



Aspire Professional Development Policy and Guidelines

Introduction

The purpose of professional development (PD) is to support Aspire practitioners in developing the skills and knowledge in order to provide high-quality educational services to assist students in acquiring skills to be successful in postsecondary education/training and employment.

The policy and guidelines for professional development are provided below.

I. Policy

- A. Ohio Department of Higher Education (ODHE) Aspire requires local programs to have staff who are qualified to provide the services defined in the instructional grant such as ABE/ESOL/ HSE preparation, technology skills, and knowledge of academic assessments and college and career readiness. Program staff are encouraged to attend trainings and/or access PD resources to build or enhance professional skills.
- B. Programs are required to have a written process in place to notify staff of PD requirements and the consequences for not meeting the requirements.
- C. All staff must complete training required by their position within the specified timeline as outlined on page 4. **Staff hired prior to July 1, 2011, are exempt from New Hire Orientation (NSO, NAO, NTO, NSSO), Learning to Achieve, and Assessment Fundamentals.**
- D. Priority for PD trainings and activities will be provided to Aspire-funded programs. There will be no costs for PD provided by the Ohio Aspire Professional Development Network (PDN). Staff from a non-Aspire funded agency who want to attend Aspire-funded PD may be charged training and/or materials expenses.
- E. Trainings will be provided based on job functions. Aspire staff should register for all training through the PD System at www.ohioaspire.org. Attendance provides program staff with a portfolio/record of individual PD trainings and activities.
- F. Updated PD histories for all staff must be available for monitoring by ODHE Aspire staff. Program staff members must update and verify their personal PD history quarterly within the Professional Development System.

- G. Aspire program staff may obtain PD credit for independent professional development activities. The **Independent Activity Request** form can be completed through the Professional Development System by clicking on the Register link in the PD System and then selecting the request form.
- H. Instructors teaching occupational training content for an IET only are exempt from required PD. It is up to the administrator's discretion to determine if PD would be relevant for this position.
- I. The local program is required to keep personnel records, including time and effort documentation, for all paid Aspire staff in accordance with local human resource procedures and grant requirements. Records must include verification of qualifications and professional development for all staff. Programs are required to keep written job descriptions of all paid and volunteer staff, both instructional and non-instructional. Annual written evaluations to include frequent classroom observations are also required.

II. Professional Development Network (PDN)

- A. In addition to required orientations and trainings, the [PDN](#) provides and supports other opportunities, such as workshops, study circles, conferences, etc. The activities are listed in the Professional Development System Calendar and Catalog. Upon completion of a PDN-sponsored activity it will be automatically included in your PD history.

III. Fiscal Guidelines

- A. Aspire Program Support
 1. Aspire programs are required to track the funds expended for PD activities separately as a part of their Aspire budget so that PD activities may be monitored by ODHE Aspire staff and/or fiscal audits.
 2. PD costs must be accounted for within the total administrative costs approved for the program.
 3. Program staff may participate in the following PD activities, which are eligible for entry into their PD history, if approved.

PD Activities

- ✓ Workshops conducted by the Ohio Aspire PDN
- ✓ Workshops or webinars conducted or approved by ODHE Aspire
- ✓ Training sessions for new topics identified by ODHE Aspire or the Ohio Aspire PDN
- ✓ Face-to-face or online training sessions
- ✓ Study circles or book clubs
- ✓ Webinars that have a training component
- ✓ College courses relevant to Aspire position classification
- ✓ Independent (non-PDN delivered) professional development activities – validated by a Certificate of Participation
- ✓ Aspire program sponsored professional development
- ✓ State conferences – attendance at workshops verified by registration and/or Certificate of Participation
- ✓ National conferences – attendance at workshops verified by registration and/or Certificate of Participation
- ✓ Participation in special projects (e.g. task forces) identified by ODHE Aspire or the PDN

Program Improvement Consultation Plan (PICP) Guidelines

The Program Improvement Consultation Plan (PICP) provides programs with the opportunity to plan for continuous improvement, taking into consideration both formative and summative factors. The PICP reflects the goals of the ODHE Aspire Program as well as Aspire program goals, data, practitioner standards, and program performance. The PICP process should reflect the Indicators of Program Quality and guide PD selections made by the program and its staff.

To complete the PICP, Aspire programs must review online information and instructions outlining the PICP process, forms, and timeline for implementation. Aspire program administrators are to work with their staff to determine program PD requirements in addition to individual staff development that promote quality instruction leading to student success. The documentation and process for achieving stated program improvement goals should be reviewed with Aspire program staff to ensure that program goals are being met. Your regional program manager and the PDN staff will provide support in the implementation of the PICP process. Information regarding the PICP process is located at <http://www.ohiohighered.org/aspire/reference>.

OHIO ASPIRE REQUIRED ORIENTATIONS AND TRAININGS

** Online trainings through the PDN at OhioAspire.org

| Training/Orientation | Audience | Delivery Mode | Timeframe |
|---|---|---|---|
| New Staff Orientation (NSO) | New Staff | Online | Within 30 days of hire date |
| New Administrator Orientation (NAO) | New Administrators | 1) NAO Online followed by 2) Face-to-Face Meeting with ODHE Aspire Staff | Within 30 days of hire and Prior to Face-to-Face Meeting with ODHE Aspire Staff |
| New Teacher Orientation (NTO) | New Teachers | 1) NTO Online, followed by 2) Face-to-Face NTO Session customized for ABE/ASE and ESOL instruction | 1) Online - Within 30 days of hire date 2) Face-to-Face Within 6 months of hire date |
| New Support Staff Orientation (NSSO) | New Support Staff | Online | Within 30 days of hire date |
| Introduction to Learning to Achieve | New Administrators and Teachers | Online | Within 60 days of hire date |
| Assessment Fundamentals | New Teachers | Online | Within 60 days of hire date |
| TABE 11/12 Certification Training | Staff administering this assessment | Online | Prior to administering assessment |
| TABE CLAS-E | Staff administering this assessment | Face-to-Face and online | Prior to administering assessment |
| Distance Education Basics | Any new staff involved with Distance Education; role specific | Online | Prior to offering Distance Education |
| LACES Basics | Data Entry Staff Administrators | Online | Prior to receiving LACES Access |