



**Subject:** 2010-11 Professional Development Registration Dates and Process

Dear Program Directors,

**Full-time staff registration: April 22-May 5, 2010**  
**Part-time staff registration: May 6-May 17, 2010**

**Registration closed: May 18, 2010**

Kentucky Adult Education professional development (PD) registration begins this month! There are two different registration periods. **Full-time staff must register first.** We've scheduled institutes to serve all full-time instructional staff in the general areas of the state as you've requested. This will allow for a more efficient use of PD funds by minimizing travel costs and time away from your program.

Part-time staff may begin registration on May 6. If space is available in an institute, part-time staff may register for one of them within their area instead of completing online courses. Program directors should assess the PD needs of both full-time and part-time staff and plan accordingly between now and May 6 to determine if they want their part-time staff to attend an institute and which online course(s) they will take if attending an institute is not possible.

Please review the [KYAE 2010-11 Professional Development Requirements](#), the new registration process using the [KYAE Professional Development Catalog](#) and the PD Process Dates and Deadlines (see below). If you have questions about the PD requirements, please contact Joyce Bullock at [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov) or 502.573.5114, ext. 118. (If you have any questions about registering using the KYAE Professional Development Catalog after carefully reading the [How to Register for PD](#) document, please contact Toni Quire at [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov) or 502.573.5114, ext. 113.)

**Changes in the KYAE 2010-11 PD Model include:**

- Instructors and instructor aides who instruct less than 50 hours per year are **not** required to participate or meet PD requirements.
- Staff eligible for the experienced instructor institutes may register for the **Geometry Content** or the **Number Sense Content** institutes during the open registration dates. These institutes will kick off in January 2011. They will have six (instead of five) days of face-to-face training. The rest will be online. Plan for these institutes to be more intensive than the instructional/pedagogy tracks. KYAE will offer these content institutes only for a limited time.
- Participants may not repeat courses taken within the past three years without KYAE approval.
- Program directors are no longer required to attend an instructor institute. Instead, those not participating in a targeted institute shall accompany one instructor or instructor's aide to his/her showcase and shall participate in a Webinar on the supervisor's role in supporting the PD model (December 2010). See the [KYAE 2010-11 Professional Development Requirements](#) for program directors.
- This year's targeted instructor institutes are the Leadership Excellence Academy (LEA), PowerPath, Managed Enrollment and Standards-in-Action (by invitation only). LEA and PowerPath participants are selected through an application process. Participants will be contacted and registered for these institutes by KYAE.

- The LEA is a two-year PD program which is based on research and the implementation of continuous program improvement strategies. Participating in this institute can lead to earning 9 graduate credits.
- PowerPath is a one-year professional development program. It is a screening tool for identifying adult learning difficulties resulting in a report that enables the student to select adaptations and strategies that will make learning and work easier for them. In order to be considered for both of these initiatives, an application is required.

Please contact Meryl Becker-Prezocki ([Meryl.Becker-Prezocki@ky.gov](mailto:Meryl.Becker-Prezocki@ky.gov)) or Joyce Bullock ([Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov)) for more information and an application.

- All online introductory work (pre-tests and pre-work) must be completed at least one week prior to the first training day of the institute.
- Except for the 1<sup>st</sup> Year Instructor Institutes and the content institutes, the institutes have the same number of training days:
  - 2-day kickoff
  - 2-day continuation training
  - 1-day showcase
- The 2<sup>nd</sup> Year Instructor Institute will replace the 2<sup>nd</sup>-3<sup>rd</sup> Year Instructor Institute. Full-time instructional staff hired between January 1, 2009 and December 31, 2009, will attend the 2<sup>nd</sup> Year Institute. Those hired prior to January 1, 2009, will attend the Experienced Instructor Institute.
- As space permits in the scheduled institutes, the instructor institutes will be open to part-time instructional staff within the area and if approved by the program director.

**Clarifications to the KYAE 2010-11 Professional Development Model include:**

- Clerks and instructor aides without instructional duties (tutoring, reviewing work with students) are exempt from 2010-11 PD requirements.
- Full-time staff hired on or after January 2010 who completed the 2009-10 1<sup>st</sup> Year Instructor Institute, will attend the 2<sup>nd</sup> Year Instructor Institute in 2010-11.
- The list of online course(s) required for part-time staff is set by years of experience in adult education. See the [KYAE 2010-11 Professional Development Requirements](#) for part-time instructional staff.

**2010-11 KYAE Professional Development Process Dates and Deadlines**

**April 22** All active staff in the AERIN system sent a username/password to the Kentucky Virtual e-Learning Portal. This username/password will be used to register for PD courses and to access online courses and upcoming institute online pre-work and post-test.

**April 22** Announcement to providers with link to new KYAE Professional Development Catalog at <http://www.kyvae.org/courses/courses.aspx>

- Review [KYAE 2010-11 Professional Development Requirements](#) for full-time and part-time staff
- Review institutes' dates and locations
- Note that math content courses will take place beginning January 2011; the pedagogy courses will begin in July or August 2010
- Review online courses
- Participants in approved Targeted Institutes (Standards in Action, PowerPath, Managed Enrollment and the Leadership Excellence Academy) are not required to register.

- April 22-May 5** PD Registration is open for full-time instructors, aides and program directors; use the [KYAE Professional Development Catalog](#) to register. **There will be no on-site registration.**
- May 6-17** Registration is open for part-time instructors and aides; use the [KYAE Professional Development Catalog](#) to register. **There will be no on-site registration.**
- May 17** **FINAL DAY TO REGISTER FOR 2010-11 PD!** Contact Joyce Bullock [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov) after May 17, 2010.