



Adult Basic and Literacy Education (ABLE) Professional Development Policy and Guidelines

Introduction

The purpose of professional development (PD) is to support ABLE 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) ABLE requires local programs to have staff that are qualified to provide the services defined in the instructional grant such as ABE/ASE/ESOL/High School Equivalency (HSE) Assessment preparation, knowledge of academic assessments and college and career readiness transitions. Program staff are encouraged to attend trainings and/or access PD resources to build or enhance professional skills.
- B. Programs are also required to have a written process in place to notify staff of PD requirements and the consequences for not meeting the requirements.
- C. Priority for PD trainings and activities will be provided to ABLE-funded programs. There will be no costs for PD provided by the Ohio ABLE Professional Development Network (PDN). Staff from a non-ABLE funded agency who want to attend ABLE-funded PD may be charged training and/or materials expenses.
- D. Trainings will be provided based on job functions. ABLE staff should register for all training through the PD System Calendar at www.ohioable.org. Attendance provides program staff with a portfolio/record of individual PD trainings and activities.
- E. Updated PD histories for all staff must be made available for monitoring by ODHE ABLE staff. Program staff members are responsible for updating and verifying their personal PD history quarterly within the Professional Development System.
- F. ABLE program staff may obtain a **Waiver** from eligible required training(s) if they meet waiver requirements (i.e., have attended trainings, completed coursework, hold credentials, or demonstrate competence) that address the content covered in the required training(s). *Introduction to Learning to Achieve* is eligible for waiver. Approval of Waiver(s) will be determined by PDN staff.

To Request a Waiver:

1. Staff requesting a Waiver completes the “Request for Waiver” form, under the heading *Professional Development* which can be downloaded at <http://www.ohiohighered.org/able/reference>
 2. The ABLE program administrator sends the Waiver and required documentation to PDN staff for review and approval at ohiopdn@literacy.kent.edu. Please indicate “**REQUEST FOR WAIVER FROM REQUIRED TRAINING(S)**” in the subject line of the email.
 3. PDN staff approves/denies the Waiver and informs the ABLE program administrator who will inform the staff member of the decision. If approved, PDN staff will inform the ABLE program administrator and enter the Waiver into the ABLE PD System.
- G. ABLE program staff may obtain PD credit for individual professional development activities. The **Independent Activity Request** is available as a link under *Register* in the *Professional Development System* available at www.ohioable.org.
- H. Visit <http://www.ohiohighered.org/able/reference> for all PD information and forms.

II. Fiscal Support for Professional Development

- A. ABLE Program Support
1. ABLE programs are required to track the funds expended for PD activities separately as a part of their ABLE budget so that PD activities may be monitored by ODHE ABLE staff and/or fiscal audits.
 2. PD costs must be accounted for within the total administrative costs. Administrative funds cannot exceed 30% per program budget without ODHE ABLE office approval.
 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 ABLE PDN
- ✓ Workshops or webinars conducted or approved by ODHE ABLE
- ✓ Training sessions for new topics identified by ODHE ABLE or the Ohio ABLE PDN
- ✓ Face-to-face or online training sessions
- ✓ Study circles or book clubs
- ✓ Webinars that have a training component
- ✓ College courses relevant to ABLE position classification
- ✓ Independent (non-PDN delivered) professional development activities – validated by a Certificate of Participation
- ✓ ABLE 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 ABLE 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 Ohio Department of Higher Education ABLE Program as well as ABLE 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, ABLE programs must review online information and instructions outlining the PICP process, forms and timeline for implementation. ABLE 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 ABLE program staff to ensure that program goals are being met. Your regional program manager will provide support in the implementation of the PICP process. Information regarding the PICP process is located at <https://ohiohighered.org/able/reference>.

OHIO ABLE REQUIRED ORIENTATIONS AND TRAININGS

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 ABLE Staff	Within 30 days of hire and Prior to Face-to-Face Meeting with ODHE ABLE 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	Face-to-Face or Online	Within 60 days of hire date
TABE 9 and 10	Staff administering this assessment	Online	Prior to administering assessment
CASAS Implementation	Staff administering this assessment	Online	Prior to administering assessment
Best Plus 2.0	Staff administering this assessment	Face-to-Face	Prior to administering assessment
TABE CLAS-E	Staff administering this assessment	Face-to-Face	Prior to administering assessment
Distance Education Basics	Any new staff involved with Distance Education	Online	Prior to offering Distance Education
ABLELink Basics	Data Entry Staff	Online	Prior to receiving ABLELink Access