

Required Training Waiver Instructions

Per *Adult Basic and Literacy Education (ABLE) Professional Development Policy and Guidelines*, staff who have attended trainings or completed coursework that addresses the competencies as outlined in the PD Policy may be exempt from some required orientations and trainings given the appropriate review and approval process is completed.

Competencies

Staff may apply to waive training requirements for *Introduction to Learning to Achieve*. This PD offering has been designed around the competencies outlined below.

Introduction to Learning to Achieve

1. Understand the legal implications of serving adult students with learning disabilities.
2. Modify instruction to meet the needs of adult students with suspected or documented learning disabilities (based upon appropriate documentation, which may include screening or diagnostic testing).
3. Understand the cultural implications of definition, screening, and diagnosis for non-native English speakers.
4. Understand the process for assisting students to obtain GED accommodations.

Waiver Process

1. Staff requesting a waiver must complete the *Required Training Waiver Form* included on the following pages.
 - a. Type information into the highlighted fields within the form.
 - b. Save the form by selecting the “Save As” feature in the “File” toolbar. Select “Save As” and “PDF.”

Note: Please indicate the credential, training, and/or coursework previously taken that covers the content fulfilling the required competencies. Attach transcripts or other supporting documentation.

2. The local program administrator submits the waiver form and transcript (or other supporting documentation) to the Professional Development Network (PDN) via the email address on the waiver form.
3. PDN staff administers a review process to determine if the waiver is approved.
4. PDN staff approves/denies the waiver and informs the local program administrator who will inform the staff member of the decision. The record of approval or denial is to be maintained at the local program level.
5. If approved, PDN staff will inform the regional program manager and enter the waiver into the ABLE PD system.



Required Training Waiver Instructions

Learning to Achieve Training Waiver Form

Name: _____ Position: _____ Program Name: _____

Please indicate the credential, training, and/or coursework previously taken that included the required competencies.

Introduction to Learning to Achieve - Competencies	Credential/Training/Coursework	Completion Date
1. Understand the legal implications of serving adult students with learning disabilities.		
2. Modify instruction to meet the needs of adult students with suspected or documented learning disabilities (based upon appropriate documentation, which may include screening or diagnostic testing).		
3. Understand the cultural implications of definition, screening, and diagnosis for non-native English speakers.		
4. Understand the process for assisting students to obtain GED accommodations.		

Explain how the credential, training, and/or coursework above prepared you for: 1. the current ABLE classroom and 2. teaching adults.

Local Program Administrator Name: _____

Local Program Administrator Email: _____

(Check here.) I, as the local program administrator, certify the accuracy of the above information.

Waiver Approval—PDN USE ONLY

Approved	
Not Approved	
Date	

Email the completed form **and** transcript or other documentation to: ohiopdn@literacy.kent.edu.