparation & Training <b>(exempt if credit earned in CSP course)</b>
	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 F/T instructors only	LD: Comprehensive

**Arkansas Adult Education  
Professional Development/Training Requirements  
2025-2026**

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.

		LACES for Teachers
	1	Human Trafficking (AR Dept. of Ed requirement)
	2 beginning in 2018-2019, then every 4 <sup>th</sup> year	Parental Involvement (AR Dept. of Ed requirement)
	2 beginning in 2019-2020, then every 4 <sup>th</sup> year	Teen Suicide Awareness and Prevention (AR Dept. of Ed requirement)
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: Foundations
	Once at hire, then every 3 years (F/T time staff only)	LD: Comprehensive
Data Personnel		LACES for Data Entry
		LACES 101
For Assessment Purposes	These trainings will be made available:	TABE 13 and 14 TABE CLAS-E

- **Required training documentation must be entered into LACES**