

July 30, 2015

The following was sent to the KYAE listserv.



KYAE Professional Development Registration begins July 31, 2015!

All program directors and instructors should read the [2015-16 Professional Development Handbook](#) before registering for institutes, online courses, or blended courses. The institutes are available on a first- come, first-served basis.

Course codes and **syllabi** are now available in the handbook. Both will make it easier for programs to select the training that works best with their classroom schedules. Participants should make a copy of the **syllabi** to reference during the training.

The link to the **KYAE Course Catalog** is in the handbook. Use it to actually register for the courses. For any questions about a particular training, contact the course facilitator. Their contact information is in the handbook and in the [2015-16 PD Calendar and Facilitators](#) document.

See the important deadlines below:

1. New program directors and new instructors have 120 days from their hire date to complete certain PD courses. See the list of courses and the dates they will be offered in the handbook. To be fair to those staff hired between March 1 and July 31, 2015, KYAE will use **August 1, 2015**, as their hire date with respect to this year's PD requirements.
2. **August 11, 2015**, is the deadline for arranging to stay overnight at the program director institute. Program directors should **contact Lori Looney** at the Morehead State Adult Education Academy to request an overnight stay - (606)783-9377, l.looney@moreheadstate.edu. KYAE will cover the overnight stay for those who travel over 40 miles and who make arrangements with MSU before August 11, 2015. Late registrants will cover their own costs.
3. Instructors seeking to take an online mathematics course should be aware that both the **Mathematical Reasoning** and **Algebraic Thinking** online math courses **begin August 15th** so don't delay in registering.

On behalf of the KYAE Instructional Leadership team, the PD contractors, and the PD Focus Group, we hope all participants will find this year's courses to be challenging and rewarding.

Joyce Bullock
Director, Instructional Leadership
Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort KY 40601

Office: (502) 573-5114, ext. 118
Fax: (502) 573-5436
Joyce.Bullock@ky.gov
www.cpe.ky.gov
www.kyae.ky.gov