



FY 10-11 Professional Development FAQs

Q1. What constitutes completion of the PD requirements for 2010-11?

For **full-time instructors and instructor's aides**, PD requirement completion is based on attendance at the appropriate institute followed by participation in and completion of that institute's components that may include additional face-to-face meetings, Web conferences and/or conference calls and the classroom project. Links to the specifics for each is posted on KYAE Web site 2010-11 Professional Development Requirements at <http://kyae.ky.gov/educators/pd2010.htm>. The institute facilitator will evaluate and score the classroom project using the KYAE-classroom project rubric. Participants will need to earn a "2" (Proficient) in each area on the [classroom project rubric](#).

Part-time instructors and instructor's aides hired before January 1, 2010, must complete

EITHER:

- Assessment to Instruction or
- Effective Instructional Strategies, Part 1—whichever one they did not complete in 2009-10.

AND they must complete **one** course and its accompanying project from the following list of online courses:

- Effective Lesson Planning
- Effective Instructional Strategies, Part 2
- Effective Adult ESL Classrooms, Part 1 (formerly Orientation to ESL Online Course, Part 1);
- Effective Adult ESL Classrooms, Part 2 (formerly Orientation to ESL Online Course, Part 2)
- Health and Financial Literacy
- Foundations of Teaching Adult Numeracy by ProLiteracy
- Teaching Reasoning and Problem Solving by ProLiteracy

New part-time instructors must also complete the prerequisite, Orientation to Adult Education online course (within the first 60 days of hire), Assessment to Instruction and Effective Instructional Strategies, Part 1.

Program directors are required to:

- complete the Program Director Institute (December 2010), the institute project and the follow-up activities including Web conferences, conference calls and additional face-to-face meetings. Those participating in the Leadership Excellence Academy (Cohort 2), PowerPath (Cohort 2),

Managed Enrollment or the Standards-in-Action project may count those activities as the project portion of the Program Director Institute.

- Participate in the 2 PD Webinar (between September and December 2010) on how to support staff as they learn new instructional strategies under the KYAE PD model. In addition, directors will accompany at least one of their instructors or instructor's aides to see their presentation at an institute showcase in April or May.
- New program directors hired or reclassified after January 1, 2010, will participate in the Orientation for New Program Directors (Fall 2010).

Q2. When and where are the KYAE institutes?

See the PD Professional Development Requirements Web site at <http://kyae.ky.gov/educators/pd2010.htm> and click on the full-time instructional staff link. The Program Director Institute will kick-off in December 2010. The specific date and location are to be determined.

Q3. How is full-time or part-time employment status determined?

Full-time and part-time employment status is no longer determined by KYAE, instead, the program director will use the guidelines set forth by their fiscal agent.

Q4. What is the classroom project?

The classroom project is connected to the material covered at the instructor institute and implemented in the classroom. Each institute will provide instructions for the project.

Q5. I am one of the participants in the PowerPath Cohort 2. What are my PD requirements?

The PowerPath Cohort 2 is a part of the Targeted Institute and requires the program director and one instructor to be involved. The instructor's professional development will be fulfilled through PowerPath and does not have to complete one of the instructor institutes. However, the program director is required to complete both PowerPath and the Program Director requirements.

Q6. I am a participant in the Leadership Excellence Academy (LEA) Cohort 2. What are my PD requirements?

The program director's professional development will be fulfilled through LEA Cohort 2, and they must complete the Program Director Institute. The LEA project will serve as the project for the Program Director Institute. In addition, you must participate in the Webinar to support professional development. See Program Director Requirements <http://kyae.ky.gov/educators/progdir2010.htm>.

Q7. I am one of the counties in the Managed Program Project. What are my PD requirements?

Participating in the Managed Program Project does not preclude you from fulfilling your PD requirements.

- Q8. How many instructor institutes will I attend?**
Every full-time instructor will attend one instructor institute based on years of experience.
- Q9. What if I have previously completed Foundations in Reading and Writing Instruction or Foundations in Math Instruction?**
Experienced instructors that have previously completed Foundations in Reading and Writing Instruction or Foundations in Math Instruction will still complete one of the four tracks in the experienced instructor institute based on their program director's selection. The Foundations in Reading and Writing Instruction was largely revised in 2007. Note: Experienced instructors should check with Dawn Hanzel at Dawn.Hanzel@uky.edu to see if they should retake the course.
- Q10. May performance funding be used to send staff to instructor institutes?**
Yes. Performance funding may be used to send staff to instructor institutes if county PD funds are expended.
- Q11. Are PD Plans required?**
An annual PD plan will not be required by KYAE. KYAE recommends that programs continue to set individual PD plans to support their program's needs and to have a PD growth plan and history for each staff member.
- Q12. How will I earn my PD units for the year?**
KYAE no longer requires you to earn PD units. You must complete the required institute or online course based on your full-time/part-time status and years with KYAE.
- Q13. How do I locate my PD History?**
It will be available once the AERIN system is updated this summer.
- Q14. How do I sign up for the instructor institute or the online courses?**
Go to <http://kyae.ky.gov/educators/PDregistration.htm> when you are ready to register and follow the steps. To check that you have completed your registration, go to your Kentucky Virtual e-Learning Portal (ANGEL account) at www.kyvae.org. The courses will be listed under Courses after logging in. Click on the course name and it will give you instructions from your course facilitator.
- Q15. Are full-time instructor's aides required to attend an instructor institute?**
Yes, if the full-time instructor's aide performs instructional duties, such as, tutoring and reviewing work with students.
- Q16. Are part-time instructor's aides that do not instruct or tutor students are required to complete the required online courses?**
No. Part-time instructor's aides that do not instruct or tutor students are not required to complete KYAE professional development. They may attend trainings directly related to job duties, such as AERIN, WIN, PLATO and ITTS

trainings. New staff will complete Orientation to Adult Education online course as well.

Q17. What is the focus of the instructor institutes?

The instructor institutes are directly related to better instruction in the classroom.

Q18. May college courses be taken in lieu of an instructor or program director institute?

No. College courses that have prior approval by KYAE may be taken in addition to an instructor or program director institute, but not in place of an institute.

Q19. May educators taking college courses still be eligible for tuition reimbursement?

Yes. While funds are available, college tuition up to \$1000 a semester will be reimbursed by KYAE for courses prior approved by KYAE. See the college tuition reimbursement process and policy in the Policy and Procedures Manual.

Q20. I am an ESL instructor, what PD am I required to take?

If you are full-time staff, complete the appropriate instructor institute. If you are part-time, complete the online course(s) in Question 1. Customize your classroom project to serve an ESL class.

Q21. Do program directors have to register for PD?

Program directors do not have to register for any PD at this time. A notice will be sent regarding registration prior to any required PD.

- New program directors will complete the Program Director Institute (December 2010), the institute project and the follow-up activities including Web conferences, conference calls and additional face-to-face meetings; complete the Orientation to Adult Education within the first 60 days of hire or reclassification as program director and participate in the Orientation for New Program Directors (Fall 2010).
- All program directors will participate in the Program Director Institute that kicks off in December 2010. The institute will have follow-up activities with a format similar to the instructor institutes. **Only program directors will attend.**
- Those experienced program directors taking PowerPath, the Leadership Excellence Academy and the Standards in Action project will do those institutes in lieu of a project for the Program Director Institute, but they will still have to attend the December 2010 Program Director Institute.
- Those not taking PowerPath, the Leadership Excellence Academy or the Standards in Action project will participate in the December Webinar on supporting professional development. They will also accompany at least one instructor to a showcase.