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# KENTUCKY ADULT EDUCATION PROFESSIONAL LEARNING HANDBOOK 2022-2023



# Meet the Professional Learning Branch

## KYAE INSTRUCTOR DEVELOPMENT AND STUDENT OUTCOMES (IDSO) BRANCH



Lori Looney  
IDSO Director  
(502) 892-3035  
[lori.looney@ky.gov](mailto:lori.looney@ky.gov)



Emily Bosley  
IDSO Senior Coordinator  
(502) 892-3074  
[emily.bosley@ky.gov](mailto:emily.bosley@ky.gov)



Natalie Cummins  
GED® Administrator™  
(502) 892-3021  
[natalie.cummins@ky.gov](mailto:natalie.cummins@ky.gov)



Benita Wilhoite  
GED® Services  
(502) 892-3067  
[benita.wilhoite@ky.gov](mailto:benita.wilhoite@ky.gov)

## MSU ADULT EDUCATION ACADEMY TEAM



Joanna Botts  
Director  
(606) 783-9033  
[jbotts@moreheadstate.edu](mailto:jbotts@moreheadstate.edu)



Dr. David Potter  
Associate Director, RLA  
(606) 783-9377  
[d.potter@moreheadstate.edu](mailto:d.potter@moreheadstate.edu)



James Bowman  
Associate Director, Mathematics  
(606) 783-2026  
[jabowman@moreheadstate.edu](mailto:jabowman@moreheadstate.edu)

# 2022-2023 Professional Learning Handbook

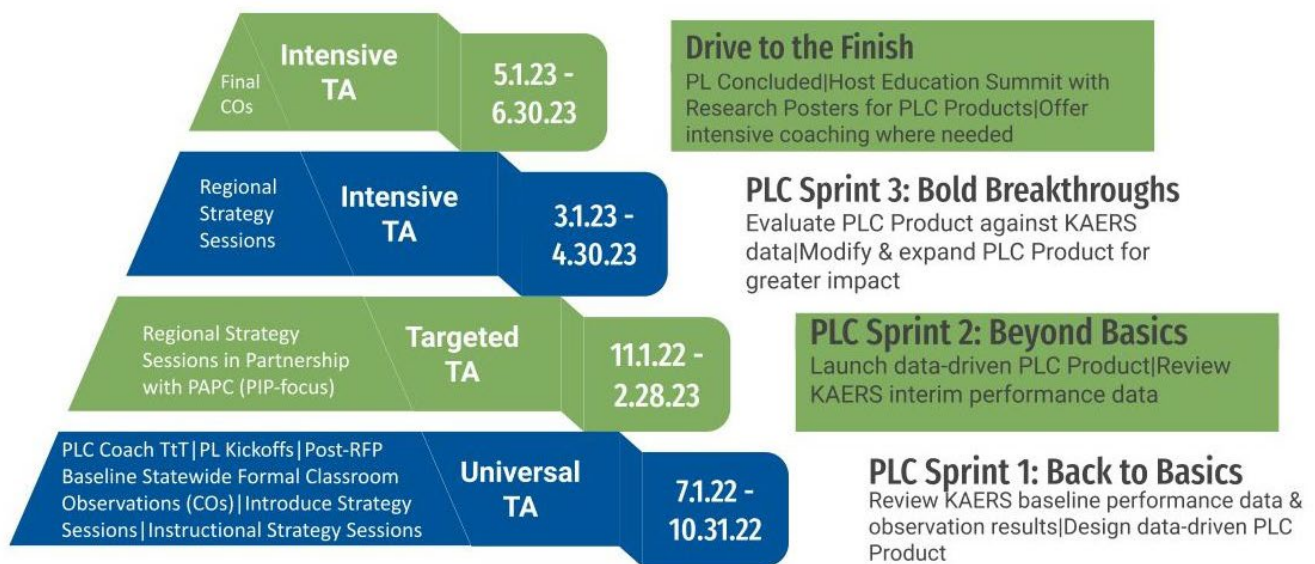
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# Continuous Professional Learning

Begun in FY2019 to innovate professional learning in response to Workforce Innovation and Opportunity Act (WIOA) implementation, the Professional Learning Community (PLC) model embeds job-related, collegial learning more relevant to the needs of Kentucky adult educators than previous “sit and get” models. Now in its fifth year, the PLC model focuses on program-identified goals for improved student persistence, technology innovation, and instructional practices. Statewide content area PLCs have subsequently focused on creating replicable classroom resources, collecting best practices, and addressing relevant issues across content/instructional areas.

This program year, the PLC timeframe will encompass the entire fiscal year to allow for a continuous learning process. Rather than abandon past products and learning from the PLC process, programs are encouraged to continue refining successful practices still relevant to programmatic performance gains. To that end, our sprints in the PLC process have been “tweaked” to reflect past learning, anticipate future foci, and provide targeted intervention to low-performing programs.



For a complete, monthly view of the planned learning, please refer to the [KYAE FY23 Professional Learning Calendar \(External\)](#).

# 2022-2023 Professional Learning Expectations

Pursuant to the local provider's contract with KY Adult Education (KYAE) for the provision of adult education services, the local provider is required to operate a program in compliance with the provisions of the KYAE Program Manual, formerly known as the Implementation Guidelines. The Professional Learning (PL) Handbook is incorporated by reference in the 2022-2023 Program Manual.

The manual states that certain staff shall meet specific professional learning requirements as outlined in the KYAE 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.

Participation in Professional Learning (PL) is **determined by the level of employment**. KYAE recognizes that fiscal efficiency often requires providers to staff according to demand rather than need, resulting in less than a full program year for some staff and prorated employment hours. In such a case, the number of required hours for professional learning may be lower for the partial year than will be required in subsequent years.

For the purposes of professional learning referred to elsewhere in this handbook, instructors will be categorized as highly employed, less-employed, and occasional. Distinctions between the three categories are as follows:

- Highly employed – instructors working 500 or more hours per year
- Less-employed – instructors working 200-499 hours per year
- Occasional – employed fewer than 200 hours per year

## COMPLIANCE EXPECTATIONS

PL requirements have been calculated for consistency with those set for full-time teachers by the Kentucky Department of Education. Highly employed instructional staff are responsible for the most learning, 24 hours. As in other years, the majority of those hours will occur through Professional Learning Communities (PLCs).

- The 2022-2023 PL requirements cover the period from July 1, 2022, through June 30, 2023. During that period, adult educators will complete their required [Professional Learning \(PL\)](#).
- New instructors and new directors have **120 days from the date of hire** to complete their introductory trainings.
- Unlike prior fiscal years, KYAE will not maintain PL Tracking Sheets. Instead, quarterly reports from Blackboard/Genius will be emailed to directors, with the onus of ensuring compliance lying with the program director. Mid-year compliance updates will be sent out to providers by no later than January 31, 2023.
- Final notifications of non-compliance will be sent out to the program director and fiscal agent after June 30, 2023.



## PROFESSIONAL LEARNING ELECTIVE EXPECTATIONS

Throughout the year but heavily in the first two quarters, the IDSO Branch will formally observe instructional practices across the state and conduct instructor interviews to address elective content in FY24 and beyond. To allow the IDSO Branch to reflect on those statewide classroom observations and build electives relevant to the needs of Kentucky Adult Educators, **FY23 electives will be offered and completed by December 16, 2022.**

- Your PL elective instructor will communicate with you regarding how to access your course activities. **It is your responsibility to monitor your work email, including the junk folder, for those instructions.**
- The Blackboard LMS sends notifications and announcements from your course facilitator to your work email. **It is your responsibility to monitor your work email, including the junk folder, for those instructions.**
- See the KYAE PL course syllabus for specifics on all pre-work, activities, and assignments for the course. The syllabus will be in Blackboard; you will have access to the syllabus when the course begins.
- To fulfill PL requirements (elective and PLC), **participants must attend/complete all required events and activities.**
- The training/course facilitator determines if the instructor has satisfactorily completed the course activities and notes the completion of the course.

Through the Blackboard/Genius dashboard, staff can see their transcripts, upcoming courses, and completed courses. During our Blackboard transition, instructors should be able to see their course statuses. **All KYAE staff members with professional learning requirements are ultimately responsible for remaining vigilant in assuring successful completion of their respective professional learning responsibilities.**

## DIRECTORS AND ASSISTANT DIRECTORS

POSITION TITLE & TOTAL HOURS WORKED PER YEAR	TOTAL HOURS WORKED PER YEAR	MINIMUM PL HOURS PER YEAR	CORE REQUIREMENTS	ELECTIVES & OTHER ONLINE COURSES
New and Experienced Directors	ALL Directors, Assistant Directors, regardless of hours employed	25	1. <b>KYAE484</b> PLC for Directors and Assistant Directors (7 hrs) 2. Provider PLC (18 hours) <b>If new to AE, <i>The GED Test</i> is mandatory.</b>	Optional – All directors are strongly encouraged to take Natalie Cummins’s 8-hr <i>The GED® Test</i> .
Assistant Directors				
Dual Role Asst. Directors/Any Other Position Title				



## KYAE EXPECTATIONS OF DIRECTORS AND THEIR ROLE IN PL

As instructional leaders, program directors are expected to foster instructor effectiveness through building the knowledge base and professionalism gained in the job-embedded environment of professional learning.

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 KYAE PL model; direct them to this handbook or the course facilitator.
4. Assist new instructors with getting their Genius/Bb username and password, as well as registering for required courses. **Alert Emily Bosley ([emily.bosley@ky.gov](mailto:emily.bosley@ky.gov)) if you onboard new instructors during the program year so that she can register staff in the required learning modules.**
5. Ensure that all staff are enrolled in the Blackboard Office of Adult Education Organization to receive timely communications from the IDSO team.
6. Make sure that staff are properly tied to their primary work location in KAERS.
7. When a staff member leaves, ensure that the KAERS-appointed contact reflects the inactive status in KAERS. That same person should also alert Emily Bosley ([emily.bosley@ky.gov](mailto:emily.bosley@ky.gov)) so that she can update Genius/Blackboard.

## COLLEGE AND CAREER NAVIGATORS (CCN)

College and Career Navigators specifically focus on the recruitment, retention, and referral of adult students, resulting in improved GED/MSG performance for KY Adult Education programs. Navigators are responsible for the coordination of transition services that result in adult students successfully entering the workforce and/or enrolling in postsecondary education. Navigators are required to actively participate in their provider’s PLC meetings and in other CCN-specific training sessions outlined below.

CCN POSITIONS	TOTAL HOURS WORKED PER YEAR	MINIMUM PL HOURS PER YEAR	CORE REQUIREMENTS	ELECTIVES & OTHER ONLINE COURSES
<b>College and Career Navigator in title</b>	FT and PT  COMBINED hours in dual role must be at least 50% CCN	24	<b>KYAE485</b> 1. Digital Skills Curriculum and Credentialing Program (6 hrs) 2. One-day, in-person CCN Training (6 hrs) 3. One-day, in-person Bridges Out of Poverty Training (6 hrs) 4. IET/WPL barrier work (6 hrs)  <b>Optional but Strongly Encouraged:</b> Involvement in PLC Kickoffs, PLC meetings PLC Product development, and Education Summit.	Electives are Optional

**Note: CCNs will only enroll in the CCN course in Blackboard.** They will NOT enroll in the provider PLC course.

## EXPERIENCED ABE/GED® INSTRUCTORS

EXPERIENCED INSTRUCTOR POSITIONS	TOTAL HOURS WORKED PER YEAR	MINIMUM PL HOURS PER YEAR	CORE REQUIREMENTS	ELECTIVES & OTHER ONLINE COURSES
<b>Experienced ABE/GED®</b>	500+ Instructional Hours	<b>24</b>	Provider PLC (18 hrs)	6 hrs
<b>Experienced Corrections Instructors</b> Director-appointed to Corrections PLC.	500+ Instructional Hours	<b>24</b>	Statewide Corrections PLC KYAE488 (18 hrs)	6-hr in-person Corrections elective facilitated by Susan Pittman
<b>Experienced ABE/GED®</b>	200-499 Instructional Hours	<b>12</b>	1. 12 hours of electives <b>OR</b> 2. Full participation in the Provider PLC (18 hrs)	
<b>Experienced ABE/GED®</b>	0-199 Instructional Hours	<b>0</b>	<b>Optional</b> Participation in the Provider PLC	Optional

A complete listing of general electives can be found on page 11.

## DUAL-ROLE INSTRUCTORS (OTHER THAN CCN)

The flexible nature of our work means that we often wear more than one hat in our program. In that case, determining your professional learning requirements can be quite confusing. However, if you hold a dual role without a CCN title, then consider how many hours you spend in the instructional role. If a staff member (**except CCNs**) spends more than 200 hours as an instructor, then **follow the hourly requirements for instructors, regardless of how many hours are spent in the additional role.**

**Example 1:** A staff member who works 480 total hours in a year as a combination Data Assessment Specialist (120 hours) and an ESL instructor (360 hours) would follow the PL requirements for an Experienced ESL Instructor working 200-499 hours.

**Example 2:** A staff member who works 600 total hours as Data Assessment Specialist (400 hours) and as an ABE/GED® Instructor (200 hours) would follow the PL requirements for an Experienced Instructor working 200-499 hours.

**Example 3:** A staff member who works 500 total hours as an Assistant (400 hours) and ELL instructor (100 hours) would not have any professional learning (PL) requirements because an instructor working 0 – 199 hours is not required to participate in PL. BUT, that person may choose to participate if she/he wishes OR if the program director requires.

If you need clarification or if you have questions, contact Jo Botts ([jbotts@moreheadstate.edu](mailto:jbotts@moreheadstate.edu)) or Emily Bosley ([emily.bosley@ky.gov](mailto:emily.bosley@ky.gov)).



## EXPERIENCED ESL INSTRUCTORS

Highly-employed Experienced ESL instructors who work for IELCE programs (Integrated English Literacy and Civics Education) should participate in the ESL PLC, while less-employed IELCE ESL instructors have the option of participating in the ESL PLC.

Highly-employed and less-employed ESL instructors in non-IELCE programs may participate in the ESL PLC at the discretion of their program directors.

Participation in the ESL PLC will be consistent with participation in program PLCs, so participants will still need to take an elective in addition to their PLC work. ESL instructors are highly encouraged to take an ESL elective, but they are not required to do so, unless the participant is employed by an IELCE provider.

EXPERIENCED INSTRUCTOR POSITIONS	TOTAL HOURS WORKED PER YEAR	MINIMUM PL HOURS PER YEAR	CORE REQUIREMENTS	ELECTIVES & OTHER ONLINE COURSES
<b>Experienced ESL Instructors (IELCE providers – JCPS, SKYCTC, BCTC)</b>	500+ Instructional Hours	24	ESL PLC (18 hrs)	6 hrs – IET for ESL elective
<b>Experienced ESL Instructor (non-IELCE Provider)</b>	500+ Instructional Hours	24	1. Program PLC (18 hrs) <b>OR</b> 2. ESL PLC (director approved) (18 hrs)	6 hrs – ESL-specific elective for ESL PLC participants
<b>Experienced ESL Instructor</b>	200-499 Instructional Hours	12	1. 12 hours of electives <b>OR</b> 2. Full participation in the Provider or ESL PLC.	
<b>Experienced ESL Instructor</b>	0-199 Instructional Hours	0	<b>Optional</b> Participation in the Program PLC	Optional

## NEW INSTRUCTORS

New instructors **working more than 200 hours** must complete Orientation to Adult Education and CASAS Instructional Implementation Resources Training **WITHIN THE FIRST 120 DAYS OF EMPLOYMENT**. Both of these courses are open enrollment courses for self-study, so there will be no exceptions to this requirement.

Other new-hire courses should also be completed within the first 120 days of employment as available. Those include The GED® Test and the ESL electives.

NEW INSTRUCTOR POSITIONS	TOTAL HOURS WORKED PER YEAR	MINIMUM PL HOURS PER YEAR	CORE REQUIREMENTS	ELECTIVES & OTHER ONLINE COURSES
<b>New ABE/GED® Instructors</b>	200+ Instructional Hours	<b>14</b>	1. 6 hrs –Orientation to Adult Education 2. 8 hrs – The GED® Test	Optional
<b>New ESL Instructors</b>	200+ Instructional Hours	<b>15</b>	1. 6 hrs –Orientation to Adult Education 2. 6 hrs – Choice of ESL elective 3. 3 hrs – CASAS Instructional Implementation Resources Training	Elective Options: A. Teaching Adult English Language Learners (KYAE495) B. Burlington English Customized (KYAE498) C. JAG Presents ESL Instructional Strategies (KYAE518)

**If an extension was granted in FY22 for one of the required courses**, instructors will be required to complete the new-hire course granted an exemption in addition to the requirements for the role currently held.

For example, if a highly-employed instructor did not complete Orientation to Adult Education in FY22, then that instructor would be required to complete 30 professional learning hours:

- 6 hrs. Orientation to Adult Education
- 6 hrs. elective
- 18 hrs. Program PLC

# 2022-2023 Professional Learning Communities

Much of your professional learning is job-embedded learning, specific to your program and its performance improvement. That learning occurs in a yearlong [Program Professional Learning Community \(PLC\)](#) curated in a Blackboard class for professional learning credit. Experienced instructors working 500 or more hours are required to participate in the program PLC.

All PLCs share the mission of serving Kentuckians to improve their quality of life through education, training, and employment. New this year, providers will also participate in quarterly Regional Strategy Sessions. Regional alignment is determined by geography, shared employment, and other considerations.

Regional Strategy Session	Authorizing Agent/Provider	Coach Name	Coach's email
East	Big Sandy CTC	Trevor Applegate	trevor.applegate@kctcs.edu
East	Hazard CTC	Trevor Applegate	trevor.applegate@kctcs.edu
East	Southeast CTC	Trevor Applegate	trevor.applegate@kctcs.edu
High Impact	KEDC	James Bowman	jabowman@moreheadstate.edu
East	Morehead State University	David Potter	d.potter@moreheadstate.edu
East	Maysville CTC	Vickie Howard	vhoward.skillsu@gmail.com
Central	Taylor BOE	Vickie Howard	vhoward.skillsu@gmail.com
Central	Somerset CC	Daphne Atkinson	deatkinson13d@gmail.com
High Impact	Laurel County Literacy Council	James Bowman	jabowman@moreheadstate.edu
Central	Thorn Hill Education Center	Vickie Howard	vhoward.skillsu@gmail.com
Central	Jessamine County BOE	David Potter	d.potter@moreheadstate.edu
High Impact	Bluegrass CTC	Susan Pittman	skptvs@gmail.com
West	Madisonville CC	Patricia Erwin	perwin@familieslearning.org
West	Hopkinsville CC	Kay Combs	kaycombs01@gmail.com
West	West KY CTC	Patricia Erwin	perwin@familieslearning.org
West	WKEC	Kay Combs	kaycombs01@gmail.com
Green River	Henderson CC	Patricia Erwin	perwin@familieslearning.org
West	Owensboro CTC	Dee Crescitelli	dee.crescitelli@gmail.com
High Impact	Jefferson CTC	Susan Pittman	skptvs@gmail.com
High Impact	Jefferson BOE	Erron Prickett	ae.eprickett@gmail.com
High Impact	Gateway CTC	Dee Crescitelli	dee.crescitelli@gmail.com
Central	Newport Independent Schools	David Potter	d.potter@moreheadstate.edu
West	SKYCTC	Kay Combs	kaycombs01@gmail.com
West	Edmonson BOE	Dee Crescitelli	dee.crescitelli@gmail.com
Central	Hardin BOE	Daphne Atkinson	deatkinson13d@gmail.com
Central	Nelson BOE	Daphne Atkinson	deatkinson13d@gmail.com
N/A	Statewide Corrections PLC <i>By appointment only</i>	Susan Pittman	skptvs@gmail.com
N/A	Statewide ESL PLC <i>IELCE instructors and by director appointment</i>	Jo Botts	jbotts@moreheadstate.edu
N/A	College and Career Navigator Professional Learning	Susan Hopkins	susan.hopkins@ky.gov

## WIOA 13 CONSIDERATIONS, STATE EXPECTATIONS, AND THE PLC

As programs begin a new funding cycle in 2022-2023, PLCs will review the core focus areas of our work as outlined in the WIOA 13 Considerations and state-specific expectations. Given that our focus is instruction, the PLCs will concentrate their work on WIOA considerations (5), (6), (7), and (9).

Program Expectation	Connections to the PLC
WIOA 13 Considerations	
(5) Whether the eligible applicant's program: a) is of sufficient intensity and quality and based on the most rigorous research available so that participants achieve substantial learning gains; and b) uses instructional practices that include the essential components of reading instruction;	<p>Review program schedules and service delivery options with consideration of what works best for students</p> <p>Evaluate course syllabi / outlines, instructional content, and strategies to ensure they are research-based and support student progress</p> <p>Integrate the essential components of reading instruction in the classroom</p>
(6) Whether the eligible applicant's activities, including reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible applicant are based on the best practices derived from the most rigorous research available, including scientifically valid research and effective educational practice;	Evaluate instructional practices to determine if they are effective and based on current research
(7) Whether the eligible applicant's activities effectively use technologies, services, and delivery systems, including distance education, in a manner sufficient to increase the amount and quality of learning and how such technologies, services, and systems lead to improved performance;	<p>Implement flexible service delivery models that include hybrid and virtual options</p> <p>Upskill staff in using technology tools to enhance learning</p> <p>Utilize digital curricula and reporting to engage and assess student learning at a distance</p> <p>Track impact of technology integration on performance</p>
(9) Whether the eligible applicant's activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State where applicable, and who have access to high-quality professional development, including through electronic means;	<p>Assess instructor strengths and determine areas where training is needed</p> <p>Engage instructors in research-based professional learning aligned with student and program goals</p>

PLC Product effectiveness should be aligned to the state-specific performance requirements outlined in the grant application and enumerated in the table below.

State-Specific Performance Requirements aligned with the 13 Required Considerations for Funding, AEFLA, Title II programs	
Maintain a minimum Pass Rate of 80% for High School Equivalency (HSE) – Test Passers/Test Completers	<p>Target instruction based on feedback from formative assessments</p> <p>Review competencies assessed by the GED®</p> <p>Review processes to prepare students for the testing environment</p>
Establish and Implement an Outreach and Recruitment Plan to increase historical enrollment for provider(s) AOR by 20%	N/A PLC work is focused on instruction and student outcomes.
Maintain a student Retention Rate of a minimum of 57% after 12 hours period of performance	<p>Review and refine student orientation to set students up for success</p> <p>Research and implement classroom practices that support student retention</p>
Maintain a Post-Test Rate% equal to or greater than the national average (the current National average is 63%)	<p>Increase instructional hours with flexible delivery models</p> <p>Review post-testing procedures to ensure students are tested after designated periods of instruction</p>

(Source: 2022-2023 PLC Coach Guide)

## How to Register for Courses

New for FY23, ALL courses will be managed and conducted through the Blackboard Learning Management System. Tutorials for enrolling in Genius and registering for courses can be found in the appendix of this handbook and in this [Blackboard Tutorials](#) Google Drive folder. Guided registration will occur at all in-person PL kickoffs.

**You should register in Genius/Blackboard for all PL classes by September 2, 2022.**

Staff who onboard after the registration date will need to

1. Create an account in Genius using the tutorials included in the handbook or in the Google Drive;
2. Alert Emily Bosley ([emily.bosley@ky.gov](mailto:emily.bosley@ky.gov)) to enroll in the appropriate courses.

# 2022-2023 Course Descriptions

## FREQUENTLY USED ICONS



ONLINE, FACILITATED BY NCFL



REQUIRED FOR NEWLY HIRED STAFF



ONLINE OFFERING



HYBRID/SYNCHRONOUS OFFERING



IN-PERSON OFFERING



### BURLINGTON ENGLISH 6-HR OPTION



**Course Description:** This course fulfills the elective requirement for new ESL instructors. Participants will receive guidance for using BurlingtonEnglish through four modules: ICLs & Student Lessons, Student Management, EIA & Career support, and BE for distance instruction.



**Course Facilitator:** Laura Smart

**Course Code:** KYAE498

**Course Dates:** Times and training delivery modes coordinated with Jo Botts



### CASAS TESTING IMPLEMENTATION AND PROCTOR CERTIFICATION

**Course Description:** For ESL instructors who proctor CASAS assessments. New to FY23, CASAS has changed the way they certify testing proctors. This module captures initial certification and recertification modules for both paper and eTests, although the actual learning is conducted via the [CASAS Training site](#). Required Blackboard modules pertain to the corresponding way instructors use CASAS for testing.



**Course Facilitator:** Jo Botts

**Course Code:** KYAE516

**Course Dates:** August 1, 2022 – June 1, 2023





## CASAS INSTRUCTIONAL IMPLEMENTATION AND RESOURCES (CASAS IT) [3 HOURS]

**Course Description:** **Newly hired ESL instructors are required to take this course.** The CASAS Instructional Implementation and Resources Training (CASAS IT) provides 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 and each module. **New ESL instructors should complete Modules 1 and 4 under CASAS Instructional Implementation & Resources.** Certificates of completion will be uploaded to the Blackboard course.

CASAS account creation and online registration instructions can be found in the [appendix](#).

**Facilitator:** Self-paced, non-facilitated or  
facilitated by request (Jo Botts, Katy Gagel)

**Course Code:** KYAE497

**Course Date:** August 29, 2022 – June 15, 2023

## COLLEGE AND CAREER NAVIGATOR PROFESSIONAL LEARNING MODULE [24 HOURS]

**Course Description:** College and Career Navigators (CCNs) will participate in three new digital upskilling course modules, enhancing their ability to engage adult students in a culture of continuous learning. Led by trainer Joey Lehrman, the coursework will expand on a previously built digital foundation and will include a self-paced curriculum, community webinars, learning circles, coffee chats, reflective blogs, and individual coaching. Survey development, analysis, and reporting will also be part of the cohesive package. (6 PL credit hours)

CCNs will participate in a one-day, in-person, workshop focusing on Dr. Ruby Payne’s “Bridges Out of Poverty: Strategies for Professionals and Communities.” The workshop, which provides a comprehensive approach to understanding poverty, uses the lens of economic class and provides concrete tools and strategies for CCNs and their communities to better understand, address, and help alleviate poverty. (6 PL credit hours)

CCNs will participate in a one-day, in-person training and networking workshop. Led by WIOA partners and KYAE staff, CCNs will engage with a variety of tools and resources to help them better assist students with retention and successful transition to postsecondary education and/or the workforce. (6 PL credit hours)

All CCNs will actively support their provider PLC by exploring how CCN work can help overcome barriers for students engaged in IETs and WPL activities. (6 PL credit hours)

CCNs will not be required, but will be strongly encouraged, to assist in the development of the provider’s product and to attend the year-end Educational Summit.

CCNs will utilize the CCN Google Classroom (join code **oi3nqqs**), where announcements, training details, updates and an array of resources are posted. In addition, all College and Career Navigators new to the role at any time during the program year shall enroll in the CCN Onboarding and Orientation Google

Classroom (join code **p3ydy3**) and must complete all classroom course modules as instructed by the College and Career Navigator Coordinator.

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 KYSTATS; helping students navigate the partnership between KCTCS and KY Adult Education, and interactive assessments and career exploration tools.

CCNs will register for PL credit ONLY in the Blackboard course shell below; the course components themselves will be facilitated through means other than Bb.

*Note: Experienced CCNs will not need to enroll in the CCN Google Classroom for FY23, as that classroom has not changed.*

**Facilitator:** Susan Hopkins, Career Navigator Coordinator

**Course Date:** August 1, 2022 – June 1, 2023

**Course Code:** KYAE485

## COLLABORATIVE CORRECTIONS INSTRUCTIONAL STRATEGIES FOR IMPROVED PERFORMANCE



**Course Description:** Nationally-recognized adult education professional learning consultant and KYAE Corrections Professional Learning Community Coach, Susan Pittman will facilitate this six-hour professional learning course informed by feedback from KYAE and KY Department of Corrections Instructors. This in-person, six-hour professional learning course is designed to provide an opportunity for KYAE Corrections Instructors and KY Department of Corrections Instructors to collaborate and align instructional strategies for improved student outcomes. Participants will be given the opportunity to share feedback regarding Corrections instructional strategies that work and Corrections instructional challenges ahead of the course start date to inform course content. This approach will allow for a focused, instructor-driven session.

**Facilitator:** Susan Pittman

**Course Code:** KYAE496

**Course Date:** October 7, 2022, KET offices in Lexington, KY

## [STATEWIDE] CORRECTIONS PLC (24 HOURS)

**Course Description:** **By appointment only.** Through this course, KYAE corrections instructors and Department of Corrections (DOC) instructors will collaborate on and discuss common issues related to instruction in local jails and state prisons. Participants will complete a customized corrections elective course in the fall and conduct their PLC work throughout the year.

**Course Facilitator:** Susan Pittman

**Course Code:** KYAE488

**Course Date:** August 16, 2022 – June 1, 2023



## DIGITAL SKILLS

**Course Description:** **Recommended for the digitally proficient.** This blended course will feature original content paired with video learning snapshots from the spring 2021 boot camp featuring Joey Lehrman. The course is designed to provide adult education instructors with concrete strategies for utilizing Google-based tools. Participants will learn to use Google tools to design engaging, student-centered blended learning activities; integrate digital skills in adult education learning activities; model and implement a blended approach to learning, engaging students outside the traditional brick and mortar classroom; and evaluate the effectiveness of blended instructional strategies and refine as needed.

**Facilitator:** TBD

**Course Code:** KYAE513

**Course Dates:** September 12 – October 23, 2022

## (STATEWIDE) (DL)<sup>2</sup> PROFESSIONAL LEARNING COMMUNITY (6- HOUR ELECTIVE)

**Course Description:** This course is composed of the distance learning leads from each of the 27 providers. PLC work will focus on issues related to implementing high-quality blended and distance learning options. The process will follow the typical PLC model: analyzing the data and creating innovative solutions for data-driven problems.

**Facilitator:** Emily Bosley

**Course Code:** MTSDL2

**Course Dates:** August 1, 2022 – April 30, 2023



## FOUNDATIONAL BEST PRACTICES FOR BLENDED LEARNING

**Course Description:** This blended course will feature original content paired with video learning snapshots from Kate Redmon, founder of Light and Salt Learning, an Open Educational Resource (OER) for GED®-level math. Mathematics instructional strategies will be featured, but the entire course is appropriate for all instructors. Participants will learn how to set the stage for learning in all content areas; how to approach instruction from a “skills over content” perspective; and how to differentiate to reach all of our diverse adult learners. Participants will come away with an array of free instructional resources developed by Kate Redmon.

**Facilitator:** TBD

**Course Code:** KYAE510

**Course Date:** September 12 – October 23, 2022



## THE GED® TEST (5-WEEK/ONLINE) (8 CREDIT HOURS)

**Course Description:** This 8-10 hour, five-week facilitated course is designed for those instructors and directors 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, and 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.

**Facilitator:** Natalie Cummins

**Course Dates:**

September 12 – October 14, 2022  
February 20 – March 24, 2023

**Course Codes:**

MTEGEDF\_20220131  
MTEGEDS\_20220131



## IET FOR IELCE ESL INSTRUCTORS

**Course Description:** Required for highly employed IELCE ESL instructors to complement their work in the ESL PLC. This will be a research-based exploration of ways to help ESL students on their way to IET certifications.

**Course Facilitator:** TBD

**Course Code:** KYAE521

**Course Date:** September 12, 2022 – October 14, 2022



## INTENSIVE GED® MATH INSTRUCTIONAL PRACTICES

**Course Description:** Instructors responsible for GED® Mathematics instruction will benefit from the expertise of veteran Mathematics Instructors who provide insights on instructional strategies for teaching some of the most difficult GED® math concepts. Participants can expect a deep dive into a variety of mathematics instructional resources for adult learners including those contained in the KYAE GED® High Impact Indicator for Math Instruction Google Classroom, IXL, KYAE Lesson Bank Mathematics HyperDoc Lesson Plans, and others. Participants will have the opportunity to customize their course experience by focusing on resources and strategies they consider to be the best fit for their learners.

**Facilitator:** Dr. Patricia Erwin

**Course Code:** KYAE511

**Course Date:** October 10, 2022 – November 11, 2022



## J.A.G PRESENTS ESL INSTRUCTIONAL STRATEGIES



**Course Description:** A six-hour hybrid workshop to help English language instructors refine their skills in a) asking questions to help learners demonstrate comprehension of language, produce the new language, and use the new language to demonstrate higher-order thinking; b) providing learner-centered vocabulary instruction; and c) differentiating instruction for multilevel settings. The first 30 registrants will receive a complimentary copy of Jayme Adelson Goldstein's *Oxford Picture Dictionary*.

**Course Facilitator:** Jayme Adelson-Goldstein

**Course Code:** KYAE518

**Course Date:** September 9, 2022

**Location:** Louisville



## LINCS PILOT – ENGLISH LANGUAGE ACQUISITION

**Course Description:** This course is **exclusively for experienced ESL Instructors**. The course will vet the LINCS course Teaching Adult English Language Learners: Principles and Practices, with recommendations to use and ways to customize the course to meet the needs of Kentucky Adult Education ESL instructors.

**Facilitators:** Jo Botts

**Course Date:** January 30, 2023 – March 3, 2023

**Course Code:** KYAE520



## IMPORTING AND USING THE NEW GED® MATH HII BLACKBOARD SHELL IN YOUR OWN LMS

**Course Description:** This course will give instructors a deep dive into the Blackboard course shell and related distance learning strategies designed by Trevor Applegate, former AE Instructor of the Year, for the FY22 Statewide GED Math Distance Learning Pilot. The course shell contains modules for each GED Math High Impact Indicator (HII), along with formative and summative assessments that allow for closer alignment of instruction to student needs. Upon successful completion of the course, all participants will receive a CSV file with course content that can be imported into local learning management systems for future use with students.

**Facilitator:** Trevor Applegate

**Course Code:** KYAE523

**Course Date:** October 28, 2022 via Collaborate



## ORIENTATION TO ADULT EDUCATION



**Course Description:** This course is exclusively for ALL new adult education instructors. The course offers a review of key topics relevant to adult education including characteristics of adult learners and useful strategies for teaching in differentiated classroom environments. By request from the field, this course will remain open throughout the year to allow new hires immediate access to information necessary to understand the work and world of Adult Education.

**Work in this course must be completed within 120 days of hire.**

**Course Facilitator:** Donna Elder

**Course Date:** August 29, 2022 – June 15, 2023

**Course Code:** KYAE490



## PHONE-FRIENDLY INSTRUCTIONAL RESOURCES

**Course Description:** This course is designed to provide adult education instructors a deep dive into a variety of phone-friendly, mobile instructional resources for adult learners. This blended offering will feature original content paired with video learning snapshots from the spring 2021 boot camp of the same name. Participants will learn how to maximize free, student-facing apps such as IXL, EdPuzzle, Newsela, and PhotoMath, among others. The course will challenge participants to develop strategies for using apps to improve student engagement and make learning more portable. Participants will have the opportunity to customize their course experience by focusing on an app they consider to be the best fit for their learners.

**Facilitator:** Jason Souders

**Course Code:** KYAE509

**Course Date:** September 6, 2022 – October 17, 2022



## TEACHING ADULT ENGLISH LANGUAGE LEARNERS



**Course Description:** This course is exclusively for ESL instructors and **required for new ESL instructors**. The course will offer hands-on experience with strategies introduced in the book, *Teaching Adult English Language Learners: A Practical Introduction*, by Betsy Parrish (ISBN 978-1-108-70283-6). All participants will receive a copy of the book as part of the course. Selections will cover teaching to the four modes of communication (speaking, listening, reading, and writing) as well as contextualization of learning.

**Facilitators:** Jeff O'Field

**Course Date:** September 6 – October 17, 2022

**Course Code:** KYAE495





## TRAUMA INFORMED INSTRUCTION FOR ADULT LEARNERS

**Course Description:** Participants will learn how traumatic experiences impact many adult learners, acquire new strategies for trauma-informed instruction, and cultivate ways to build teacher/student rapport in a blended instructional environment.

**Facilitators:** Dr. Patricia Erwin

**Course Date:** October 3, 2022 – November 14, 2023

**Course Code:** KYAE508

### In-person Sessions



- September 9, 2022
  - ESL Instructional Strategies with Jayme Adelson-Goldstein
  - JCTC Louisville
- October 7, 2022
  - KYAE Corrections and KY DOC Collaborative Instructional Strategy Session
  - KET Offices, Lexington
- May 19, 2023
  - Education Summit
  - Transportation Cabinet, Frankfort KY

# 2022-2023 Courses at a Glance

COURSE DATES	COURSE NUMBER	COURSE NAME	COURSE DESCRIPTION	COURSE HOURS	COURSE INSTRUCTOR	MODE OF DELIVERY
9/6 – 10/17/2022	KYAE509	Phone-Friendly Instructional Resources	This blended course will feature original content paired with video learning snapshots from the spring 2021 boot camp of the same name.	6	Jason Souders	Online
9/6 – 10/17/2022	KYAE495	Teaching Adult English Language Learners	The course will offer hands-on experience with strategies introduced in the book, <i>Teaching Adult English Language Learners: A Practical Introduction</i> , by Betsy Parrish (ISBN 978-1-108-70283-6).	6	Jeff O'Field	Online
9/9/2022	KYAE518	JAG Presents ESL Instructional Strategies	This hybrid workshop will help ESL instructors refine their skills in a) asking questions so that learners demonstrate comprehension, produce the new language, and use the new language to demonstrate higher-order thinking; b) providing learner-centered vocabulary instruction; and c) differentiating instruction for multilevel settings. The first 30 registrants will receive a courtesy copy of the <i>Oxford Picture Dictionary</i> .	6	Jayme Adelson Goldstein	In-person/Hybrid
9/12 – 10/14/2022	MTEGEDF	The GED® Test	This 8 – 10 hour, five-week facilitated course is designed for those instructors new to Adult Education, provides an overview of the GED® test, and outlines how to help the student through the testing process. <b>Required for new ABE/GED® Instructors</b>	8	Natalie Cummins	Online
9/12 – 10/14/22	KYAE521	IET for IELCE ESL Instructors	Required for highly employed IELCE ESL instructors to complement their work in the ESL PLC. This will be a research-based exploration of ways to help ESL students on their way to IET certifications.	6	Jo Botts	Online
9/12 – 10/23/2022	KYAE510	Foundational Best Practices for Blended Learning	This blended course will feature original content paired with video learning snapshots from Kate Redmon, founder of Light and Salt Learning, an Open Educational Resources (OER) for GED®-level math.	6	Jeff O'Field	Online
9/12 – 10/23/22	KYAE510	Foundational Best Practices for Blended Learning	This blended course will feature original content paired with video learning snapshots from Kate Redmon, founder of Light and Salt Learning, an Open Educational Resources (OER) for GED®-level math.	6	TBD	Online
9/12 – 10/23/2022	KYAE513	Digital Skills	This blended course will feature original content paired with video learning snapshots from Joey Lehrman's spring 2021 digital skills boot camp.	6	TBD	Online
10/3 – 11/14/2022	KYAE508	Trauma-Informed Instruction for Adult Learners	Participants will learn how traumatic experiences impact many adult learners, acquire new strategies for trauma-informed instruction, and cultivate ways to build teacher/student rapport in a blended instructional environment.	6	Dr. Patricia Erwin	Online
10/7/2022	KYAE496	Collaborative Corrections Instructional Strategies for Improved Performance	One-day, six-hour professional learning course informed by feedback from KYAE and KY Department of Corrections Instructors. Face-to-face offering in KET Offices, Lexington, KY.	6	Susan Pittman	In-person
10/10 – 11/20/2022	KYAE511	Intensive GED® Math	This blended course will feature original content paired with video learning snapshots from Pam Callahan's spring 2021 boot camp of the same name.	6	Dr. Patricia Erwin	Online
10/28/2022	KYAE523	Importing and Using the New GED® Math HII Blackboard Shell in Your Own LMS	This course will give instructors a deep dive into the Blackboard course shell and related distance learning strategies designed by Trevor Applegate, former AE Instructor of the Year, for the FY22 Statewide GED Math Distance Learning Pilot.	6	Trevor Applegate	Online
1/30 – 3/3/23	KYAE520	LINCS Pilot – English Language Acquisition	<b>Exclusively for experienced ESL Instructors.</b> The course will vet the LINCS course Teaching Adult English Language Learners: Principles and Practices, with recommendations to use and ways to customize the course to meet the needs of Kentucky Adult Education ESL instructors.	6	Jo Botts	Online
2/20 – 3/24/2023	MTEGEDS	The GED® Test	This 8 – 10 hour, five-week facilitated course is designed for those instructors new to Adult Education, provides an overview of the GED® test, and outlines how to help the student through the testing process.	8	Natalie Cummins	Online

COURSES AT A GLANCE						
COURSE DATES	COURSE NUMBER	COURSE NAME	COURSE DESCRIPTION	COURSE HOURS	COURSE INSTRUCTOR	MODE OF DELIVERY
8/1/2022 – 4/30/2023	KYAE490	Orientation to Adult Education (4 weeks)	This course is <b>exclusively for new adult education instructors</b> , and offers a review of key topics relevant to adult education including characteristics of adult learners and useful strategies for teaching in differentiated classroom environments. Must be completed within 120 days of hire.	6	Donna Elder	Online Rolling enrollment
Ongoing as requested	KYAE498	Burlington English Customized Training	Programs should contact Jo Botts to schedule training and <a href="#">cc: Laura Smart</a> , Kentucky's BE rep.	6	<a href="#">Laura Smart</a> Jo Botts	Online and In-person
8/1/2022 – 4/30/2023	MTSDL2	Statewide (DL) <sup>2</sup> PLC	This PLC is composed of the distance learning leads from each of the 27 providers.	6	Emily Bosley	Online
Rolling enrollment Facilitated by request	KYAE497	CASAS Implementation Basics Training	<b>Required for new ESL instructors.</b> The CASAS Implementation Training (CASAS IT), or "CASAS 101," provides a basic understanding of the CASAS system. New instructors are required to complete Modules 1 and 4 of the online training. Experienced instructors receive credit for completing modules 2 and/or 3, depending on their specific testing cases.	3	Self-paced/ Jo Botts and Katy Gagel	Online/ Facilitated by request
8/1/2022 – 4/30/2023	KYAE516	CASAS <b>Testing</b> Implementation and <b>Proctor</b> Certification	<b>For experienced instructors only.</b> This module captures initial certification and recertification modules for both paper and eTests, although the actual learning is conducted via the <a href="#">CASAS Training site</a> .	6	Self-paced/ Jo Botts, Katy Gagel	Online and in person by request

# 2022-2023 PLCs at a Glance

COURSE DATES	COURSE NUMBER	COURSE NAME	COURSE DESCRIPTION WITH GOOGLE CLASSROOM CODES	COURSE HOURS	COURSE INSTRUCTOR	MODE OF DELIVERY
8/1/2022 – 4/30/2023	KYAE485	College and Career Navigator Professional Learning Module	Participants will explore the CCN role and discuss the knowledge, skills, and attributes of an effective College and Career Navigator. General CCN Classroom <a href="#">oi3nqq5</a> CCN Orientation and Onboarding (New CCNs only) <a href="#">p3ydyt3</a>	24	Susan Hopkins	Blended
8/1/2022 – 4/30/2023	MTSESL	Statewide ESL PLC	Required for all IELCE ESL instructors; non-IELCE instructor participation is by director recommendation.	18	Jo Botts	Online
8/1/2022 – 4/30/2023	MTSDOC	Statewide Corrections PLC	Statewide collaboration of KY Adult Education corrections instructors and DOC instructors. <b>BY APPOINTMENT ONLY.</b>	18	Susan Pittman	Online
8/1/2022 – 4/30/2023	MTSDL2	Statewide (DL) <sup>2</sup> PLC	This PLC is composed of the distance learning leads from each of the 27 providers.	6	Emily Bosley	Online
8/1/2022 – 4/30/2023	KYAE457	Big Sandy CTC Professional Learning Community (PLC)	Big Sandy CTC (Floyd, Johnson, Magoffin, Pike) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE458	Bluegrass CTC Professional Learning Community (PLC)	Bluegrass CTC (Anderson, Clark, Estill, Fayette, Scott) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE460	Edmonson BOE Professional Learning Community (PLC)	Edmonson BOE (Allen, Butler, Edmonson, Logan, Monroe) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE462	Gateway CTC Professional Learning Community (PLC)	Gateway CTC (Boone, Grant, Kenton, Owen, Pendleton) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE463	Hardin BOE Professional Learning Community (PLC)	Hardin BOE (Breckinridge, Grayson, Hardin, Hart, LaRue,) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE464	Hazard CTC Professional Learning Community (PLC)	Hazard CTC (Breathitt, Knott, Lee, Leslie, Owsley, Perry) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE465	Henderson CC Professional Learning Community (PLC)	Henderson CC (Henderson) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE466	Hopkinsville Professional Learning Community (PLC)	Hopkinsville CC (Caldwell, Christian, Todd, Trigg) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE467	Jefferson BOE (JCPS) Professional Learning Community (PLC)	Jefferson County BOE/JCPS (Jefferson) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE468	Jefferson CTC Professional Learning Community (PLC)	Jefferson CTC (Bullitt, Carroll, Gallatin, Henry, Oldham, Shelby, Spencer, Trimble) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE469	Jessamine BOE Professional Learning Community (PLC)	Jessamine County BOE (Jessamine, Woodford) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE470	KEDC Professional Learning Community (PLC)	KEDC (Boyd, Boyle, Carter, Elliott, Garrard, Greenup, Lawrence, Lincoln, Martin, Menifee, Mercer) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE472	Laurel County Literacy Professional Learning Community (PLC)	Laurel County Literacy Council, Inc. (Clay, Knox, Laurel, Whitley) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE473	Madisonville Professional Learning Community (PLC)	Madisonville CC (Hopkins, Muhlenberg) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE474	Maysville CTC Professional Learning Community (PLC)	Maysville CTC (Bracken, Fleming, Harrison, Lewis, Nicholas) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE475	MSU Professional Learning Community (PLC)	Morehead State University (Bath, Montgomery, Morgan, Powell, Rowan, Wolfe) Professional Learning Community	18	IDS0 Branch	Blended
8/1/2022 – 4/30/2023	KYAE461	Nelson BOE Professional Learning Community (PLC)	Nelson BOE (Marion, Meade, Nelson, Washington) Professional Learning Community	18	IDS0 Branch	Blended

COURSE DATES	COURSE NUMBER	COURSE NAME	COURSE DESCRIPTION WITH GOOGLE CLASSROOM CODES	COURSE HOURS	COURSE INSTRUCTOR	MODE OF DELIVERY
8/1/2022 – 4/30/2023	KYAE476	Newport Independent Professional Learning Community (PLC)	Newport Independent Schools (Campbell) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE477	Owensboro CTC Professional Learning Community (PLC)	OCTC (Davies, Hancock, McLean, Ohio) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE478	SKYCTC (Southcentral Kentucky CTC) Professional Learning Community (PLC)	Southcentral KY CTC (Barren, Metcalfe, Simpson, Warren) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE479	Somerset CC Professional Learning Community (PLC)	Somerset CC (Casey, McCreary, Pulaski, Russell, Wayne) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE480	Southeast CTC Professional Learning Community (PLC)	Southeast CTC (Bell, Harlan, Letcher) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE471	Taylor BOE Professional Learning Community (PLC)	Taylor BOE (Adair, Clinton, Cumberland, Green, Madison, Rockcastle, Taylor) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE481	Thornhill Education Center Professional Learning Community (PLC)	Thorn Hill Education Center (Bourbon, Estill, Franklin, Jackson, Lee) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE482	West Kentucky CTC Professional Learning Community (PLC)	West Kentucky CTC (Carlisle, Graves, McCracken) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE483	West Kentucky Ed Co-op Professional Learning Community (PLC)	West Kentucky Ed Coop (Ballard, Calloway, Crittenden, Fulton, Hickman, Livingston, Lyon, Marshall, Union, Webster) Professional Learning Community	18	IDSO Branch	Blended
8/1/2022 – 4/30/2023	KYAE484	PLC for Directors /Assistant Directors		7	Lori Looney	Blended

# 2022-2023 Tuition Reimbursement

While funds are available (not to exceed \$10,000 per program year), KYAE will reimburse up to \$2,000 per adult education instructor or program director, for college tuition reimbursement of approved graduate-level, AE-relevant coursework.

**Priority consideration** will be given to full-time/highly-employed staff.

Reimbursements will be granted to part-time/less-employed instructors as funds permit. In the application, part-time instructors **will also need to provide justification** for qualifying for the reimbursement, as well as how this tuition support will benefit their adult learners.

**September 15, 2022, is the Annual Application Deadline.** Applicants should complete the [2022-2023 College Course Request for Approval Form](#) by the application deadline and identify their proposed coursework and semester(s) of study for the year. Those filing after the annual deadline will be considered if remaining funds are available.

Reimbursement is available for graduate coursework in English language, linguistics, learning disabilities, adult education, arts in teaching, reading, language arts, science, social studies, mathematics and social work.

**Programs may not use KYAE funds for college tuition reimbursement.**

- Reimbursement will apply to Kentucky's public postsecondary institutions only. KCTCS currently has reduced tuition agreements with several public Kentucky institutions, so **tuition reimbursement amounts will be awarded after discounts and reduced tuition has been applied.**
- The courses must be approved by KYAE by the Annual Application Deadline and **before the first day of class.**
- Staff eligible for an employer or a fiscal agent tuition waiver are not eligible for KYAE college tuition reimbursement.
- The program director must send the completed [2022-2023 College Course Request for Approval Form](#) to Lori Looney ([lori.looney@ky.gov](mailto:lori.looney@ky.gov)).
- For approved requests, the staff member must earn a letter grade of "B" or better.
- Reimbursement will be made to the individual with the following documentation:
  1. Submission of the transcript showing a B or better
  2. An account statement from the university showing the amount due for the course
  3. Proof of payment for the course
- A copy of the transcript must also be filed in the staff personnel file. If using the course as a PL exemption, then a copy of the transcript should also accompany the PL Exemption Request outlined on page 24.
- An employee who is laid-off shall not be obligated to the six-month service obligation clause and shall not have to repay educational assistance funds provided the previous semester.
- KYAE is authorized to recover education assistance funds if the employee is dismissed for cause or resigns or retires prior to completion of a six-month service obligation after completion of the course or during the course. All materials for reimbursement must be received by the final invoice date.

*The bulleted points above are subject to revision.*



# 2022-2023 PL Exemptions

## GENERAL PL EXEMPTION:

Sometimes there are extenuating instances when a required PL elective 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 PL event. **The director** will send the completed [2022-2023 Professional Learning Elective Exemption Request](#)\* form to Lori Looney at [lori.looney@ky.gov](mailto:lori.looney@ky.gov).

If an exemption request is approved, the director will file a copy of the approval in the appropriate staff folder.

Please note that exemptions should be requested as a last resort. If other options for fulfilling KYAE PL requirements exist, it is expected that program directors will guide staff to select other viable options.

## PL Elective Exemption for Relevant College Coursework:

KYAE will also allow instructors who earn a “B” or better in **AE-relevant college coursework** completed during FY 2022-2023 to use as a basis for PL elective exemption.

The director will send a completed [2022-2023 Professional Learning Elective Exemption Request](#)\* form to Lori Looney at [lori.looney@ky.gov](mailto:lori.looney@ky.gov), along with a copy of the final course transcript.

If an elective exemption request is approved, the director will file a copy of the approval in the appropriate staff folder.

*\* You may need to open the document from your download folder in order to take advantage of the fillable fields.*

# 2022-2023 Approved Conferences and Webinars

KYAE recognizes the importance of attendance at webinars and conferences as providing invaluable resources and strategies for our adult educators. Webinars and conferences, however, should be designed to meet the needs of our unique populations, and where they are not, KYAE retains the right to deny attendance requests. Please note, however, that **participation in any of the following approved conferences and webinars does NOT substitute for required professional learning.**

## FUNDING

**Only KYAE 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 KYAE-approved conference must seek **prior approval** from KYAE in order to use KYAE funds. Program directors must send the completed [2022-2023 KYAE Conference Attendance Approval Form](#)\* to KYAE at [lori.looney@ky.gov](mailto:lori.looney@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.

## PARTICIPANTS AND TRAVEL

KYAE will prioritize travel approval for programs and personnel who have established a track record of being fully compliant and engaged with the professional learning model overall, and the provider PLC in particular. Moreover, participation should not interfere with a program's regular, customary services. **Participation in any one conference shall be limited to no more than five personnel at a time.**

**NEW**

*\* You may need to open the document from your download folder in order to take advantage of the fillable fields.*

## **2022-2023 NATIONAL AND REGIONAL CONFERENCES**

Many national and regional conferences are scheduled for in-person events but may be adjusted due to COVID-19 restrictions. Please check back for confirmed dates and times.

### **CASAS NATIONAL SUMMER INSTITUTE\***

<https://www.casas.org/training-and-support/SI>

*\* Only in exceptional circumstances*

### **COABE ANNUAL CONFERENCE**

April 2-5, 2023 | Atlanta, Georgia

<https://coabe.org/>

### **CORRECTIONAL EDUCATION ASSOCIATION CONFERENCE (CEA) 76<sup>TH</sup> ANNUAL CONFERENCE AND TRAINING EVENT**

*Only for those KY Skills U instructors and directors with a corrections program and enrollees*

August 28-31, 2022 | Tampa, Florida

<https://ceanational.org/conferences/>

### **GED TESTING SERVICE® 2022 AND 2023 ANNUAL CONFERENCE**

July 13-15, 2022 | Atlanta, Georgia

<https://ged.com/>

### **LEARNING DISABILITIES ASSOCIATION OF AMERICA 60<sup>TH</sup> ANNUAL INTERNATIONAL CONFERENCE**

February 21-23, 2023 | Las Vegas, Nevada

<https://ldaamerica.org/events/annual-conference/>

### **NATIONAL CAREER PATHWAYS NETWORK (NCPN)**

October 20-22, 2022 | Atlanta, Georgia

<https://www.ncpn.info/ncpn-connect-2022/>

### **NATIONAL CENTER FOR FAMILIES LEARNING CONFERENCE**

October 25-26, 2022 | Virtual

November 4, 2022 and December 2, 2022 | Regional Meetups

<http://conference.familieslearning.org/>

## **NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS\***

September 28-October 1, 2022 | Los Angeles, California

<https://www.nctm.org/annualmeeting/>

*\* Only in exceptional circumstances*

## **SOUTHEAST REGIONAL TESOL CONFERENCES**

Date and Locations Vary |

<https://www.amtesol.org/setesol>

## **UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) TRAINING SEMINARS**

TBD | Louisville, Kentucky (note: qualifies for professional learning credit)

<http://www.uscis.gov/teachertraining>

## **2022-2023 STATE CONFERENCES**

### **KENTUCKY CENTER FOR MATHEMATICS**

TBD (typically March) 2023 | Lexington, Kentucky

[https://www.kentuckymathematics.org/annual\\_conference.php](https://www.kentuckymathematics.org/annual_conference.php)

### **KENTUCKY COUNCIL OF TEACHERS OF ENGLISH**

Annual Conference

TBD 2023 | TBD

### **KENTUCKY SOCIETY FOR TECHNOLOGY IN EDUCATION (KYTE)**

March 15-17, 2023

<https://www.kyste.org/>

### **KENTUCKY TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES (KY TESOL)**

TBD | TBD

<https://kypesol.wildapricot.org/Professional-Development-Opportunities>

# 2022-2023 WEBINARS

## COABE WEBINARS

COABE membership provides free access to all [COABE webinars](#), covering a wide range of topics of interest to adult educators. KY Adult Education and the MSU Adult Education Academy have coordinated a large-group membership for Kentucky Adult Educators so that they can take advantage of these opportunities. Simply register for any webinar using your COABE member number. If you are unsure whether you were included on the master list submitted by your program director during FY22, please ask him or her.

All educators have access to archived webinars on the [COABE YouTube Channel](#).

## NATIONAL ASSOCIATION FOR ADULTS WITH SPECIAL LEARNING NEEDS

KY Adult Education recognizes the valuable professional growth opportunities for adult educators provided by NAASLN webinars. Counties may use KYAE performance or PL funding for staff to participate; however, the webinars do not substitute for required PL. Members of NAASLN receive access to the webinars for free. For more membership information, visit the [NAASLN site](#).

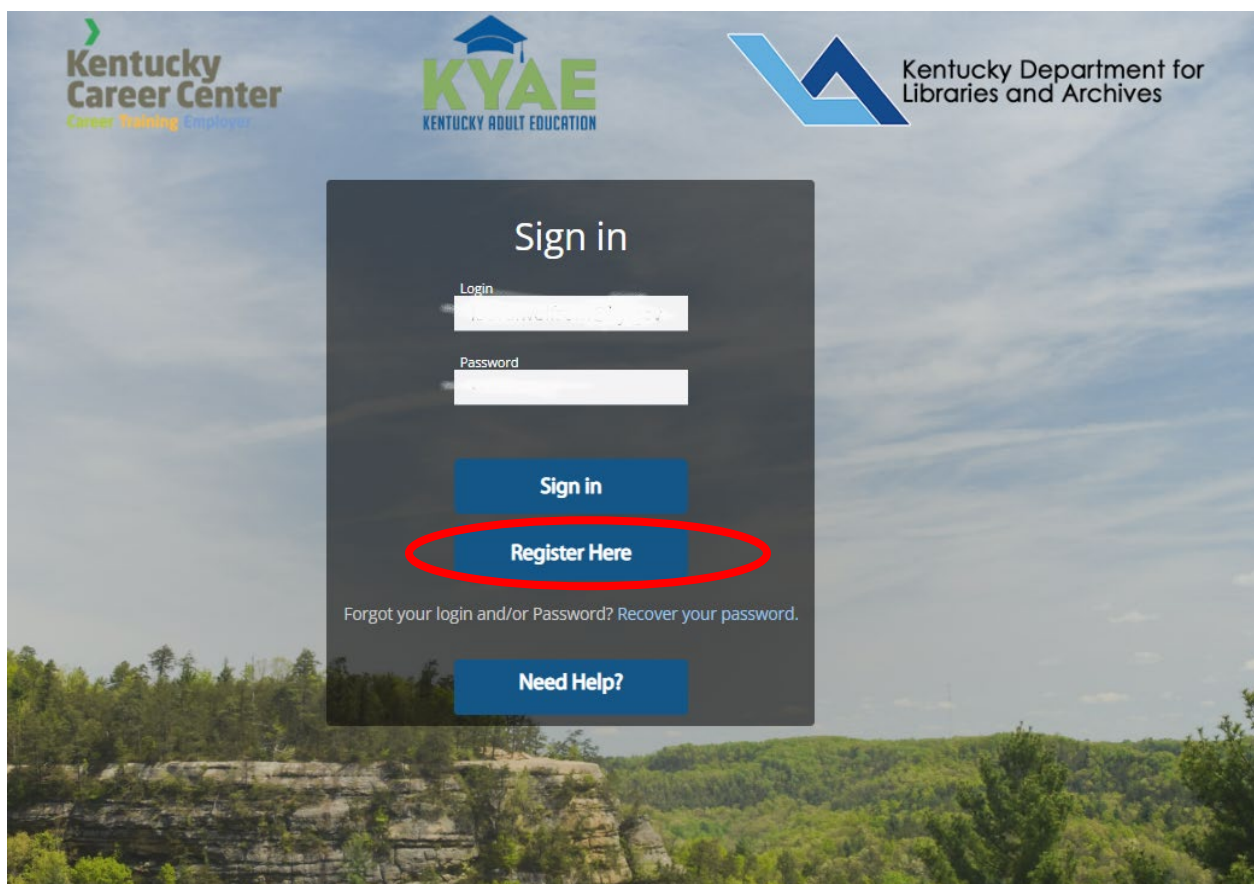
# Blackboard Tutorial

## KEY TERMS:

- Genius Our Student Information System (SIS), used for account creation, registration, and tracking purposes. Use the [KY EduCourses Sign In](#) page.
- Blackboard Our Learning Management System, **used for interacting with course material**; also referred to as Bb. It can be reached by logging in at [KY EduCourses Sign In](#).

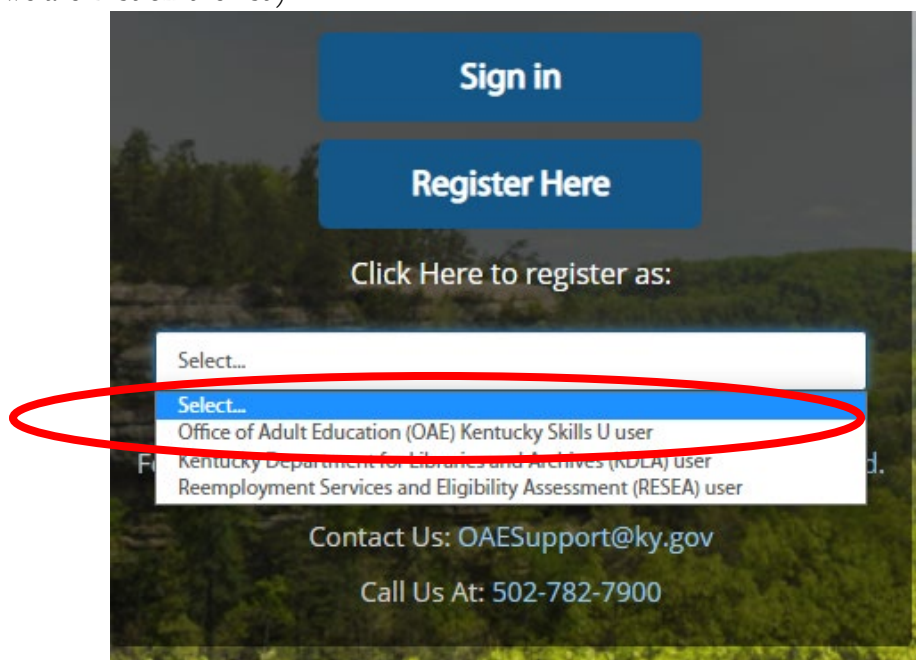
## CREATING AN ACCOUNT IN GENIUS

1. Registration and account creation is done through Genius. Go to <https://kyeducourses.ky.gov/PublicWelcome.aspx> and select **CLICK REGISTER HERE**.





2. Select Office of Adult Education (OAE) user from the dropdown menu. (The type is very small on the screen, but we are first on the list.)



3. Fill in the required fields. Your email will be your username for Bb and Genius, so enter your WORK email.

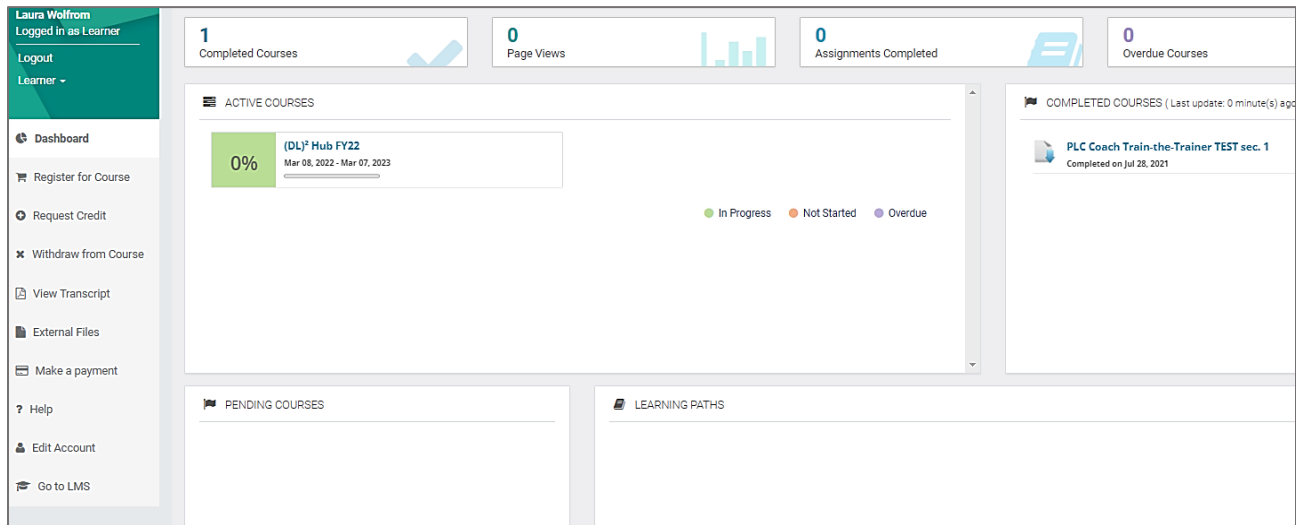
A screenshot of the 'Registration' form. The form is titled 'Registration' and includes the text 'New to the Learning Portal? Create your account below.' The form fields are: 'First Name\*', 'Last Name\*', 'Email/Username\*', 'Select Provider...', 'Select Job Role Title...', 'Password\*', and 'Password\*'. A red arrow points from the text 'Use your work email as your username.' to the 'Email/Username\*' field. Another red arrow points from the same text to the 'Password\*' fields. A red box highlights the 'Password\*' fields. Below the form, there is a blue 'Register' button and a link 'Already Have an Account?'. The Kentucky Skills U logo is in the top left corner.

Passwords must be a minimum of 8 characters and include 1 upper case letter, 1 lowercase letter, 1 number, and 1 special character.

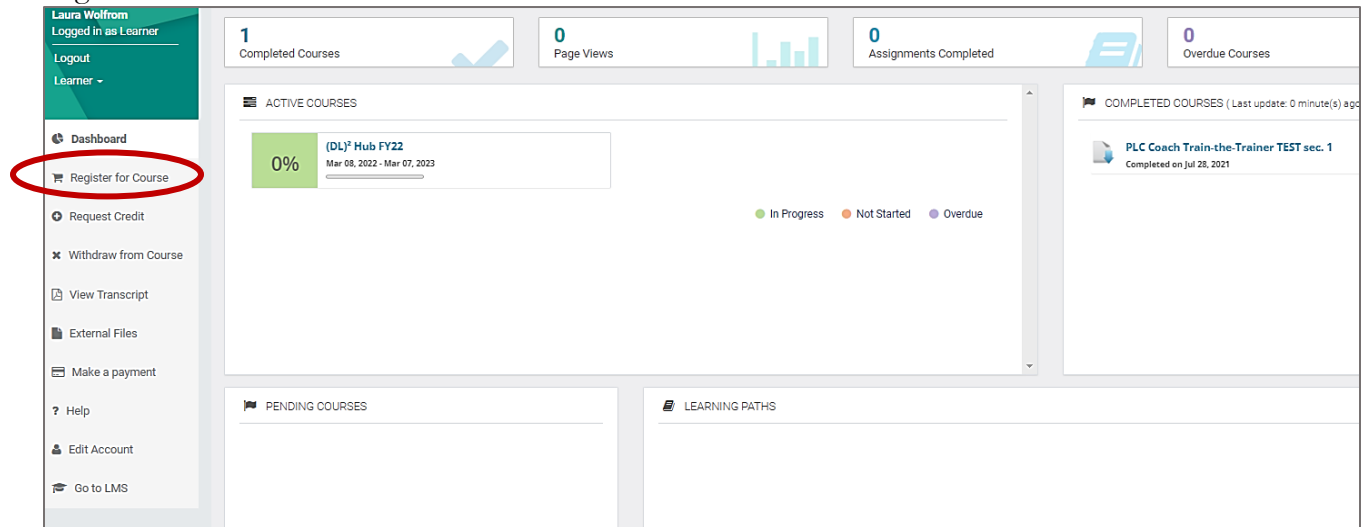
**BE SURE TO SELECT YOUR PROGRAM PROVIDER AND ROLE!**

# REGISTERING FOR COURSES

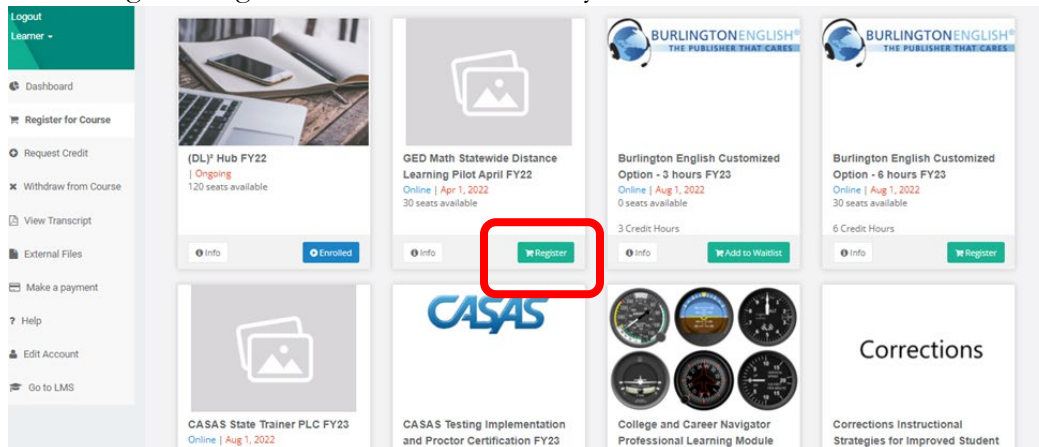
Once you create your account, you will be taken to the dashboard. Your first time in the system, your screen will look like this:



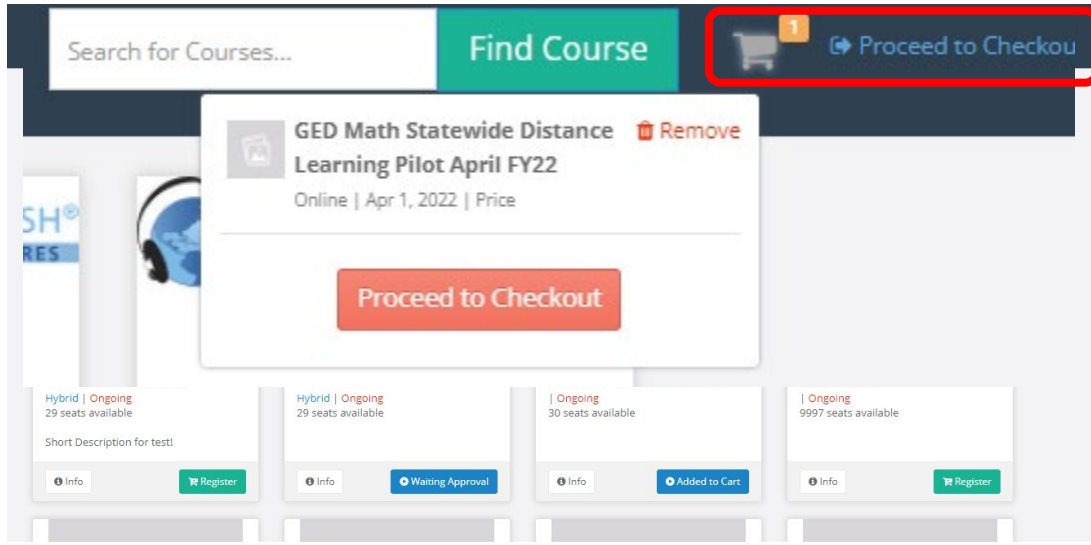
1. To see the course catalog for KY Adult Education, referred to as OAE in Genius and Bb, click **Register for Course** in the left side.



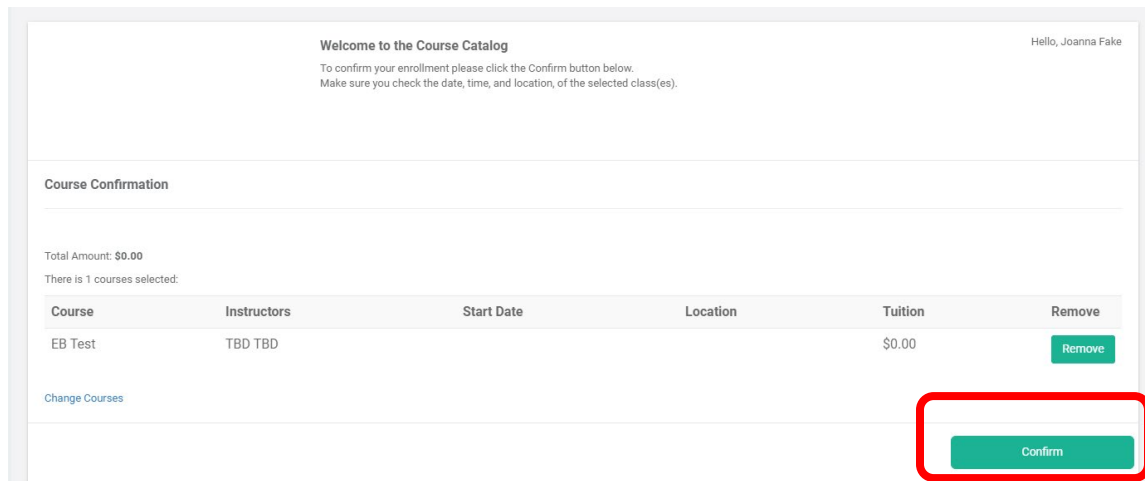
2. Click the green Register button for the course you'd like to take.



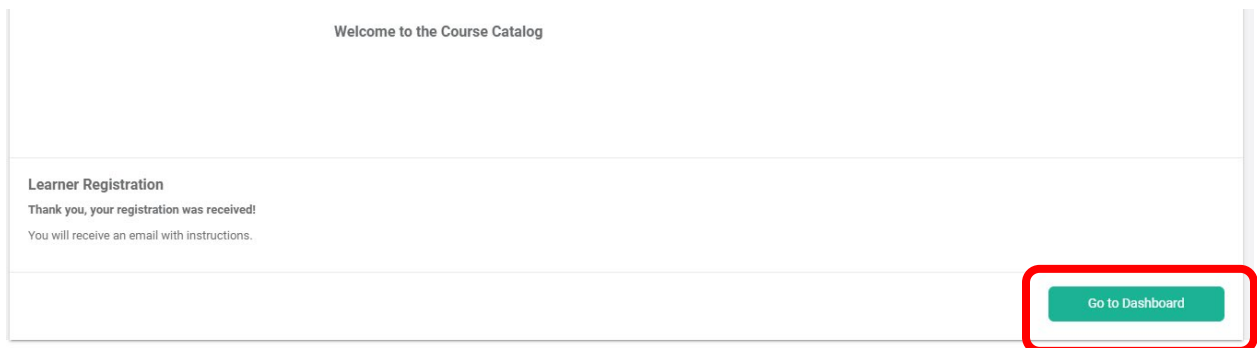
3. Click on the shopping cart in the top right corner.



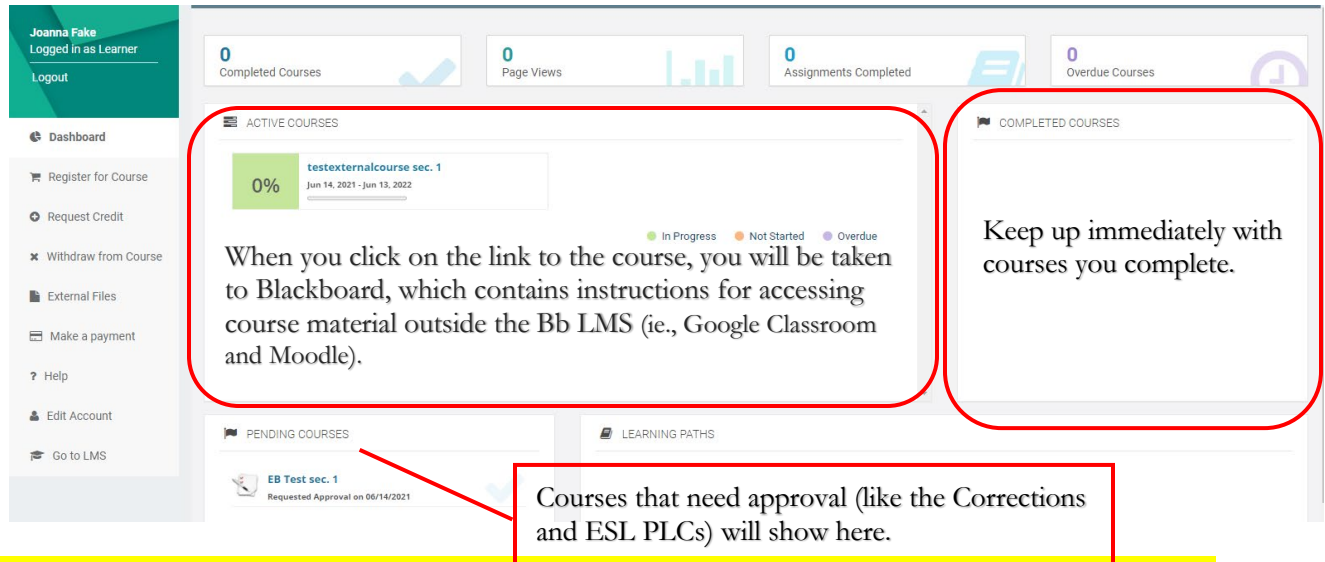
4. Make sure this is the correct class. If it is, click the green **CONFIRM** button. If it is not, then remove it from your cart.



5. Go to your Learner Dashboard.



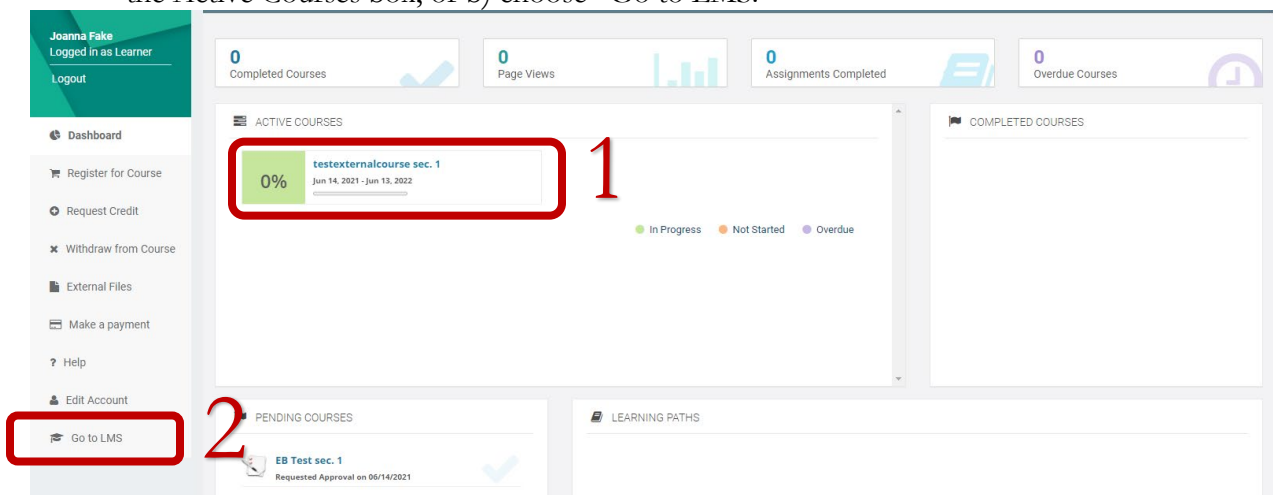
6. On your Genius Dashboard, you can see the courses in which you are enrolled and active, completed courses, and courses for which you are waiting approval.



With the Dashboard view in Genius, you can track your own professional learning credits! The CCP Team will pull reports from Genius, so whatever is reflected on your dashboard is also reflected on the reports.

## ACCESSING BLACKBOARD FROM GENIUS

1. You can access Bb from the Genius dashboard in two ways: a) click on the course name in the Active Courses box, or b) choose “Go to LMS.”



Either way, you will end up in the Bb LMS. The following steps illustrate what happens if you “Go to LMS.”

2. Courses that are conducted **in** Bb will show up on the Courses page. You can navigate to other areas of Bb from the menu on the left side.

**Blackboard** Courses

Joanna Fake  
Activity Stream  
**Courses**  
Organizations  
Calendar  
Messages  
Grades  
Tools  
Sign Out

Current Courses ▼ Upcoming Courses →

Search your courses Filter All Courses ▾ 25 items per page

**Assorted Dates**

OAE\_MTSESL\_20220801  
JB Test section1 20220801  
[Multiple Instructors](#) | [More info](#) ▾

**Assorted Dates**

**Statewide ESL PLC** **KENTUCKY SKILLS**  
OAE\_MTSESL\_20220801  
JB Test section1 20220801  
[Multiple Instructors](#) ⓘ ☆

Change the view of your current courses if you prefer tiles instead of a list.

3. Click on the course to access the material in Bb.

OAE\_MTSESL\_20220801  
JB Test section1 20220801

Multiple Instructors  
[View all](#)

**Details & Actions**

Roster  
[View everyone in your course](#)

Blackboard Collaborate  
[Join session](#)

Groups • NEW  
[View groups to join](#)

Announcements  
[View archive](#)

Books & Tools  
[View course & institution tools](#)

**Course Content**

Welcome to our Professional Learning Community! — Click here to start.

PLC Questions & Open Discussion  
This forum will be open throughout our PLC work and will serve as a space for: Posting any questions you have about our PLC work. Sharing and discussing other things that may be of interest to our professional learning community. To keep the ...

Resources  
This folder has resources related to KYSU professional learning, curriculum products, and adult education assessments.

Meetings

PLC Products

# BLACKBOARD TOUR

Remember: Genius tracks your course completions and allows you to register for classes.  
Blackboard (Bb) is the Learning Management System. You engage with content in Bb.

This screenshot shows the Blackboard interface with the 'Courses' tab selected in the left sidebar. A blue callout box points to the 'List' icon in the top navigation bar, stating 'Change the active course view to list or tiles.' Another blue callout box points to a course entry, stating 'Click on any of the course names to engage with your course.'

**Blackboard** Courses

Jo Botts | Activity Stream | **Courses** | Organizations | Calendar | Messages | Grades | Tools | Admin | Sign Out

Current Courses ▼ | Upcoming Courses →

Search your courses | Filter: All Courses | 25 items per page

**Assorted Dates**

- OAE\_MTELEC\_20210208  
OAE Master Template NCFL Electives  
[Multiple Instructors](#) | More info ▼
- OAE\_MTSPPCLC\_20210208  
OAE Master Template Provider PLC  
[Multiple Instructors](#) | More info ▼
- OAE\_MTSPCLC\_20210208  
OAE Master Template Statewide PLC  
[Multiple Instructors](#) | More info ▼
- OAE\_MSTESL\_20220801  
OAE Statewide ESL PLC  
Jo Botts | More info ▼

You can still enter Genius from your Bb dashboard by clicking on Tools in the left column.

This screenshot shows the Blackboard interface with the 'Grades' icon highlighted in the left sidebar. The 'Courses' tab is still selected in the top navigation bar.

**Blackboard** Courses

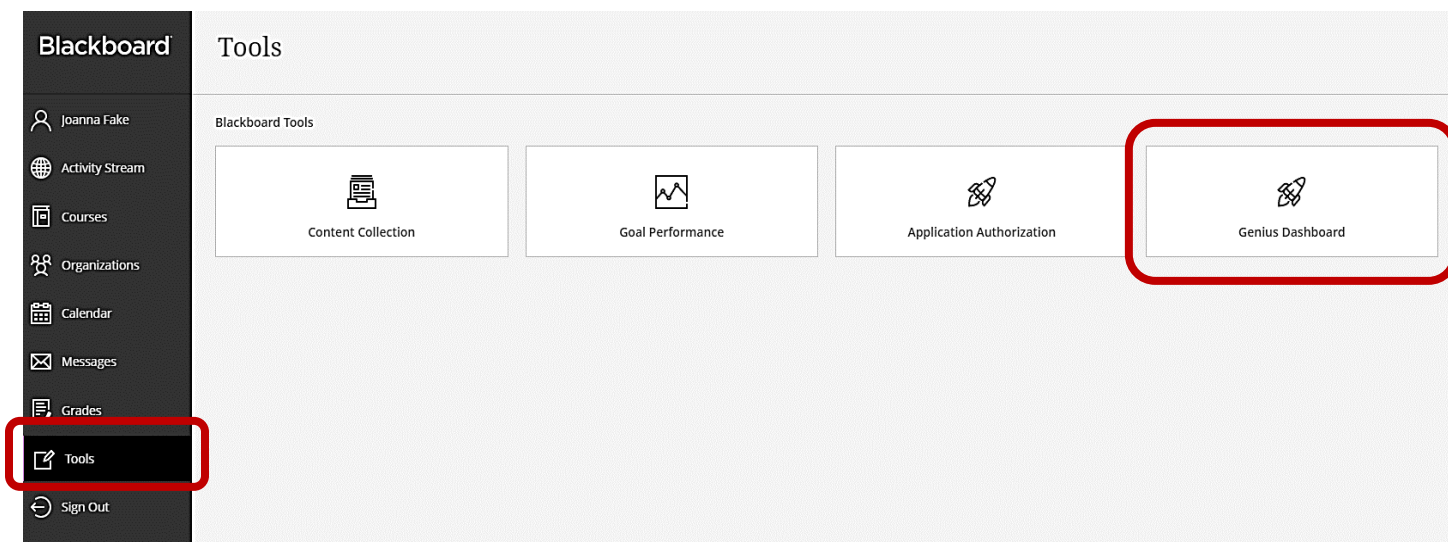
Jo Botts | Activity Stream | **Courses** | Organizations | Calendar | Messages | **Grades** | Tools | Admin | Sign Out

Current

Search your courses | Filter: All Courses

**Assorted Dates**

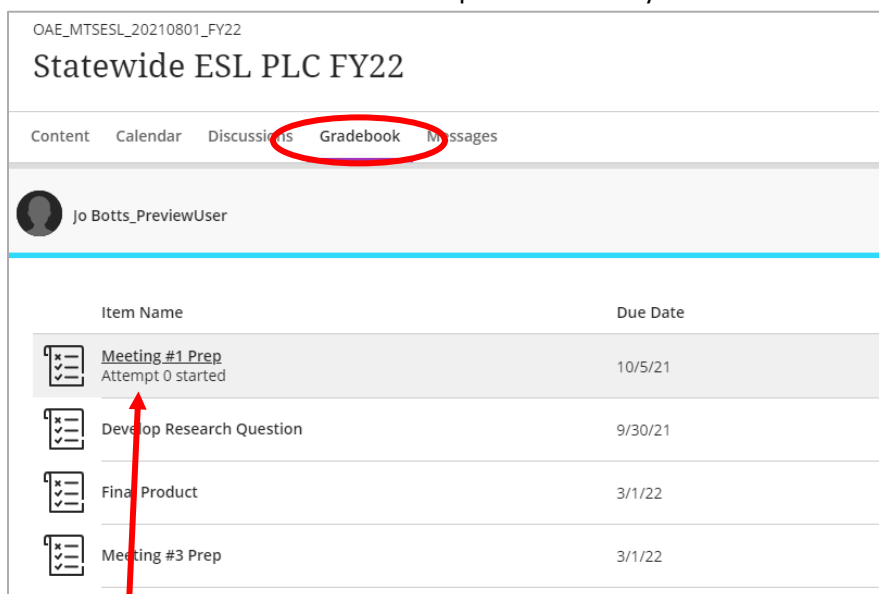
- OAE\_MTELEC\_20210208  
OAE Master Template NCFL Electives  
[Multiple Instructors](#) | More info ▼
- OAE\_MTSPPCLC\_20210208  
OAE Master Template Provider PLC  
[Multiple Instructors](#) | More info ▼
- OAE\_MTSPCLC\_20210208  
OAE Master Template Statewide PLC  
[Multiple Instructors](#) | More info ▼
- OAE\_MSTESL\_20220801  
OAE Statewide ESL PLC  
Jo Botts | More info ▼



Remember: Genius tracks your course completions and allows you to register for classes.

## TURNING IN AN ASSIGNMENT ON BLACKBOARD

1. [Navigate to the LMS](#) (Blackboard).
2. Click on the **Gradebook** tab in the top left corner of your classroom.



3. Click on the assignment name itself.



4. The assignment details will show up on the right-hand side.

Click **View Assessment** in the bottom of the pane.

Statewide ESL PLC FY22

## Meeting #1 Prep

**Details & Information**

**Assessment due date**  
10/5/21, 12:00 AM

**Attempts**  
Unlimited

**Grading**

<b>Maximum points</b> Draft saved on 9/28/21, 2:58 PM	100 points
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**View assessment**

5. Follow the directions under **Assignment Content**.

Statewide ESL PLC FY22

## Meeting #1 Prep

**Assignment Content**

Add your ideas and reactions to this [Collaborative Brainstorming](#) document by midnight on October 4.

If you missed the meeting on Friday, September 24, then view the recording from the Collaborate options (three dots) in the left side of your Content window. Those people who missed the meeting will need to add an attachment or directly type into a text box something that they learned from the video.

**Submission**

You can add text, images, and files here.

**Details & Information**

**Assessment due date**  
10/5/21, 12:00 AM (EDT)

**Attempts**  
Unlimited

**Grading**

<b>Maximum points</b>	100 points
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6. **A.** To add your comments/explanations to your submission, type into the box under **Submission**. You will then get an editor text box that allows you to type, add links/attachments/other media.
- B.** When you finish, click **Submit**.

**A**

**Submission**

Text style • • • • **B** *I* U • • • • • • •

*You can add text, images, and files here.*

Word count: 0

**Grading**

Maximum points	100 points
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**B**

**Save and Close** allows you to save a draft of your work until you are ready to submit it. Your instructor cannot see this work/draft.

**Save and Close**

**Submit**

# CASAS Tutorial for New ESL Instructors

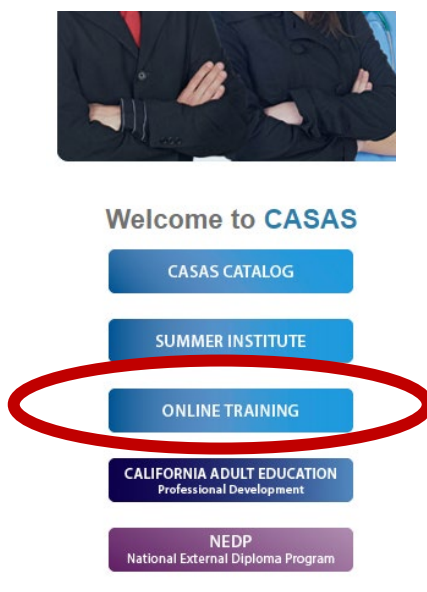
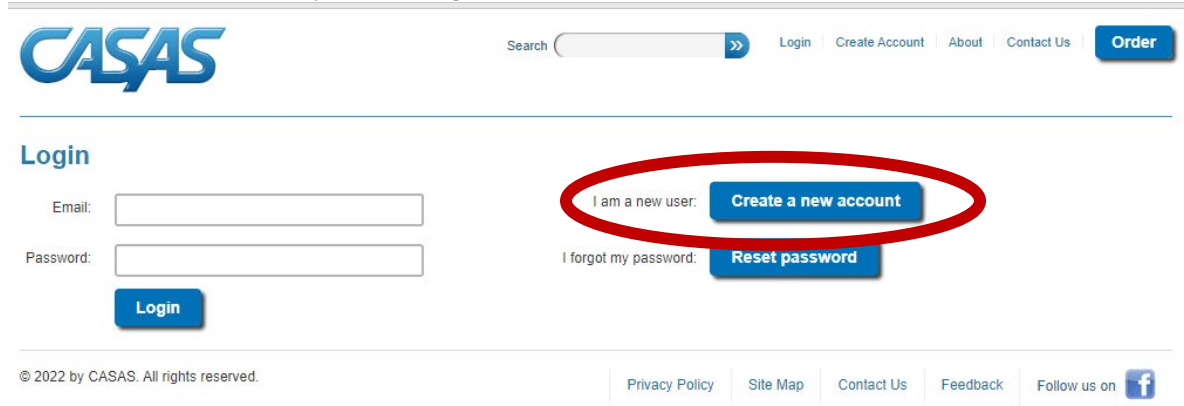
CASAS training is conducted through the CASAS training website, but your Professional Learning credit will come from Genius/Blackboard.

Even if you complete CASAS trainings in-person, you will still need to have a CASAS account.

1. Go to the CASAS “Online Training” page at: <http://training.casas.org/>. Click Log In, in the top right corner.












2. Create an account to track your learning.












If you are redirected to the CASAS home page, find and click Online Training in the left side navigation bar.

3. Scroll down the page to find CASAS Instructional Implementation and Resources. The required modules will appear beneath the title.

CASAS Instructional Implementation & Resources	
Module 1: CASAS Implementation Basics	 ⓘ
Module 4: Test Results and Reports	 ⓘ
CASAS eTests Sampler	 ⓘ
CASAS Intake Process - Coming Soon!	 ⓘ
CASAS Sample Reports	 ⓘ
CASAS Sample Test Items	 ⓘ
Low Level Literacy Curriculum Modules	 ⓘ
QuickSearch Online (Instructional Materials Database)	 ⓘ
California EL Civics Exchange	 ⓘ

4. Click the enter arrow, and then follow the directions on the web site to enter the training, and **complete Modules 1 and 4 ONLY**.

CASAS Instructional Implementation & Resources	
Module 1: CASAS Implementation Basics	 ⓘ
Module 4: Test Results and Reports	 ⓘ
CASAS eTests Sampler	 ⓘ
CASAS Intake Process - Coming Soon!	 ⓘ
CASAS Sample Reports	 ⓘ
CASAS Sample Test Items	 ⓘ
Low Level Literacy Curriculum Modules	 ⓘ
QuickSearch Online (Instructional Materials Database)	 ⓘ
California EL Civics Exchange	 ⓘ

5. Once you have completed those modules, CASAS will award you completion certificates. Please attach and turn in copies of your completion certificates to the appropriate assignments in Blackboard to reflect your learning in Blackboard/Genius.
6. KYAE does not provide technical support for the CASAS course. The CASAS Technical Support can be contacted at [techsupport@casas.org](mailto:techsupport@casas.org) 858-292-2900, or 1-800-255-1036.