

August 5, 2013

The following was sent to program directors.

## **Professional Development Registration is Open Through August 30**

### **Registration Directions 2013-14 KYAE Professional Development Registration and Program Directors' Orientation Webinar**

It's time to register for 2013-14 KYAE professional development (PD). Review the KYAE Professional Development requirements and elective Professional Growth Opportunities in the [KYAE PD Handbook](#) before registering for PD. Then use the **KYAE Course Catalog** ([www.kyvae.org/courses/courses.aspx](http://www.kyvae.org/courses/courses.aspx)) for registration. Registration details for **new instructors** are on page five of the Handbook.

1. **KYAE PD registration ends August 30** for all experienced instructors and program directors. Registration will remain open for new hires courses: Orientation to Adult Education, Introduction to the Test for Online Adult Basic Education (TABE), etc. and for **elective** Professional Growth Opportunities (PGOs). **Requests for withdrawal** from any PD during this registration period should be made to Suzanne Greer, CCLD, (859) 257-5631, [suzanne.greer@uky.edu](mailto:suzanne.greer@uky.edu) and the course facilitator.
2. Refer to the appropriate appendix in the back of the [KYAE PD Handbook](#) for course logistics: online dates, facilitators, breakdown of counties for each learning community, etc.
3. In the **Standards-in-Action (SIA) Unit 3 learning communities**, both mathematics and English language arts instructors will be participating together. They will share and examine some of their own classroom assignments coupled with actual student work in **SIA Unit 3: Focus on Assignments-Working Together to Improve Teaching and Learning**. See **Appendix A, SIA Unit 3 Learning Communities**, in the [KYAE PD Handbook](#) for the breakdown of counties for each learning community and the logistics on the blended activities. Contact your facilitator with any questions.
4. In addition to the PD requirements, experienced instructors and program directors must complete the KYAE assessment refresher courses every two years. See the [KYAE PD Handbook](#), page three and the **Appendix F, Other Professional Growth Opportunities and Required Refresher Courses**. Those who did not take the TABE Refresher or Official Practice Test (OPT) Refresher in 2012-13 must complete them this year. KYAE is developing the GED Readiness Test Refresher and offering it in lieu of the OPT Refresher online course this year. See **Appendix F** for course dates. New instructors will take the introductory courses instead. See pages 10-12 of the Handbook.
5. Within the next few days, the experienced **Program Directors** will receive instructions about the three upcoming August program director orientation webinars on **SIA Unit 3 and SIA Unit 4**. The content for all three webinars is the same. Program directors will be responsible for participating in **one** of the webinars. It is critical that program directors select and **register** for a webinar in order to receive the webinar packet before the webinar and for webinar attendance to be reflected in the PD Activity Report. The Collaborative Center for Literacy Development (CCLD) and the Academy for Adult Education at Morehead State University are the webinar facilitators and will be sending the webinar information. See **Appendix C, SIA Unit 4 Learning Communities**, for your facilitator's contact information. Please contact your facilitator with any questions you may have.