Welcome to the 2018-19 Kentucky Skills U Professional Learning (PL) Handbook!

We hope this handbook is a valuable resource as you navigate your PL journey.

This guide provides information on:
• Annual required professional learning for Kentucky adult educators
• Descriptions, dates and facilitators of all PL offerings
• Course links for PL registration

If you have any PL-related questions, please don’t hesitate to contact any member of the Kentucky Skills U Career and College Prep team. We look forward to helping you meet your professional learning goals!

Sharon
Lori
Debbie

College & Career Prep Team: Sharon Johnston, Director; Lori Looney, Senior Associate; Debbie McCoy, Business Specialist

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A move to professional learning

Professional Learning Community (PLC):
An ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.

As Kentucky’s adult educators implement the Workforce Innovation and Opportunity Act (WIOA), the time is right to move from professional development to professional learning that is aligned with and driven by the needs of the local providers. In response to clear feedback from the field requesting that professional learning have a stronger connection to the unique needs of each provider, we are implementing Professional Learning Communities this fiscal year.

For years, adult educators have understood the necessity of moving from lecture to multi-modality instruction, from demonstrations to discussions. However, it is only recently that professional development has started moving from demonstration and discussion to professional learning that enables practice in doing and teaching others.

At the heart of PLCs is the belief that instructors working together have the greatest ability to bring about changes in their respective programs. Instructors’ knowledge, understanding of students, and desire for student success deems them in the best position to bring about real change that has long-lasting benefits for their programs. PLCs enable instructors to work collaboratively for the common good of students and bring about change that ultimately results in greater success for students.
Students Say ...

“I found the learning center staff to be ready to help me meet my goals. They went above and beyond to assist me. The staff made the process easy. I feel better accomplished and and I feel better as a parent of school-aged children.”
– Mitchell Barrett, Lee County

“The experience (in my local program) was very positive. The staff was very supportive ... (Earning my GED® diploma) gave me more confidence in myself and showed me I can succeed even though I am not working in my native language. I am now attending a dental assisting program.”
– Ruchun “Lilly” Sun, Oldham County

“Each and every one of the staff members were very positive with helping me meet my goals. I couldn’t have done it without them. (I am now) very motivated to continue my education and further my career. I also did this for my family to be the mother they can look up to.”
– Amanda Smith, Greenup County

“Before I started trying to earn the NCRC, I had a poor understanding of math – whether I had forgotten once I had once known or that I had never tried to learn it before – but after a little time working with the wonderful teachers, I had a better understanding of what I was doing mathematically. Without them and their dedication, myself and many others just like me would not have made it nearly as far as we have. Not only am I thankful, I am truly blessed to have had them take part in my new journey.”
– Brian Swanagan, Carter County

Quick Links

Need to get somewhere fast? The quick links below will help you access PL-related online resources in a jiffy.

• **KY Skills U website (home page)**
• **PL page, KY Skills U website**
• **KAERS**
• **KYVC eLearning Portal (CANVAS) login**
• **2018-19 PL forms:**
  • Conference Attendance Approval
  • PL Exemption Request
• **Frameworks:**
  • RLA
  • Math
  • Instructional Technology
  • Student Persistence/Rention

What may I access through Quick Links?

**PL page, KY Skills U website:** You may access all KY Skills U PL resources (including above links) here.

**KAERS:** The KY Skills U data management site is the home of the **KAERS PL Activity Report**, which tracks each local program’s KY Skills U PL enrollment and completion status. Instructors should frequently use the KAERS PL Activity Report to check their status.

**Kentucky eLearning Portal (CANVAS):** This KY Skills U online learning management system is where participants go to access their courses once they have completed the registration process.

**RLA and Math Frameworks:** Instructional resources, including KY Skills U Lesson Bank Lessons, customized Network Resources Open College & Career Playlists, and quality Open Educational Resources, aligned to all TABE 11/12 levels, GED® High Impact Indicators, and relevant English language arts and literacy CCR standards.

**Instructional Technology and Student Persistence/Retention Frameworks:** These frameworks, aligned with LINCS Adult Education Teacher Competencies, provide resources that are designed to support students to persist in reaching their goals and acquiring the digital literacy skills essential for postsecondary and career success.

*If a participant cannot log into the KYVC/CANVAS system or has forgotten the username/password, please contact Debbie McCoy at debbiem.mccoy@ky.gov or (502) 892-3038.*
During the first year of this grant cycle, the majority of professional learning will occur through the introduction of Professional Learning Communities (PLCs).

In recognition that fiscal efficiency requires providers will to staff according to demand rather than need, resulting in less than a full program year for some staff, the number of required hours for professional development may be lower than will be required in subsequent years. Please refer to chart below for guidance on professional learning credit hours needed.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hours Worked Per Year</th>
<th>PLC Meetings</th>
<th>PLC Product Development Credit</th>
<th>Electives &amp; Other Online Courses; Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and Experienced Directors and Assistant Directors</td>
<td>1000+ hours</td>
<td>14 hrs – two-day onboarding mtg 4 hrs – half-day PLC kick-off 3 hrs – min of 3 PLC mtgs Total = 21 hours</td>
<td>4 hours</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Hrs for 2018/19: 25</td>
</tr>
<tr>
<td>Experienced ABE, GED, ELL Instructors</td>
<td>1000+ hours</td>
<td>4 hrs – 4 framework rollout webinars 7 hrs – full-day PLC kick-off 3 hrs – min of 3 PLC mtgs Total = 14 hours</td>
<td>4 hours</td>
<td>1 6-Hr Elective Required - If also a Career Navigator, complete full-day Navigator onboarding in lieu of elective. Total Hrs for 2018/19: 24</td>
</tr>
<tr>
<td>Experienced ABE/GED/ELL Instructors</td>
<td>500-999 hours</td>
<td>4 hrs – 4 framework rollout webinars 7 hrs – full-day PLC kick-off 3 hrs – min of 3 PLC mtgs Total = 14 hours</td>
<td>2 hours</td>
<td>1 6-Hr Elective Required - If also a Career Navigator, complete full-day Navigator onboarding in lieu of elective. Total Hrs for 2018/19: 22</td>
</tr>
<tr>
<td>Experienced ABE/GED/ELL Instructors</td>
<td>200-499 hours</td>
<td>Optional</td>
<td>6 hours (implement PLC product, provide required feedback)</td>
<td>1 6-Hr Electives Required Total Hrs for 2018/19: 12</td>
</tr>
<tr>
<td>Experienced ABE/GED/ELL Instructors</td>
<td>0-199 hours</td>
<td>Optional</td>
<td>6 hours (implement PLC product)</td>
<td>Optional Total Hrs for 2018/19: 6</td>
</tr>
<tr>
<td>New ABE/GED Instructors</td>
<td>200+ hours</td>
<td>Optional</td>
<td>Optional</td>
<td>Orientation to Adult Education and The GED* Test Total Hrs for 2018/19: 16</td>
</tr>
<tr>
<td>New ELL Instructors</td>
<td>200+ hours</td>
<td>Optional</td>
<td>Optional</td>
<td>Orientation to Adult Education and CASAS Implementation Training Total Hrs for 2018/19: 20*</td>
</tr>
<tr>
<td>Skills U Assistants</td>
<td>N/A</td>
<td>Optional</td>
<td>Optional</td>
<td>Know Your Students Total Hrs for 2018/19: 6</td>
</tr>
</tbody>
</table>

*Test publisher-established 12-hour scope of CASAS Implementation Training. The CASAS training is only required for those who administer the assessment.

**PL Participation Requirements and Related Information**

- See the KY Skills U PL course syllabus for specifics on all pre-work, activities and assignments. The syllabus will be in CANVAS; you will have access to the syllabus when the course begins.
- To fulfill PL requirements, participants must attend/complete all required events and activities. Program directors must ensure that all staff persons meet annual PL requirements.
- The training/course facilitator determines if the instructor has satisfactorily completed the course activities and notes the completion in the course.
- KYVC/CANVAS sends automatic notices to instructors when a course is completed. The change also appears in the PL Activity Report on the KY Skills U student data management site, Kentucky Adult Education Reporting System (KAERS).
I am a PROGRAM DIRECTOR. What are my requirements?

Instructional Leadership Expectations

As the lead professional educator in your program, your duties and responsibilities must continue to evolve under WIOA in order to provide an environment that prepares both your staff and the adult learners you serve to be successful. Please review and incorporate the following in your day-to-day duties.

Program directors are expected to be instructional leaders by leading and supporting in:

1. Modeling and setting the highest standard for best practice among their instructors; ensuring the highest quality instruction.

2. Realizing full implementation of standards-based instruction using the KY Skills U Employability Standards, the Office of Career, Technical and Adult Education (OCTAE) College and Career Readiness Standards for Adult Education, and, for ELL students, the OCTAE English Language Proficiency Standards.

3. Fostering instructor effectiveness through building the knowledge base and professionalism.

4. Nurturing an environment of professional growth, collaborative learning and participative decision-making.

5. Engaging students through instruction relevant to their life experiences.

6. Empowering students to achieve next steps.

7. Analyzing data and using it to guide instructional practice.

New & Experienced Program / Assistant Director PL Requirements

New and experienced program directors and assistant directors must participate in the Professional Learning Community (PLC) Meetings and the development of a PLC product, as outlined on page 3. In addition to this, program directors must complete Administrative Leadership trainings facilitated by Cody Davidson and his staff.

PL Compliance Expectations

Pursuant to the local provider’s contract with Kentucky (KY) Skills U for the provision of adult education services, the local provider is required to operate a program in compliance with the provisions of the Kentucky Skills U Implementation Guidelines. This handbook is incorporated by reference in these Implementation Guidelines.

The guidelines state that certain staff shall meet specific professional learning requirements as outlined in the KY Skills U Professional Learning Handbook. Should the provider fail to meet this requirement, a Notice of Noncompliance, as a component of demonstrated effectiveness, will be placed in the program file and will be considered in any evaluation of the program’s performance.

- The 2018-19 PL requirements cover the period from July 1, 2018, through June 30, 2019. During that period, adult educators will complete their required Professional Learning (PL).
- New instructors and new directors have 12 months from the date of hire to complete their introductory trainings.
- KY Skills U will begin tracking compliance in Spring 2019. This is a service to assist program directors in managing each member of their staff’s contractual obligation to fulfill the annual PL requirement. Notifications of non-compliance will be sent out to the program director and fiscal agent after June 30, 2019.

As part of the PL duties, all program directors are expected to:

1. Ensure that they and their instructors meet the annual PL requirements.
2. Ensure all instructors have an “active” status in KAERS.
3. Explain to instructors their PL requirements and guide them through the requirements and options available under the KY Skills U PL model; direct them to this handbook or the course facilitator.
4. Assist new instructors with getting their KYVC/CANVAS user name and password, as well as registering for required courses.
I am an INSTRUCTOR.
What are my requirements?

Instructor (ABE/GED® & ELL) Working 200-499 Hours/Year
Instructors working 200-499 hours/year will complete one online elective and PLC requirements (see chart on p. 3). (Instructors working 100-299 hours, see same chart.)

New ABE/GED® Instructor PL Requirements
All first-year instructors will complete the following courses during the first year of hire:
• Orientation to Adult Education (online, 8-10 hours) (see page 11)
• The GED® Test (online, 8-10 hours) (see page 16)

New ELL (English Language Learner) Instructor PL Requirements
All new ELL instructors (200+ hours/year) will complete the following courses during the first year of hire:
• Orientation to Adult Education (online, 8-10 hours) (see page 10)
• CASAS Implementation Training (online at CASAS.org, 12 hours) (see page 16)

Experienced Instructor (ABE/GED® & ELL) PL Requirements
All experienced instructors working 500 hours/year or more must complete the required PLC meetings (14 hours) outlined on page 3. Depending upon hours worked, instructors must also complete the required product development hours, as outlined on page 3. Additionally, these instructors must complete one elective.
See chart on page 6 to find appropriate PLC by WIB and provider. You will complete PLC registration at your local PLC kick-off meeting.

I am a Skills U ASSISTANT.
What are my requirements?

All Skills U assistants must complete one online course, Know Your Students (see page 16).

How do I decide which elective(s) would be best for me?

• Review the professional learning elective options. Which one(s) address areas of professional learning in which you would like to grow? This is a good place to start.

• Discuss the options with your program director to see what they think would be most beneficial for you, as well as for the program.

• Based upon your discussion with your program director, select your electives!

Important KAERS Info
In order to register for PL courses, you must have active status in KAERS. Please note that all new users must change password after their initial login.

How do I get “active status” in KAERS?
The program director or the appropriate staff enters instructors in the KAERS database system, which automatically places you in active status. The work e-mail address entered in KAERS for you will be used for all notices about your PL courses, etc.

What are my login credentials for the KYVC eLearning Portal/CANVAS?
All active staff in KAERS will be sent a message with their username and password to the e-mail address entered in KAERS. If you became active in KAERS recently and did not receive your username and password, check in KAERS to make sure you are assigned to a location. NOTE: If you cannot log in to the KYVC/CANVAS system or have forgotten your username/password, please contact Debbie McCoy at debbiem.mccoy@ky.gov or (502) 892-3038.

Once you receive an email confirming your VCN username and password, please print and save a copy for your records.
<table>
<thead>
<tr>
<th>Daily PLC Location</th>
<th>APIs</th>
<th>Daily PLC WIB</th>
<th>Daily PLC WBCP</th>
<th>Authorizing Agents</th>
<th>Counties</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard CTC: Technology Campus</td>
<td>612.0x792.0</td>
<td>KCS/TC</td>
<td>101 VQ Tech Drive</td>
<td>Hazard CTC-Technology Campus</td>
<td>Hazard CTC-Technology Campus</td>
<td>Hazard CTC-Technology Campus</td>
</tr>
<tr>
<td>Hazard Community College</td>
<td>612.0x792.0</td>
<td>KCS/TC</td>
<td>101 VQ Tech Drive</td>
<td>Hazard CTC-Technology Campus</td>
<td>Hazard CTC-Technology Campus</td>
<td>Hazard CTC-Technology Campus</td>
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<td>Hazard CTC-Technology Campus</td>
<td>Hazard CTC-Technology Campus</td>
</tr>
</tbody>
</table>

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PLC Coach Assignments by WIB and Provider

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>AUTHORIZING AGENTS/COUNTIES</th>
<th>PLC Assignments - Register for PLC by Coach/Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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PLC Coach Assignments by WIB and Provider
How to Register for Courses

NOTE: If you are accessing this handbook online, you may skip the first five steps because you’re already where you need to be.

2. Click on “For Educators” tab at top of page.
3. This will take you to a page that says “As an educator, I want to access:”
4. Scroll down and click on the Professional Learning link.

Once you are accessing the handbook online …

6. Find the course you wish to enroll in. In the title of the course you will find a blue course code; click this code.

7. When you click the course code link in the handbook, it will take you to the KY Skills U Professional Learning Course Catalog. You may click on the course to read more about it or you may click the box that says “Select” by your desired course, then scroll down and click “Add Course to EduCart.” If you choose to read more about your course, you will also have the option to “Add Course to EduCart,” as seen here.

8. The course will be added to your cart. To view your cart, go to top left of the page and click on “View My EduCart.”

9. From this screen, you click “Checkout.”

10. You will then be taken to Kentucky Virtual Campus, where you will be required to enter your VCN Username and Password (then click “Continue.”) This information will be sent via email once you have been enrolled in KAERS by your Program Director. Please refer to page 5, “Important KAERS information,” for more about KAERS enrollment.
11. The next step will be to submit your contact information (most of this information is pre-populated). Please verify your information is correct and complete all fields on this screen. Then click “Submit.”

12. Once you have clicked submit the following message will appear on the screen:

![Your request has been submitted.
Please check your email for additional information and a confirmation of your request. If you need additional assistance, please visit the KYVC Help Desk online or by phone 877-740-4357.
Click here for more learning opportunities.](image)

13. Once you have completed the registration steps previously provided, please note that you will also receive an automated “no-reply” email as pictured below that contains the following information:

- The course you have enrolled in;
- How to access the course;
- VCN username and password;
- Instructions of how to view the course; and
- How to access the KYVC Help Desk.

*Please be advised that these emails may be sent to junk mail or spam folders so be sure to check in these folders. You will also want to retain a copy of this email for your records.*

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**Dear (Participant Name),**

Welcome to Kentucky Adult Education Professional Development! You are enrolled in:

KYAE 183-1718 - Program Directors Institute: Reaching through Teaching

To access your course, go to [https://www.kyvc.org](https://www.kyvc.org) and login. New users will be prompted to change your password the first time you log into the system.

Your username and password are:

Username: XXXXXXXX
Password: XXXXXXXX

The course you have been accepted into will be listed under "My Courses". To get started, click the name of the course.

If you have further questions, please contact the Kentucky Virtual Campus (KYVC) Help Desk toll-free at (877) 740-4357 or visit our web form at [https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php](https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php) and click the Ask a Question tab.

Please do not respond to this email as this mailbox is unattended.

Best wishes,

Kentucky Adult Education Professional Development
How to Use CANVAS for Online Courses

2. Click on log in and enter your VCN Username and Password.
3. This will take you to the KYVC- Kentucky Virtual eLearning Portal.
4. All courses you have enrolled in will be listed to the left of the screen.
5. Scroll down to find and select your course; the Canvas classroom platform will be displayed. From this screen, you will be able to access course announcements, assignments, discussions, modules, and grades.

8. Please note that the course facilitator may use another Learning Management System (LMS), such as Edmodo or Moodle.
9. Once you have successfully completed and met all course requirements, during the course time frame, you will receive a confirmation email. (In addition, you may also access your Professional Learning transcripts and enrollment history through KAERS.)
Get Started with Canvas Network

- **Update Your Profile**  All new Canvas users should read this information. Click on your name at the top right corner to view your profile at any time!
- **Update Your Notification Preferences**  Canvas can send you Notifications about course activities to your email and your cell phone. You can customize your Notification preferences by clicking on Settings in the top right corner.
- **Search Canvas Guides**  Find helpful information! Canvas Guides provide you with all the information you need to use Canvas.
- **Read the Canvas Network Code of Conduct**  Find out how you can promote a safe learning environment.

Additional Tutorials

- **Communicate With Your Instructor**  Canvas has a messaging system you can use to send messages to your instructor
- **Manage Your Personal Files**  Canvas users get a small amount of storage to store files such as assignment drafts and readings.

Logging in to KYVC Canvas Network

- The login URL for this course is **kyvc.instructure.com**. Be sure to bookmark the link for quick reference later.
- If you use an iPad or other tablet or phone with mobile app, be sure to login at **kyvc.instructure.com**

Supported Browsers and Mobile Apps

- **Supported Browsers**  Find out what browsers work best for this course (Chrome, Firefox, Safari, Internet Explorer).
- **Apps**: The Canvas UI was optimized for desktop displays but can be used on mobile browsers and Canvas does provide free apps for some mobile devices. Try the iOS and Android free Mobile Apps!
  - [Guide to Download the Canvas by Instructure Android App](#)
  - [How do I use the Canvas App on my Android Device?](#)
  - [Guide to Download Canvas by Instructure iOS App](#)
  - [How do I use the Canvas App on my iOS device?](#)
- When using the mobile app, be sure to login in at **kyvc.instructure.com**
- Depending on your device, not all Canvas features may be available on the app. View [Canvas mobile features](#) by version and device.

### FAQs

- **I have enrolled in the PL course but I cannot access the course or view the course content through Canvas. What do I do, who do I contact?**  You will need to contact the instructor of the course.
- **If a program has an instructor that has been employed, left, then returned, is their PL portable?**  Your PL is valid for the program regardless of the county in which you are employed. However, if your email needs to be changed in KAERS, contact your regional associate.
- **I have not received an email notification stating that I am enrolled in the course; what do I do?**  You will need to contact the instructor of the course.
- **If current staff change position, i.e. Lead instructor to Program Director, do PL requirements change?**  Yes, when a change in position occurs that will change the PL requirements.

### Helpful Hints

- Complete all user fields when registering your information in KAERS/VCN.
- Use your work email address.
- Make sure that staff are properly tied to their primary work location in KAERS.
- New users will need to change their password in the VCN after the first time they log in.
- When a staff member leaves, the KAERS-appointed contact will need to make them inactive in KAERS (instructions are on page 9 of the KAERS manual).
- Remember to check junk email folders.

### Help Contacts

- **VCN Helpdesk link**  
  [https://help.kyvc.org](https://help.kyvc.org)  
  Click “Ask a Question.”
- **VCN Helpdesk phone number**  
  877-740-4357
- **Leta Martin, Adult Education Academy**  
  Email: la.martin@moreheadstate.edu  
  Phone: 606-783-2026
- **Debbie McCoy, KY Skills U**  
  Email: debbiem.mccoy@ky.gov  
  Phone: 502-892-3038
Online Elective Course Options

All online elective courses provide six hours of KY Skills U professional learning credit (unless otherwise noted) and are facilitated by National Center for Families Learning (NCFL) staff.

Instructional Tools for the GED® Test (4 weeks/6 hours)
Course Code: KYSU275
Course Description: This facilitated course is designed to help adult education instructors enhance their understanding of the GED Testing Service® website. The course provides instructors with an understanding of the resources available through the GED Testing Service®, how to access them, and how to use them to meet the needs, interests, and goals of their students and themselves. Participants will learn about such resources as the High Impact Indicators, the Assessment Guide for Educators, the RLA Extended Response Scoring Rubric, and Quarter Length Free Practice Test among others. The online course consists of interactive learning activities, assigned reading, the use of a discussion board and teacher product completion.

Course Date: January 14 – February 8, 2019
Facilitator: Gail Price

Let’s Get to Work: Incorporating Workforce Skills into Your Classroom (4 weeks/6 hours)
Course Code: (see below)
Course Description: This course is designed to help instructors incorporate employability skills into the classroom. We will begin by examining the opportunities WIOA brings to Kentucky Skills U. Then, we will learn practical ways to incorporate key employability skills and soft skills into existing lessons while examining resources designed to help students reach their education and employment goals. Finally, we will move towards strategies to differentiate your instruction to incorporate sector-specific curricula in ways that spark student interest. The online course consists of interactive learning activities, assigned reading, the use of a discussion board, and teacher product completion.

Course Date(s): KYSU214JAN January 21 – February 15, 2019
KYSU214MAR March 4 – March 29, 2019
Facilitator: Tracy Noles

Orientation to Adult Education (5 weeks/8 hours)
Course Code: (see below)
Course Description: This 8-10-hour, 5-week, online facilitated course is designed for new adult education instructors. It covers key topics relevant to adult education. The course presents a brief look at the history of adult education in Kentucky, the characteristics of the adult learner, the role of the adult education instructor, and the employment skills necessary for entering the 21st-century workforce. Participants will be introduced to WIOA and what it means for adult education in Kentucky. They will review Kentucky Skills U Lesson Bank, Employability Standards, and the Employability Standards Implementation Guide. There is a look at differentiated instruction and formative and summative assessment. Participants will engage in interactive learning with their peers through the use of a discussion board. All participants will complete pre- and post-assessments.

Course Date(s): KYSU201SEP September 17- October 9, 2018
KYSU201OCT October 8 - November 9, 2018
KYSU201JAN January 28 - February 28, 2019
KYSU201MAR March 11-April 12, 2019
KYSU201APR April 15 - May 17, 2019
Facilitator: Gail Price
Collaborative Support for Students with Disabilities (4 weeks/6 hours)

**Course Code:** (see below)

**Course Description:** In this facilitated online course, participants will receive guidance for working collaboratively with students with disabilities. Participants will be introduced to strategies to help students overcome obstacles and receive the support they need. Participants also will gain a basic understanding of disability etiquette while learning about local resources that support student success. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date(s):**
- KYSU290FEB
  - February 4 – February 28, 2019
- KYSU290MAR
  - March 18 – April 12, 2019

**Facilitator:** TBD

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How to Make Distance Learning Work Using EdReady and NROC English (4 weeks/6 hours)

**Course Code:** KYSU206

**Course Description:** Blended learning offers an innovative solution for delivering content in a manner that increases technology skills while offering flexible options for busy adult students. In this online facilitated course participants will learn strategies to effectively engage and instruct distance learning students in a blended classroom environment; manage and enroll students in both EdReady and NROC English; and utilize customized instructional playlists to enhance student performance. Participants will practice adapting traditional lessons into flipped lessons and leave this course with classroom ready lessons and activities. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date:** February 11 – March 8, 2019

**Facilitator:** Tracy Noles

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Introduction to the Flipped Classroom – RLA & Math (4 weeks/6 hours)

**Course Code:** KYSU357

**Course Description:** Allowing students to learn key concepts on their own via digital learning tools helps instructors differentiate instruction during valuable classroom times. By flipping classroom content, instructors can ensure higher levels of understanding for all. In this facilitated online course, instructors will learn to implement the flipped classroom model while designing and uploading RLA and Math activities that can be easily shared and utilized to help meet students’ goals in multilevel classrooms. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date:** March 18 – April 12, 2019

**Facilitator:** Anne-Leigh McAllister
Motivating Adult Learners to Persist (4 weeks/6 hours)

**Course Code:** (see below)

**Course Description:** Instructors will gain an understanding of strategies that motivate adult learners to persist including managing the three main types of barriers to persistence, using and inspiring learners’ interests, building learners’ self-efficacy, using incentives and motivation, providing choice and autonomy, and using digital media to engage students. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date(s):**
- KYSU358MAR March 11 – April 5, 2019
- KYSU358APR April 15 – May 11, 2019

**Facilitators:** Anne-Leigh McAllister; Tracy Noles

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Effective Instruction in a Corrections Setting (4 weeks/6 hours)

**Course Code:** KYSU359

**Course Description:** For incarcerated students, a pathway to education and career opportunities is critical for successful re-entry. In this facilitated online course, participants will gain an overview of the U.S. Department of Education’s Reentry Education Framework and online Toolkit, which are designed to help correctional education providers create a seamless path for their students by connecting education services offered in correctional facilities with those in the community. Resources and strategies for effective teaching practices for correctional education settings will be included. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date(s):** January 28 – February 22, 2019

**Facilitator:** Anne-Leigh McAllister

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Introduction to Assessment for Adult Basic Education (RLA for TABE 11/12) (4 weeks/6 hours)

**Course Code:** KYSU362

**Course Description:** This course is designed to provide adult education instructors with the assessments available to them in adult education. Participants will review diagnostic, formative and summative assessments, including the Test of Adult Basic Education and consult with DRC to access instructional resources that are endorsed by the test published and aligned to TABE 11/12. They will explore the importance of involving students in their assessment and having students set their goals based on those assessments. The course provides opportunities for participants to reflect on and improve their own use and practice with assessments. Participants will engage in interactive learning with their peers through the use of a discussion board. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date(s):** February 18 – March 15, 2019

**Facilitator:** Gail Price
**Introduction to Assessment for Adult Basic Education (Math for TABE 11/12) (4 weeks/6 hours)**

**Course Code:** KYSU363

**Course Description:** This course is designed to provide adult education instructors with the assessments available to them in adult education. Participants will review the new 11/12 Test of Adult Basic Education and consult with DRC to access instructional resources that are endorsed by the test publisher and aligned to TABE 11/12. Participants will learn how the assessment can best be used to meet students’ needs. They will explore the importance of involving students in their assessment and having students set their goals based on those assessments. The course provides opportunities for participants to reflect on and improve their own use and practice with assessments. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date:** January 7 – February 1, 2019  
**Facilitator:** TBD

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**What Instructors and Their Students Need to Know About GED® Extended Response (4 weeks/6 hours)**

**Course Code:** KYSU364

**Course Description:** Instructors will gain information provided by GEDTS on how best to focus time with students in order to teach them the “how-to” of writing responses that earn points. This professional learning opportunity will also provide a refresher on the skills students need, paired with selected classroom strategies targeted on key concepts. Research will be shared that provides insight into what the student performance issues are and what you can do to build student confidence – as well as your own – for tackling this task. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Course Date:** February 25 – March 22, 2019  
**Facilitator:** Gail Price

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**The Problem with Math is English (4 weeks/6 hours)**

**Course Code:** (see below)

**Course Description:** This course, based on the book, *The Problem With Math Is English* by Concepcion Molina, will offer a new way to approach teaching math content in a way that will improve how all students understand math. The course will focus on how conceptual understanding of language can lead students to a deeper understanding than traditional instruction. Instructors will gain an understanding of the language, symbolism, and representation of math concepts that will make teaching math an easier task. Participants will engage in interactive learning with their peers through the use of a discussion board. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion. *Participants will receive a copy of the book.*

**Course Date(s):**  
KYSU365FEB February 18–March 15, 2019  
KYSU365MAR March 25–April 19, 2019

**Facilitator:** Gail Price
Introduction to Kentucky Virtual Library Resources for Adult Educators (4 weeks/6 hours)

Course Code: KYSU366

Course Description: This course will provide an introduction to the array of free resources available for adult educators and students via the Kentucky Virtual Library. Participants will receive a KY Skills U login, be acquainted with databases on the Skills U homepage, tour content on the Career and Tech Ed page (which includes RSS feeds to searches in Kentucky’s five highest-growth career sectors, and review the information posted on the Librarians and Educators page. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

Course Date: April 8 – May 3, 2019
Facilitator: Emily Sedgwick

Supporting English Language Learners (4 weeks/6 hours)

Course Code: KYSU367

Course Description: Instructors responsible for serving English Language Learners will gain an understanding of the present landscape of English Language Acquisition including the new English Language Proficiency Standards and alignment with CASAS assessments. Participants will gain strategies to align ELP standards to CCRS and CASAS Competencies. Based on the ELP Standards, participants will learn to assist ELA students with barriers to success, scaffold instruction, and differentiate in a multilevel classroom setting. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

Course Date: January 7 – February 8, 2019
Facilitator: Anne-Leigh McAllister

Flip Your Classroom with Burlington English (4 weeks/6 hours)

Course Code: KYSU287

Course Description: Allowing students to learn key concepts on their own via digital learning tools helps instructors differentiate instruction during valuable classroom times. By flipping classroom content, instructors can ensure higher levels of understanding for all. In this facilitated online course, instructors will learn to implement the flipped classroom using Burlington English. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

Course Date(s): February 11- March 8, 2019
Facilitator: Anne-Leigh McAllister
Creating and Maintaining a Comprehensive Adult Citizenship Education Program (7 hours)
Course Code: **KYSU370**

**Course Description:** Through this course, offered by U.S. Citizenship and Immigration Services (USCIS), you will learn about: the process of developing a comprehensive adult citizenship curriculum, syllabi and lesson plans; methods to create, choose and adapt student-centered activities; strategies to improve English and civics skills and knowledge to prepare students for the naturalization interview and test; thematic teaching; and professional development opportunities for adult citizenship teachers. You will obtain new instructional techniques, as well as information on available USCIS resources.

**Course Date:** November 15, 2018 | Registration ends week before
Max enrollment: 30
**Facilitator:** U.S Citizenship and Immigration Services staff

The GED® Test (5 weeks/8 hours)
Course Code: (see below)

**Course Description:** This 8-10 hour, five-week facilitated course is designed for those instructors new to adult education. The GED® test online course will provide an overview of the GED® test and how to help the student through the testing process. The course covers eligibility, signing up at MyGED®, taking the GED Ready® test, using the diagnostic information and the testing process through receiving the GED® diploma. Participants will engage in online training activities as well as peer discussion. Among the topics to be covered are test overview, technology skills, GED Ready® test, extended response scoring, testing policies, and requesting accommodations. All participants will complete a pre- and post-assessment.

**Course Date(s):**
- **KYSU102OCT** October 15 – November 16, 2018
- **KYSU102JAN** January 14 – February 15, 2019
- **KYSU102FEB** February 25 – March 29, 2019
- **KYSU102APR** April 8 – May 10, 2019
- **KYSU102MAY** May 20 – June 21, 2019

**Facilitator:** Rae Smith, Kentucky Skills U

Know Your Students (for Skills U Assistants) (4 weeks/6 hours)
Course Code: **KYSU368**

**Course Description:** Adult education students often face barriers that, if left unaddressed, can impede their ability to persist and succeed. Helping students build persistence is possible – but it requires understanding, mindfulness and effort from all staff members. During this six-hour course, we will, through the lens of real-life experiences with students: identify the most significant barriers often experienced by our students; discuss how these barriers can affect student success; and examine everyday practices that can help these students persist and meet their goals. The online course consists of interactive learning activities, assigned reading and videos, the use of a discussion board, and completion of a student case study.

**Course Date(s):**
- **KYSU368JAN** January 14–February 8, 2019
- **KYSU368MAR** March 11-April 5, 2019

**Facilitator:** Missy Brownson Ross, Kentucky Skills U, missy.ross@ky.gov, 502-892-3014
Online Elective Course Options, continued

Introduction to Professional Learning Communities (PLCs) (4 weeks/6 hours)

Course Code: (see below)

Course Description: This facilitated course is designed to help adult education instructors understand the purpose of the implementation of Professional Learning Communities (PLCs). This course provides instructors with an overview of the basic purpose, goal, and operation of a PLC. It will also include information on instructor’s role in ensuring success of this new initiative. Instructors will learn how their engagement and work within the PLC can bring about change and address specific issues and concerns directly related to their own programs.

This course is required of all instructors working 500 hours or more who were not yet hired when the PLC onboarding activities occurred.

Course Date(s): KYSU379JAN January 14 – February 8, 2019
KYSU379FEB February 11 – March 4, 2019

Facilitator: Susan Pittman, PLC Advisor

CASAS Implementation Training (12 hours online)

Course Code: KYSU326

Course Description: The CASAS Implementation Training (CASAS IT), or “CASAS 101,” provides participates with a basic understanding of the CASAS system. Participants learn how to administer CASAS appraisals and pre-and post-tests, interpret test results and use curriculum support materials to enhance instruction and workforce readiness. Each unit offers a self-test to confirm understanding. A certificate of completion is generated at the conclusion of this training. Each person involved in CASAS testing must complete this training prior to ordering and administering most CASAS multiple-choice tests.

NOTE: In order for the instructor’s participation to appear in the county KAERS PD Activity Report, register for CASAS IT by clicking on the course code above and on CASAS.org to earn a completion of the course that counts towards the KYSU requirement. Then follow the ADDITIONAL REGISTRATION below to register for the course at CASAS.org.

ADDITIONAL REGISTRATION:

1. Go to the CASAS “Online Training” page at: http://training.casas.org/
2. Select CASAS Implementation Training and module categories will appear
3. Select Implementation Training and click on Training Registration.
4. You must log in to enroll. If you are not a registered user, click on “Log in” and then “I am a new user.” KYSU does not provide technical support for the CASAS course. The CASAS Technical Support can be contacted at techsupport@casas.org
858-292-2900, or 1-800-255-1036.

The CASAS course generates a certificate at the conclusion of this training. Send the certificate to Debbie McCoy, KYSU contact, 502-892-3038, debbiem.mccoy@ky.gov. She will update the PD status in KAERS and an electronic confirmation will be e-mailed to the instructor.

Course Date: Available anytime
Facilitator: Non-facilitated
Technical Support: Debbie McCoy, KY Skills U, 502-892-3038, debbiem.mccoy@ky.gov
Career Navigator Orientation (4 weeks/6 hours)

Course Code: (see below)

Course Description: This facilitated online course is designed to provide new adult education Career Navigators with an introduction to the Career Navigator Program. The role of the Navigator will be explored and knowledge, skills and attributes of effective Career Navigators will be discussed. Tips on designing a Career Navigator Program for maximum impact will be provided and participants will learn to use KY Skills U’s Student Persistence Framework in helping their students reach their goals. Goals, expectations and performance measures will be addressed, helping participants track their program’s success. Finally, resources for day-to-day interaction with students will be provided, including information about the Work Ready Kentucky Scholarship; planning, preparing and paying for college; engaging students with localized labor market information from Kentucky Stats; helping students navigate the ON RAMP partnership between KCTCS and KY Skills U and interactive assessments and career exploration from CareerOneStop.

This course is required of all Career Navigators who were not yet hired when Career Navigator onboarding activities occurred.

Course Date(s): KYSU381FEB February 4 – March 1, 2019
               KYSU381MAR March 18 – April 12, 2019

Facilitator: Susan Hopkins, Career Navigator Coordinator
Under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Congress revitalized and transformed the public workforce system so that we have a stronger foundation to connect Americans of all walks of life into high-quality jobs and ensure that businesses have access to the skilled talent that will help grow their businesses, as well as the U.S. economy. As we support WIOA’s vision, our mission in Kentucky is to promote student achievement by fostering educational excellence and ensuring equal access.

Today’s KY Skills U learning centers shall provide educational services rich with foundational and digital literacy, workforce preparation, GED® preparation, career exploration, and integrated education and training (IET). The successful local adult education (AE) Skills U program will use data to drive improvements, determine classroom staffing needs and structure, and identify professional development needs. While the larger local program may be able to assign specific responsibilities to staff, instructors in the smaller programs must juggle several duties under WIOA.

Each student may expect to:

- Receive services under the WIOA umbrella from KY Skills U partner agencies, including Office of Vocational Rehabilitation, Office of the Blind, Office of Employment and Training. Referrals may also include adult education services in another Kentucky county should the adult learner prefer to work on a credential there;
- Work closely with their adult educator(s) so they may successfully navigate the education and training opportunities both within their county and the neighboring technical or postsecondary campus;
- Participate in an orientation rich with career exploration opportunities, including the identification of a vocation or job sector that meets both the adult learner’s interests and local employer’s needs, as well as the identification of short- and long-term career-focused goals; and,
- Receive support as they transition to the next educational level, including non-native-English-speaking students as they transition to GED® preparation and/or other credential preparation courses that lead them to a career path.

**Under WIOA and Accelerating Opportunity Kentucky (AOKY), local KY Skills U adult educators must:**

1. Embrace the new role of the local AE program by making referrals to WIOA and AOKY partners so that the needs of the new AE enrollee are met;
2. Conduct a successful orientation for new AE students that advises them on local career opportunities, and work with them to set short- and long-term goals to navigate their selected career paths – all AE students shall have a career target beyond an entry-level job;
3. Be subject matter experts in their area(s) of instruction so their AE students successfully complete the GED® test;
4. Incorporate KY Employability Standards and the Office of Career, Technical, and Adult Education (OCTAE) College and Career Readiness Standards in all classroom instruction;
5. Have digital expertise sufficient to prepare the adult learner in the use of technology in the AE classroom and the workplace;
6. Successfully transition English-as-a-second-language students to courses that prepare them for the GED® test and/or other credentials that lead to a career pathway;
7. Be knowledgeable about the trainings and resources available through the local career center, such as job shadowing and apprenticeships, to successfully transition AE learners into careers;
8. Partner with the local community college, and other postsecondary institutions, to develop educational career pathways that will support the local economy; and
9. Advocate for their students to receive the critical support and education and training services needed for entrance in an in-demand career.
Because of the fluidity of roles in 2018-19, there are extenuating instances when a required PL event is missed, such as a recent death in the family, a serious illness or other professionally appropriate circumstances. In these instances, program directors, assistant directors, and instructors may seek exemption from PL requirements.

Exemption requests must be submitted by the program director within 10 days of the first missed PD event. The director will send the completed 2018-19 Professional Learning Exemption Request Form to KY Skills U at aepd@ky.gov.

If an exemption request is approved, the director will file a copy of the approval in the appropriate staff folder.
KY Skills U core services may be used by the program director to attend the annual COABE conference. Otherwise, only performance funding may be used by program directors or instructors to attend a conference listed in this section of the PL Handbook.

Programs seeking to send one or more persons to a KY Skills U-approved conference must seek prior approval from KY Skills U in order to use KY Skills U funds. Program directors must send the completed KY Skills U Conference Attendance Approval Form to KY Skills U at aepd@ky.gov.

Costs that are not allowable include:
- Travel outside of the contiguous United States.
- Social events, excursions, etc.
- Hotel accommodations exceeding the length of the conference; for example, staying extra days before or after the conference for personal reasons.

KY Skills U recognizes the National Association for Adults with Special Learning Needs (NAASLN) webinars as valuable professional growth opportunities for adult educators. Counties may use KY Skills U performance or PL funding for staff to participate; however, the webinars do not substitute for required PL.

2018-19 State Conferences

Kentucky Association of Developmental Education (KADE) Conference
November 8-9, 2018
BCTC Newtown Pike Campus | Lexington, Kentucky
http://www.the-kade.net/

Kentucky Center for Mathematics
March 11-12, 2019
Marriott Griffin Gate | Lexington, Kentucky
http://www.kentuckymathematics.org/annual_conference.php

Kentucky Convergence Conference
October 18-19, 2018
University of Louisville/ Shelby Campus | Louisville, Kentucky
http://kentuckyconvergence.org/

Kentucky Society for Technology in Education Annual Conference
March 13-15, 2019 | Louisville, Kentucky
http://www.kyste.org/

Kentucky Teachers of English to Speakers of Other Languages (TESOL)
October 26, 2018 Preconference Session
October 27, 2018 Main Conference
University of Louisville (Shelby Campus) | Louisville, Kentucky
http://kytesol.org/

United States Citizenship and Immigration Services (USCIS) Training Seminars
Periodically, the USCIS offers a training seminar in Kentucky on the naturalization process.
August 22-23, 2018 | Atlanta, Georgia or
September 5, 2018 | Boston, Massachusetts
http://www.uscis.gov/teachertraining
2018-19 National Conferences

Association for Supervision and Curriculum Developers (ASCD) Empower 19: The Conference for Every Educator
March 16-18 | Chicago, Illinois
http://empower.ascd.org/program/save-the-date.aspx

CASAS National Summer Institute
TBD
http://www.casas.org/training-and-support/SI

Correctional Education Association Conference (CEA)
Only for those KY Skills U instructors and directors with a corrections program and enrollees
August 26-29, 2018 | New Orleans, Louisiana
http://www.ceanational.org/upevents.htm

COABE Annual Conference
March 31-April 3, 2019 | New Orleans, Louisiana
https://www.coabe.org/conference-2019/

GED Testing Service® 2018 Annual Conference
July 25-27, 2018 | San Diego, California

Learning Disabilities Association of America 54th Annual International Conference
February 18-21, 2019 | Fort Worth, Texas
https://ldaamerica.org/events/annual-conference/

National Career Pathways Network (NCPN)
Preconference October 10, 2018
October 11-12, 2018 | Louisville, Kentucky

National College Transition Network (NCTN)
November 12-14, 2018 | Cambridge, Massachusetts
https://www.collegetransition.org/nctn-conference/overview/

National Center for Families Learning Summit
September 24-26, 2018 | Fort Lauderdale, Florida
http://conference.familieslearning.org/

National Council of Teachers of Mathematics 2018 Regional Conference & Exposition
October 4-6, 2018 | Hartford, Connecticut | http://www.nctm.org/hartford
or
November 1-3, 2018 | Kansas City, Missouri | https://www.nctm.org/KansasCity/
or