

*Let's root for each other  
and  
watch each other grow.*

*Professional Learning  
Handbook  
2019-2020*



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# 2019-2020 PROFESSIONAL LEARNING HANDBOOK

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## SUSTAINING PROFESSIONAL LEARNING

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

As Kentucky's adult educators implemented the Workforce Innovation and Opportunity Act (WIOA), they moved from that traditional model of professional development to professional learning communities (PLCs) aligned with and driven by the needs of the local providers. That shift occurred as a response to clear feedback from the field requesting that professional learning have a stronger connection to the unique needs of each provider and enable job-embedded, hands-on, collegial professional learning.

# 2019-2020 PROFESSIONAL LEARNING REQUIREMENTS BY ROLE

During the second year of this grant cycle, the majority of professional learning will occur through Professional Learning Communities (PLCs), including the addition of content PLCs in mathematics, RLA, and ESL.

KY Skills U 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. 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. Please refer to the chart for your specific role for guidance on professional learning credit hours needed.

[Directors and Assistant Directors](#)  
[Instructors \(New and Experienced, ELL\)](#)  
[College and Career Navigators](#)  
[Data & Assessment Specialists](#)

## I AM A PROGRAM DIRECTOR. WHAT ARE MY REQUIREMENTS?

Position Title Total Hours	TOTAL Hours Worked Per Year	Meetings – Onboarding and PLC	PLC Product Development Credit	Electives & Other Online Courses
<b>New and Experienced Directors, Assistant Directors, and Dual Role Asst. Directors/Any Other Position Title</b>  <b>TOTAL HRS FOR 2019/20: 25</b>	All F/T Directors, All F/T Asst Directors, and Dual Role Asst Directors/Any Other Position Title 500+ Total COMBINED hours	Directors: 3 hrs – half-day one-on-one director consults at KYSU 6 hrs – half-day PLC kickoff/ half- day IG overview 6 hrs – 4 formal PLC mtgs and 2 informal/progress mtgs <b>Total – 15</b>	Directors: 6 hrs - product development  4 hrs - inst leadership <b>Total – 10</b>	Optional – All directors are strongly encouraged to take Rae Smith’s 8-hr, self-guided course, <i>The GED® Test – Director Version</i>  If new to AE, <i>The GED Test –                      Director Version</i> is mandatory.
		Asst Directors: 6 hrs – half-day PLC kickoff/ half- day IG overview 6 hrs – 4 formal PLC mtgs and 2 informal/progress mtgs <b>Total - 12</b>	Asst Directors: 9 hrs – product development 4 hrs – inst leadership <b>Total - 13</b>	

### PL COMPLIANCE EXPECTATIONS

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

The guidelines state that certain staff shall meet specific professional learning requirements as outlined in the KY Skills U Professional Learning Handbook. Should the provider fail to meet this requirement, a **Notice of Noncompliance**, as a component of demonstrated

effectiveness, will be placed in the program file and will be considered in any evaluation of the program's performance.

- The 2019-20 PL requirements cover the period from July 1, 2019, through June 30, 2020. 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.**
- KY Skills U will begin tracking compliance in Fall 2019. This is a service to assist program directors in managing each member of their staff's contractual obligation to fulfill the annual PL requirement.

Notifications of non-compliance will be sent out to the program director and fiscal agent after June 30, 2020.

### **KY SKILLS U EXPECTATIONS OF DIRECTORS AND THEIR ROLE IN PL**

As the instructional leader of the program, the Kentucky Skills U Program Director is responsible for ensuring all identified roles complete annual professional learning requirements identified in the 2019-2020 Kentucky Skills U Professional Learning Plan (*Implementation Guidelines 2019-2020*, 67). That plan is broken down by role within this Professional Learning Handbook.

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

1. Ensure that they and their instructors meet the annual PL requirements.
2. Ensure all instructors have an "active" status in KAERS.
3. Explain to instructors their PL requirements and guide them through the requirements and options available under the KY Skills U PL model; direct them to this handbook or the course facilitator.
4. Assist new instructors with getting their KYVC/Canvas user name and password, as well as registering for required courses.
5. Make sure that staff are properly tied to their primary work location in KAERS.
6. Update KAERS to reflect staff changes throughout the fiscal year.

Specific instructions for entering and editing staff listings can be found on pages 6-11 of the KAERS manual, which can be found on [kaers.ky.gov](http://kaers.ky.gov) under KAERS State Resources.

## **FREQUENTLY ASKED QUESTIONS BY DIRECTORS AND ASSISTANT DIRECTORS**

### **I am a newly-hired Assistant Director. What are my PL requirements?**

*If you are **completely** new to Adult Education, then you are required to take The GED® Test – Directors' Version facilitated by Rae Smith. Per the Implementation Guideline, you must take that course within the first 120 days of your hire. You will also participate in the PLC.*

**I am an Assistant Director only part of the time. I am mainly a (Fill in the role here). Do I have to do the PLC?**

*Yes. Anyone who is designated in KAERS as an Assistant Director, no matter how few hours, is responsible for the PL hours associated with the position of Assistant Director.*

**I AM AN INSTRUCTOR. WHAT ARE MY REQUIREMENTS?**

The answer to that question depends upon your experience and your instructional hours. Consult the chart below. While for some classifications of instructors, participation in PLCs is optional, directors may choose to include those less-employed instructors because of their experience and expertise.

New hires must complete the new hire courses outlined in the chart below **WITHIN THE FIRST 120 DAYS OF EMPLOYMENT.**

<b>Position Title Total Hours</b>	<b>TOTAL Hours Worked Per Year</b>	<b>Meetings – Onboarding and PLC</b>	<b>PLC Product Development Credit</b>	<b>Electives &amp; Other Online Courses</b>
<b>Experienced ABE, GED, ELL Instructors</b> <b>TOTAL HRS FOR 2019/20:</b> <b>24</b>	<b>500-1000+</b>	3 hrs – half-day PLC kickoff 6 hrs – 4 formal PLC mtgs. and 2 informal/progress mtgs Total - 9	9 hrs	<b>Choices:</b> Option 1: 1 6 hrs online elective OR Option 2: 6 hrs (half-day IG overview – 3 hrs and customized PL option – 3 hrs)
<b>Experienced ABE/GED/ ELL Instructors</b> <b>TOTAL HRS FOR 2019/20:</b> <b>12</b>	<b>200 - 499</b>	Optional	6 hrs	<b>Choices</b> Option 1: 6 hrs online elective OR Option 2: 6 hrs PLC – 4 formal & 2 informal/progress mtgs
<b>Experienced ABE/GED/ ELL Instructors</b> <b>TOTAL HRS FOR 2019/20:</b> <b>0</b>	<b>0 - 199</b>	Optional	Optional	Optional
<b>New ABE/GED Instructors</b> <b>TOTAL HRS FOR 2019/20:</b> <b>14</b>	<b>200+</b>	Optional	Optional	6 hrs <i>New Teacher Orientation</i> and 8 hrs <i>The GED® Test</i>
<b>New ELL Instructors</b> <b>TOTAL HRS FOR 2019/20:</b> <b>15*</b>	<b>200+</b>	Optional	Optional	6 hrs <i>New Teacher Orientation</i> 3hrs <i>CASAS Implementation Training*</i> and 6 hrs from Choices  1. 6-hr – Burlington English Customized Option OR 2. 6-hr Teaching Strategies for Adult ELLs OR 3. 6-hr Supporting ELLs – Advice from Local Content Experts

\* Test publisher-established 3-hour scope of CASAS Implementation Training. The CASAS training is only required for those who administer the assessment.

## GENERAL PL LEARNING EXPECTATIONS

- See the KY Skills U PL course syllabus for specifics on all pre-work, activities, and assignments for the course. The syllabus will be in Canvas; you will have access to the syllabus when the course begins.
- To fulfill PL requirements, participants must attend/complete all required events and activities.
- The training/course facilitator determines if the instructor has satisfactorily completed the course activities and notes the completion in the course.
- KYVC/Canvas sends automatic notices to instructors when a course is completed. The change also appears in the PL Activity Report on the KY Skills U student data management site, Kentucky Adult Education Reporting System (KAERS).
- Should circumstances arise that prevent you from completing professional learning, see page 28 of this handbook for exemption information.

## WHAT ABOUT CCNs?

College and Career Navigators specifically focus on the recruitment, retention and referral of adult students, resulting in improved GED/MSG performance for KY Skills U 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 structured, face-to-face training sessions. Details are below.

Position Title Total Hours	TOTAL Hours Worked Per Year	Meetings – Onboarding and PLC	PLC Product Development Credit	Electives & Other Online Courses
<b>College and Career Navigators</b> <b>TOTAL HRS FOR 2019/20: 24</b>	100% CCN/FTE 37.5 hrs/wk (Min. 1 per fiscal agent)	18 hrs – 3, one-day CCN trainings 6 hrs – 4 formal PLC mtgs and 2 informal/progress mtgs <b>Total - 24</b>	Strongly encouraged to participate	Optional
<b>College and Career Navigators</b> <b>TOTAL HRS FOR 2019/20: 24</b>	100% CCN/PT 18.5 hrs/wk (min. req. hrs/wk)	18 hrs – 3, one-day CCN trainings 6 hrs – 4 formal PLC mtgs and 2 informal/progress mtgs <b>Total - 24</b>	Strongly encouraged to participate	Optional
<b>College Career Navigators/Any other position</b> <b>TOTAL HRS FOR 2019/20: 24</b>	FT/37.5 hrs/wk (Combined hours in dual role must be at least 50% CCN)	12 hrs – 2, one-day CCN training 3 hrs – half-day PLC kickoff 6 hrs – 4 formal PLC mtgs. and 2 informal/progress mtgs <b>Total – 21</b>	3 hours	Optional

## Data & Assessment Specialists

The role of a Data and Assessment Specialist is extremely important to the success of a program. It provides the foundation for programmatic improvement, a roadmap to measurable skill gains, and the context for work in the PLC. Given that importance, it is only logical that Data & Assessment Specialists also need to meet PL requirements. Requirements are outlined in the chart below.

Position Title Total Hours	TOTAL Hours Worked Per Year	Meetings – Onboarding and PLC	PLC Product Development Credit	Electives & Other Online Courses
<b>Data &amp; Assessment Specialist</b> <b>TOTAL HRS FOR 2019/20:</b> <b>6</b>	100% Data Manager	6 hrs – half-day PLC kickoff/ half- day IG overview	Optional	Optional

# FREQUENTLY ASKED QUESTIONS

## **KAERS and Canvas Questions**

### **How do I register for PL?**

In order to register of PL courses, instructors must have active status in KAERS. *Please note that all new users must change the password after initial login.*

### **How do I get “active status” in KAERS?**

The program director or the appropriate staff enters instructors in the KAERS database system, which automatically places you in active status. The **work** email address entered in KAERS for you will be used for all notices about your PL courses, etc. Often, issues with Canvas stem from the wrong email in KAERS.

### **Help! I can't log into Canvas to register for my professional learning!**

If you became active in KAERS recently and did not receive your username and password, check in KAERS to make sure you are assigned to a location. If a participant cannot log into the KYVC/CANVAS system due to a **forgotten username/password**, please contact Leta Martin at [la.martin@moreheadstate.edu](mailto:la.martin@moreheadstate.edu) (606) 783-2026 or Debbie McCoy at [debbiem.mccoy@ky.gov](mailto:debbiem.mccoy@ky.gov) (502) 892-3038.

All active staff in KAERS will be sent a message with their Canvas username and password to the email address entered in KAERS. Check your email for that message from Canvas. **Once you receive an email confirming your VCN/KYVC username and password, please print and save a copy for your records.**

### **What do I do if I didn't get a confirmation from Canvas?**

First, check your junk email folder. If that does not have it, then make sure that the email listed in KAERS is the current email. If you have changed emails, then chances are that the Canvas confirmation went to a previous email address. Contact Leta or Debbie for resolution. **Once you receive an email confirming your VCN/KYVC username and password, please print and save a copy for your records.**

### **What's this “VCN”? And KYVC? What is it with the alphabet soup at KYSU?**

To make a long story short, it simply refers to Canvas. We try not to use it anymore, but, hey, you know ... Old habits and all.

### **How do I use Canvas and register for courses?**

Complete tutorials for Canvas can be found on pages 10-13 of this handbook.

## **I have enrolled in the PL course but I cannot access the course or view the course content through Canvas. What do I do? Who do I contact?**

You will need to contact the instructor of the course.

## **I have not received an email notification stating that I am enrolled in the course. What do I do?**

You will need to contact the instructor of the course. If you cannot reach him/her, contact Leta Martin at [la.martin@moreheadstate.edu](mailto:la.martin@moreheadstate.edu) (606) 783-2026; Debbie McCoy at [debbiem.mccoy@ky.gov](mailto:debbiem.mccoy@ky.gov) (502) 892-3038; or Jo Botts at [jbotts@moreheadstate.edu](mailto:jbotts@moreheadstate.edu).

## **I missed a PLC meeting. What should I do?**

Your PLC coach will coordinate with you to make sure you complete all work accomplished at PLC meetings. Reach out to your PLC coach at the email provided in your PLC Google Classroom.

## **I am a new instructor to Adult Education. What are my PL requirements?**

As an instructor new to Adult Education, you are required to take *The GED® Test* facilitated by Rae Smith and *New Teacher Orientation* within 120 days of your hire, per the Implementation Guidelines. Participation in your program's PLC is at your director's discretion.

## **I am an experienced instructor who transferred to a different program. What happens to the PL hours I've already accrued?**

PL hours are portable, regardless of the county in which you are employed – including participation in PLCs. Instructors will simply “pick up where they left off” in the PLC meeting rotation of their new program. Catching up in the PLC product will be the responsibility of the coach and the instructor. However, if your email needs to be changed in KAERS, contact Natalie Cummins ([Natalie.Cummins@ky.gov](mailto:Natalie.Cummins@ky.gov)) or Terry Tackett ([Terry.Tackett@ky.gov](mailto:Terry.Tackett@ky.gov)).

## **If current staff change position, i.e., Lead Instructor to Program Director, do PL requirements change?**

Yes, when a change in position occurs, that will change the PL requirements. Make sure your status in KAERS reflects current hours and duties.

## 2019-20 PROFESSIONAL LEARNING COMMUNITIES

At the heart of PLCs is the belief that instructors working together have the greatest ability to effect changes in their respective programs. Results from the transitional year of the PLC model bear that out. Program PLCs in Kentucky tackled such issues as alleviating enrollment processes, tracking probation and parole referrals, and increasing outreach efforts, be they through social media or community presence and partnerships. Commonly, instructors reported appreciation for the opportunity to collaboratively work toward relevant programmatic goals instead of discrete, solitary classes, even if the results of their targeted product did not always meet with the expected success of the PLC. In the second half of the year, we will expand PLCs to pilot a few RLA, math, and ESL content PLCs.

WIB	Authorizing Agent/Provider	Coach Name	Coach's email
EKCEP	<b>Big Sandy CTC</b>		
EKCEP	<b>Hazard CTC</b>		
EKCEP	<b>Southeast CTC</b>		
EKCEP	<b>KEDC</b>		
TENCO	<b>Morehead State University</b>		
TENCO	<b>Maysville CTC</b>		
Cumberlands	<b>Cumberland BOE</b>		
Cumberlands	<b>Somerset CC</b>		
Cumberlands	<b>Laurel County Literacy Council</b>		
Bluegrass	<b>Thorn Hill Education</b>		
Bluegrass	<b>Eastern Kentucky</b>		
Bluegrass	<b>Jessamine County BOE</b>		
Bluegrass	<b>Bluegrass CTC</b>		
West KY	<b>Madisonville CC</b>		
West KY	<b>Hopkinsville CC</b>		
West KY	<b>West KY CTC</b>		
West KY	<b>WKEC</b>		
Green River	<b>Henderson CC</b>		
Green River	<b>Owensboro CTC</b>		
Kentuckianaworks	<b>Jefferson CTC</b>		
Kentuckianaworks	<b>Jefferson BOE</b>		
Northern KY	<b>Gateway CTC</b>		
Northern KY	<b>Newport Independent Schools</b>		
Southcentral	<b>SKYCTC</b>		
Southcentral	<b>Edmonson County BOE</b>		
Lincoln Trail	<b>Hardin County BOE</b>		
Lincoln Trail	<b>Elizabethtown CTC</b>		



# HOW TO REGISTER FOR COURSES

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

1. Go to the [KAERS Sign-in Screen](#).
2. Sign in with username and password.
3. Click on "State Resources."
4. Click on "More."
5. Click on "PL Handbook" found under "Resource Title" heading.

**Once you are accessing the handbook online ...**

6. Navigate to the At a Glance lesson list on pages 24-27 of the PL Handbook. Click the KYSU code in the Course Number column.

Course Dates	Course Number	Course Name	Course Description	Course Hours	Course Instructor	Mode of Delivery
7/9/2019-7/17/2019	<a href="#">KYSU 440</a>	Creating & Maintaining and Comprehensive Adult Citizenship Education Program	Through this course, offered by U.S. Citizenship and Immigration Services (USCIS), you will learn about: the process of developing a comprehensive adult citizenship curriculum, syllabi and lesson plans; methods to create, choose and adapt student-centered activities; strategies to improve English and civics skills and knowledge to prepare students for the naturalization interview and test; thematic teaching; and professional development opportunities for adult citizenship teachers.	6	Lori Looney	Face-face
8/19/2019-6/30/2020	<a href="#">KYSU 442</a>	College and Career Navigator Professional Learning Module		24	Susan Hopkins	Blended

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

## KYAE264 - Section 1718 - CCRS and High Impact Indicators Instructional Strategies for the 2014 GED? Test: Graphic Literacy

**Description:** The GED? tests include numerous graphics from tables, charts and graphs to political cartoons and maps. However, students often lack the skills necessary to interpret and extract information from these graphic representations. This course will provide teachers with strategies to help students enhance their ability to not only understand but also create graphics. As part of the course, teachers will participate in hands-on learning activities in science and social studies that they can take back and use with their students as well as explore a wide variety of online resources that can be used in the classroom. To earn Professional Development credit, participants will need to complete pre- and post-evaluations, an online pre-work activity, a one-day face-to-face workshop, and post-work in their respective classrooms. These trainings will concentrate on College and Career Readiness Standards-based instructional strategies and the High Impact Indicator Questions to assist students' successful completion of the 2014 GED? Test.

Primary Delivery Format: Blended

Start Date: 2/2/2018

End Date: 3/6/2018

Registration End Date: 2/2/2018

[+ Add Course To EduCart](#)

[← Return to Listings](#)



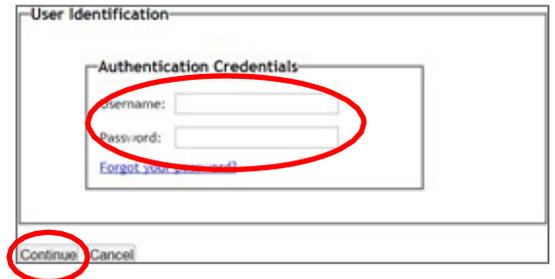
8. The course will be added to your cart. To view your cart, go to the top left of the page and click on "View My Educart."

## HOW TO REGISTER FOR COURSES, CONTINUED

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



10. You will then be taken to Kentucky Virtual Campus, where you will be required to enter your Username and Password (then click “Continue.”) This information will be sent via email once you have been enrolled in KAERS by your Program Director. *Please refer to page 7, Frequently Asked Questions, for more about KAERS enrollment.*



11. The next step will be to submit your contact information (most of this information is pre-populated). Please verify your information is correct and complete all fields on this screen. Then click “Submit.”

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

Your request has been submitted.

Please check your email for additional information and a confirmation of your request. If you need additional assistance, please visit the KYVC Help Desk [online](#) or by phone 877-740-4357.

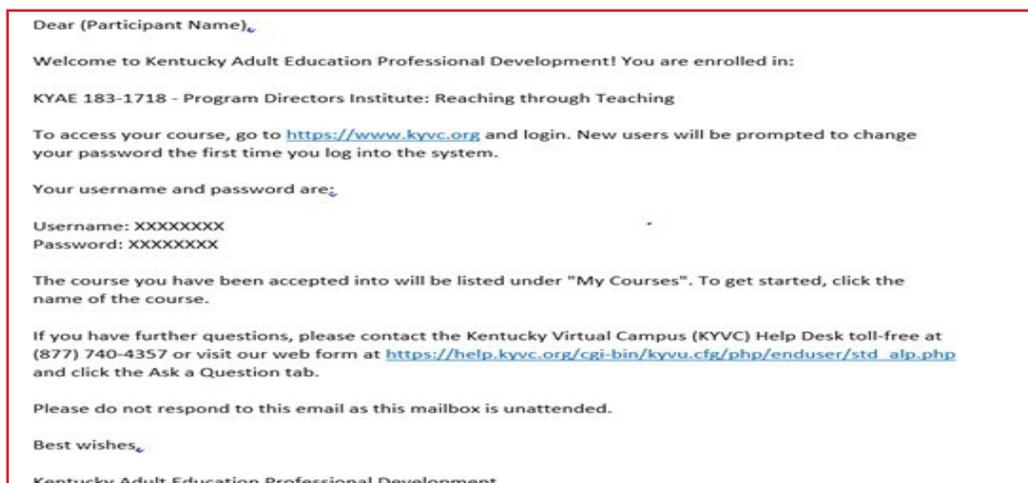
[Click here](#) for more learning opportunities.

***Please note that the Help Desk number is no longer in service. See Frequently Asked Questions for Canvas Help information.***

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

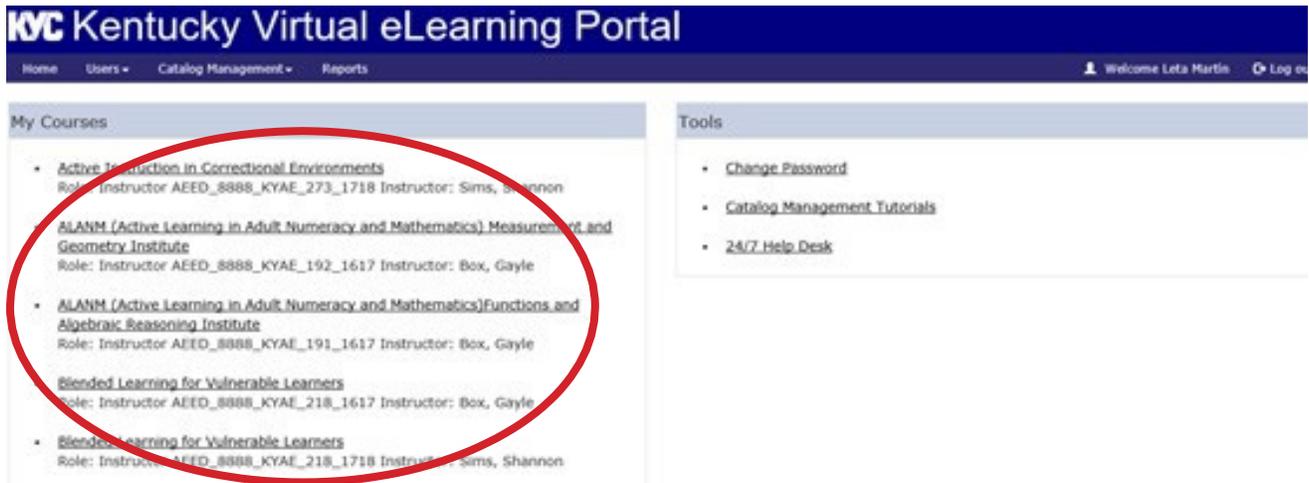
- The course you have enrolled in;
- How to access the course;
- VCN username and password;
- Instructions of how to view the course; and
- How to access the KYVC Help Desk.

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



# HOW TO USE CANVAS FOR ONLINE COURSES

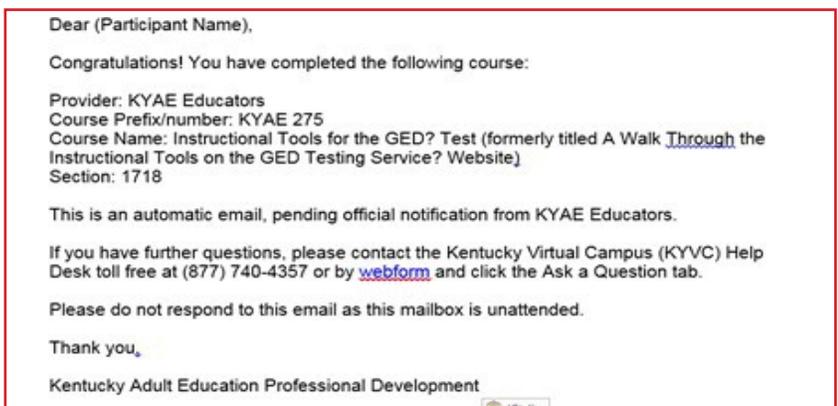
1. Go to KY Virtual Campus – [kyvc.instructure.com](http://kyvc.instructure.com).
2. Click on log in and enter your VCN Username and Password.
3. This will take you to the KYVC- Kentucky Virtual eLearning Portal.
4. All courses you have enrolled in will be listed to the left of the screen.



5. Scroll down to find and select your course; the Canvas classroom platform will be displayed. From this screen, you will be able to access course announcements, assignments, discussions, modules, and grades.



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



# CANVAS USER INFORMATION LINKS

## Get Started with Canvas Network

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

## Additional Tutorials

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

## Logging in to KYVC Canvas Network

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

## Supported Browsers and Mobile Apps

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

# 2019-2020 PROFESSIONAL LEARNING ELECTIVES COURSE DESCRIPTIONS

All online and face-to-face learning opportunities provide three to six hours of KY Skills U professional learning credit, unless otherwise noted. Online options, for the most part, are four-week classes facilitated by National Center for Families Learning (NCFL) staff. An at-a-glance listing by date can be found on pages 24-25 of this guide, online at [www.pl.kyskillsu.ky.gov](http://www.pl.kyskillsu.ky.gov), under the KAERS State Resources, or under Canvas Registrations in your PLC Google Classrooms.



Denotes face-to-face options



## **BurlingtonEnglish Customized Option (1 day/6 hours or half-day/3 hours)**

**Course Description:** Participants can receive guidance covering a range of topics, including Initial Training, Using Curriculum with Low Literacy Learners, Adding BurlingtonEnglish to your Instruction, Creating a Curriculum Map with BurlingtonEnglish to Maximize Your Students' Gains, Using BurlingtonEnglish in Your Classroom, Using BurlingtonEnglish to Successfully Prepare Your Students to Explore Careers and Join IELCEs/IETs, Teaching with the Prepare for CASAS Course, and Live Study Hall. Topics vary in length of instruction, so coordinate learning options with Eileen.

**Course Facilitator:** Eileen McGinley-Ford

**Course Dates:** coordinated with Eileen

**Course Code:** KYSU431

## **Collaborative Support for Students with Disabilities. (4 weeks-online)**

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

**Facilitator:** TBD

**Course Date:** February 10-March 6, 2020

**Course Code:** KYSU392

## CASAS Implementation Training (CASAS IT)

**Course Description:** The CASAS Implementation Training (CASAS IT), or “CASAS 101,” 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. **Each person involved in CASAS testing must complete this training prior to ordering and administering most CASAS multiple-choice tests.**

NOTE: In order for the instructor’s participation to appear in the county KAERS PD Activity Report, register for CASAS IT by clicking on the course code in the At a Glance list and on [CASAS.org](http://CASAS.org) to earn a completion of the course that counts towards the KYSU requirement. You will need to follow the ADDITIONAL REGISTRATION below to register for the course at [CASAS.org](http://CASAS.org). Once you receive your certificate of completion, send a copy to Debbie McCoy at the email listed below.

### ADDITIONAL REGISTRATION:

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

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

**Course Date:** Available anytime

**Facilitator:** Non-facilitated

**Technical Support:** Debbie McCoy, KY Skills U, 502-892-3038, [debbiem.mccoy@ky.gov](mailto:debbiem.mccoy@ky.gov)



## Content-Specific Customized, Intensive Professional Learning (1 day/6 hours or half-day/3 hours customized)

**Course Description:** Sessions are available for both Mathematics and RLA, focusing on both content and instructional strategies for GED® success. The RLA session will also include strategies for GED® Extended Response.

**Facilitators:** Pam Callahan (Mathematics) and TBD  
Jo Botts (RLA) and TBD

**Course Codes:** KYSU435 (Math)  
KYSU436 (RLA)

**Course Dates:** Flexible; coordinate with Pam [pdcallahan@moreheadstate.edu](mailto:pdcallahan@moreheadstate.edu) and Jo [jbotts@moreheadstate.edu](mailto:jbotts@moreheadstate.edu)

## College and Career Navigator Professional Learning Module (24 hours, Blended Learning)

**Course Description:** CCNs will participate in a year-long facilitated course utilizing face-to-face and online learning. The role of the Navigator will be explored and knowledge, skills and attributes of effective Career Navigators will be discussed. Tips on designing a Career Navigator Program for maximum impact will be provided and participants will learn to use KY Skills U's Student Persistence Framework in helping their students reach their goals. Goals, expectations and performance measures will be addressed, helping participants track their program's success. Finally, resources for day-to-day interaction with students will be provided, including information about the Work Ready Kentucky Scholarship; planning, preparing and paying for college; engaging students with localized labor market information from Kentucky Stats; helping students navigate the GED+Plus partnership between KCTCS and KY Skills U, and interactive assessments and career exploration from CareerOneStop.

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

**Course Date:** August 1, 2019 – June 30, 2020

**Course Code:** KYSU442

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### Contextualization and Differentiation in Instruction, Customized, Intensive Professional Learning (1 day/6 hours)

**Course Description:** Participants will learn about contextualization best practices by exploring successful contextualization initiatives from other states, reading seminal works, and evaluating same. Participants will use their knowledge of contextualization best practice to evaluate and revise existing KYSU sector-specific lesson plans for the purpose of implementing contextualization initiatives in their respective programs.

**Facilitator:** Lori Looney

**Course Dates:** Flexible; coordinate with Lori Looney

**Course Code:** KYSU439

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### Corrections 1-Day Customized, Intensive Professional Learning

**Course Description:** Participants will learn about Corrections instructional best practices by exploring successful Kentucky Corrections initiatives. Participants will benefit from experiences shared by veteran KYSU Corrections instructors.

**Facilitator:** TBD

**Course Dates:** Flexible; coordinate with Lori Looney

**Course Code:** KYSU438



## **Creating and Maintaining a Comprehensive Adult Citizenship Education Program (1 day/ 6 hours)**

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

Send the certificate of completion to Debbie McCoy, KYSU contact, 502-892-3038, [debbiem.mcoy@ky.gov](mailto:debbiem.mcoy@ky.gov). She will update the PD status in KAERS and an electronic confirmation will be emailed to the instructor.

**Course facilitator:** US Citizenship and Immigration Services Staff

**Course Date:** July 17, 2019    Louisville, Kentucky

**Course Code:** KYSU440

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## **Data Manager Professional Learning Module (1-day, 6 hours)**

**Course Description:** Participants will receive updates to the Implementation Guidelines and an overview of the Professional Learning Community process. While Data Managers are not required to participate in PLCs, their knowledge of data and the role it plays in program improvement is essential to the success of the PLC.

**Facilitators:** AA Team and CCP Team

**Course Dates:** July 29, 2019 – August 23, 2019

**Course Code:** KYSU443

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## **Effective Instruction in a Corrections Setting (4 week-online)**

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

**Facilitator:** Anne-Leigh McAllister

**Course Date:** October 28-November 22

**Course Code:** KYSU395

## **GED® High Impact Indicator Instructional Strategies (4 week-online)**

**Course Description:** This course is designed to provide adult education instructors with concrete strategies for aligning instruction to the GED® High Impact Indicators. The course provides opportunities for participants to reflect on and improve designing efficient, targeted instruction. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Facilitator:** TBD

**Course Date:** March 9-April 3, 2020

**Course Code:** KYSU386

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## **The GED® Test (5 week-online) (8 credit hours)**

**Course Description:** This 8-10 hour, five-week facilitated course **is designed for those instructors new to adult education.** The GED® Test online course will provide an overview of the GED® test and how to help the student through the testing process. The course covers eligibility, signing up at MyGED®, taking the GED Ready® test, using the diagnostic information, and the testing process through receiving the GED® diploma. Participants will engage in online training activities, peer discussion, and a virtual roundtable discussion on the extended response scoring tool. 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:** Rae Smith

**Course Dates:**

September 6 –October 18, 2019

February 10 – March 6, 2020

March 30 – May 1, 2020

May 11 – June 12, 2020

**Course Codes:**

KYSU399SEP

KYSU399FEB

KYSU399MAR

KYSU399MAY

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## **The GED® Test – Directors Only (5 week-online) (8 credit hours)**

**Course Description:** **Designed as an open resource for Program Directors and Assistants.** Content is the same as that for new instructors. However, the course will run the entire year rather than a discrete five-week period. Directors and Assistant Directors will not be required to complete assignments, but discussion forums will be available. Content includes an overview of the GED® test, using the GED Ready® practice test, scoring the extended response, requesting testing accommodations, and policies and procedures.

**Facilitator:** Rae Smith

**Course Date:** August 1, 2019 – June 30, 2020

**Course Code:** KYSU399DIR

## **Getting the Most Out of KYSU Instructional Framework Series and Lesson Bank (4 week)**

**Course Description:** This course is designed to provide adult education instructors a deep dive into KYSU digital resources. Participants will explore resources contained in the KYSU Instructional Frameworks and Lesson Bank with the intention of using resources to build innovative instructional cohorts. The course provides opportunities for participants to reflect on and improve their own use and practice with digital resources. Participants will engage in interactive learning with their peers through the use of a discussion board and culminate in the creation of a product to meet a local program need.

**Facilitators:** TBD

**Course Date:** October 7-November 1, 2019

**Course Code:** KYSU384

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## **How to Make Distance Learning Work Using EdReady and NROC English (4 week-online)**

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

**Facilitator:** TBD

**Course Date:** January 20-February 14, 2020

**Course Code:** KYSU393

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## **Instructional Technology Customized (1 day/6 hours or half-day/3 hours customized)**

**Course Description:** This one-day, face-to-face session will encompass Google Classroom, Applied Digital Skills, and other instructional technology as requested by providers.

**Facilitator:** Jo Botts and Emily Bosley

**Course Date:** August 30, 2019 and others by request

**Course Code:** KYSU437

## **Instructional Tools for the GED® Test (4 weeks-online)**

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

**Facilitator:** Gail Price

**Course Date:** October 21-November 15, 2019

**Course Code:** KYSU390

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## **Introduction to the Blended/Flipped Classroom – RLA & Math (4 week-online)**

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

**Facilitators:** Anne-Leigh McAllister

**Course Date:** March 9-April 13, 2020

**Course Code:** KYSU382

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## **Let's Get to Work: Incorporating Workforce Skills into Your Classroom (4 weeks-online)**

**Course Description:** This course is designed to help instructors incorporate employability skills into the classroom. We will begin by examining the opportunities WIOA brings to Kentucky Skills U. Then, we will learn practical ways to incorporate key employability skills and soft skills into existing lessons while examining resources designed to help students reach their education and employment goals. Finally, we will move towards strategies to differentiate your instruction to incorporate sector-specific curricula in ways that spark student interest. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Facilitator:** Tracy Noles

**Course Date:** January 6-January 31, 2020

**Course Code:** KYSU391

## Motivating Adult Learners to Persist (4 week-online)

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

**Course Dates:**

October 6-November 1, 2019  
February 3-February 28, 2020

**Course Codes:**

KYSU394OCT  
KYSU394FEB

**Facilitators:**

Anne-Leigh McAllister  
Tracy Noles

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## New AE Teacher Orientation (4 week)

**Course Description:** This course is exclusively for 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.

**Course Facilitator:** Gail Price

**Course Date:**

October 7-November 1, 2019  
January 6-January 30, 2020  
April 13-May 8, 2020

**Course Codes:**

KYSU389OCT  
KYSU389JAN  
KYSU389APR

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## Supporting English Language Learners Advice from Local Content Experts (4 week)

**Course Description:** Instructors responsible for serving adult English Language Learners will benefit from the expertise of local mentor instructors who provide insights on topics of greatest interest to Kentucky ELA instructors, as determined by a KYSU survey of Kentucky ELA instructors. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Facilitators:** Anne-Leigh McAllister

**Course Date:** March 2-March 27, 2020

**Course Code:** KYSU388

## **The Problem with Math is English PART 1** *(revised from 2018-2019)* (4 weeks)

**Course Description:** This course is based on the book *The Problem With Math Is English* by Concepcion Molina. It provides an in-depth look at the critical role of language and symbolism in mathematics. It focuses on issues that create problems in the areas of language and math, and how addressing those issues can lead to a conceptual understanding beyond what is gained in traditional math. The content is built around chapters 1, 2, 3, 4, and 10; these chapters address the language of mathematics and conceptual understanding. The course consists of interactive learning activities, assigned reading, interactive learning with peers through use of a discussion board, and instructor product completion. *Participants will receive a copy of the book.*

**Facilitators:** Gail Price

**Course Date:** January 13-February 7, 2020

**Course Code:** KYSU396

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## **The Problem with Math is English PART 2** *(revised from 2018-2019)* (4 weeks)

**Course Description:** **Completion of Part 1 is NOT a pre-requisite to taking Part 2.** This course is based on the book *The Problem With Math Is English* by Concepcion Molina. The course begins with a brief overview of what Molina sees as the importance of language in math instruction. The focus of the course is on how students develop a conceptual understanding of mathematics. Participants will discover how language and symbolism are a critical part of the instruction of fractions, the order of operations and multiplication. Part 2 encompasses chapters 5, 6, 7, 8, 9, and 11; these chapters address order of operations, fractions, and symbolism. The course consists of interactive learning activities, assigned reading, interactive learning with peers through use of a discussion board, and instructor product completion. *Participants will receive a copy of the book.*

**Facilitators:** Gail Price

**Course Date:** March 2-March 27, 2020

**Course Code:** KYSU398

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## **TABE 11/12 Instructional Strategies** (4 week-online)

**Course Description:** This course is designed to provide adult education instructors with concrete strategies for addressing student skills deficits cited on TABE 11/12 assessment diagnostic reports. The course provides opportunities for participants to reflect on and improve designing efficient, targeted instruction. The online course consists of interactive learning activities, assigned reading, use of a discussion board, and teacher product completion.

**Facilitators:** TBD

**Course Date:** January 13-February 7, 2020

**Course Code:** KYSU385

## Teaching Strategies for Adult English Language Learners (4 week)

**Course Description:** Teaching Strategies for Adult English Language Learners provides adult education instructors with a collaborative forum to incorporate current research and promising practices into teaching for English Language Learners (ELLs). This course identifies and presents essential strategies that enhance and strengthen ELL classrooms and programs to better serve adult learners. Course participants explore instructional practices that support vibrant adult English language learning environments for effective language acquisition. They examine current research and methods through the lens of practical application. Participating in a Professional Learning Community (PLC) model, participants are empowered to share their outcomes with others.

**Facilitators:** Jeff O’Field

**Course Date:** January 20-February 14, 2020

**Course Code:** KYSU387

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## What Instructors and Their Students Need to Know About GED® Extended Response (4 week-online)

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

**Facilitator:** Gail Price

**Course Date:** February 3-February 28, 2020

**Course Code:** KYSU383



## WIN Customized Option (1 day/6 hours or half-day/3 hours)

**Course Description:** Participants will gain a working knowledge of the WIN Learning system, including Kentucky Career Readiness Courseware, Kentucky Essential Soft Skills courseware, and College Readiness Courseware. WIN software is used for KCRC and KESC certificates, while the curriculum for College Readiness Courseware can be used for GED® preparation. Time will be given to set up instructors in the WIN program and delve into the components of each courseware, both online and downloadable.

**Facilitator:** Crystal Bell

**Course Code:** KYSU433

**Course Dates:** Coordinate with Crystal Bell [cbell@winlearning.com](mailto:cbell@winlearning.com) or Leta Martin [la.martin@moreheadstate.edu](mailto:la.martin@moreheadstate.edu)

## 2019-2020 COURSES AT A GLANCE

Course Dates	Course Number	Course Name	Course Description	Course Hours	Course Instructor	Mode of Delivery
7/9/2019-7/17/2019	<a href="#">KYSU 440</a>	Creating & Maintaining and Comprehensive Adult Citizenship Education Program	Through this course, offered by U.S. Citizenship and Immigration Services (USCIS), you will learn about: the process of developing a comprehensive adult citizenship curriculum, syllabi and lesson plans; methods to create, choose and adapt student-centered activities; strategies to improve English and civics skills and knowledge to prepare students for the naturalization interview and test; thematic teaching; and professional development opportunities for adult citizenship teachers.	6	Lori Looney	Face-face
8/19/2019-6/30/2020	<a href="#">KYSU 442</a>	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.	24	Susan Hopkins	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 443</a>	Data Manager Professional Learning Module	Skills U personnel will enroll and complete data managers in Canvas based upon sign-in sheets for the event.	6	Lori Looney	Face-face
9/16/2019-10/18/2019	<a href="#">KYSU 399SEP</a>	The GED® Test	This 8 - 10 hour, five-week facilitated course is designed for those instructors new to Adult Education. The GED® test online course will provide an overview of the GED® test and how to help the student through the testing process.	8	Rae Smith	Online
10/6/2019 - 11/1/2019	<a href="#">KYSU 394OCT</a>	Motivating Adult Learners to Persist	Instructors will gain an understanding of strategies that motivate adult learners to persist including managing the three main types of barriers to persistence, using and inspiring learners' interests, building learners' self-efficacy, using incentives and motivation, providing choice and autonomy, and using digital media to engage students.	6	Anne-Leigh Elmore; Tracy Noles	Online
10/7/2019-11/1/2019	<a href="#">KYSU 384</a>	Getting the Most Out of KYSU Instructional Framework Series and Lesson Bank (4 weeks)	This course is designed to provide adult education instructors a deep dive into KYSU digital resources.	6	TBD	Online
10/7/2019-11/1/2019	<a href="#">KYSU 389OCT</a>	New AE Teacher Orientation (4 weeks)	This course is exclusively for 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.	6	Gail Price	Online
10/21/2019-11/15/2019	<a href="#">KYSU 390</a>	Instructional Tools for the GED® Test (4 weeks)	This facilitated course is designed to help adult education instructors enhance their understanding of the GED Testing Service® website.	6	Gail Price	Online
10/28/2019-11/22/2019	<a href="#">KYSU 395</a>	Effective Instruction in a Corrections Setting (4 weeks)	Participants will gain an overview of the U.S. Department of Education's Reentry Education Framework and online ToolKit, which are designed to help correctional education providers create a seamless path for their students by connecting education services offered in correctional facilities with those in the community.	6	Anne-Leigh Elmore	Online
1/6/2020-1/30/2020	<a href="#">KYSU 389JAN</a>	New AE Teacher Orientation (4 weeks)	This course is exclusively for 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.	6	Gail Price	Online
1/6/2020 - 1/31/2020	<a href="#">KYSU 391</a>	Let's Get to Work: Incorporating Workforce Skills into Your Classroom (4 weeks)	This course is designed to help instructors incorporate employability skills into the classroom.	6	Tracy Noles	Online
1/13/2020 - 2/7/2020	<a href="#">KYSU 396</a>	The Problem with Math is English (4 weeks) Part 1	Instructors will gain an understanding of the language, symbolism, and representation of math concepts that will make teaching math an easier task. Course content is built around chapters 1, 2, 3, 4, and 10.	6	Gail Price	Online
1/13/2020-2/7/2020	<a href="#">KYSU 385</a>	TABE 11/12 Instructional Strategies (4 weeks)	This course is designed to provide adult education instructors with concrete strategies for addressing student skills deficits cited on TABE 11/12 assessment diagnostic reports.	6	TBD	Online
1/20/2020 - 2/14/2020	<a href="#">KYSU 393</a>	How to Make Distance Learning Work Using EdReady and NROC English (4 weeks)	In this course, participants will learn strategies to effectively engage and instruct distance-learning students in a blended classroom environment; manage and enroll students in both EdReady and NROC English; and utilize customized instructional playlists to enhance student performance.	6	TBD	Online
1/20/2020-2/14/2020	<a href="#">KYSU 387</a>	Teaching Strategies for Adult English Language Learners (4 weeks)	Teaching Strategies for Adult English Language Learners provides adult education instructors with a collaborative forum to incorporate current research and promising practices into teaching for English Language Learners (ELLs).	6	Jeff O'Field	Online
2/3/2020-2/28/2020	<a href="#">KYSU 383</a>	What Instructors and Their Students Need to Know About GED® Extended Response	Instructors will gain information provided by GEDTS on how best to focus time with students in order to teach them the "how-to" of writing responses that earn points.	6	Gail Price	Online

## 2019-2020 COURSES AT A GLANCE

Course Dates	Course Number	Course Name	Course Description	Course Hours	Course Instructor	Mode of Delivery
2/3/2020 - 2/28/2020	<a href="#">KYSU 394FEB</a>	Motivating Adult Learners to Persist	Instructors will gain an understanding of strategies that motivate adult learners to persist including managing the three main types of barriers to persistence, using and inspiring learners' interests, building learners' self-efficacy, using incentives and motivation, providing choice and autonomy, and using digital media to engage students.	6	Anne-Leigh Elmore; Tracy Noles	Online
2/10/2020 - 3/6/2020	<a href="#">KYSU 392</a>	Collaborative Support for Students with Disabilities.	In this facilitated online course, participants will receive guidance for working collaboratively with students with disabilities.	6	TBD	Online
2/10/2020 - 3/6/2020	<a href="#">KYSU 399FEB</a>	The GED® Test	This 8 - 10 hour, five-week facilitated course is designed for those instructors new to Adult Education. The GED® test online course will provide an overview of the GED® test and how to help the student through the testing process.	8	Rae Smith	Online
3/2/2020 - 3/27/2020	<a href="#">KYSU 398</a>	The Problem with Math is English (4 weeks) Part 2	Participants will discover how language and symbolism are a critical part of the instruction of fractions, the order of operations and multiplication. Part 2 encompasses chapter 5, 6, 7, 8, 9, and 11.	6	Gail Price	Online
3/2/2020 - 3/27/2020	<a href="#">KYSU 388</a>	Supporting English Language Learners: Advice from Local Content Experts( 4 weeks)	Instructors responsible for serving adult English Language Learners will benefit from the expertise of local mentor instructors who provide insights on topics of greatest interest to Kentucky ELA instructors, as determined by a KYSU survey of Kentucky ELA instructors.	6	Anne-Leigh Elmore	Online
3/9/2020 - 4/3/2020	<a href="#">KYSU 386</a>	GED® High Impact Indicator Instructional Strategies (4 weeks)	This course is designed to provide adult education instructors with concrete strategies for aligning instruction to the GED® High Impact Indicators.	6	TBD	Online
3/9/2020 - 4/13/2020	<a href="#">KYSU 382</a>	Introduction to the Blended/ Flipped Classroom - RLA & Math (4 weeks)	In this facilitated online course, instructors will learn to implement the flipped classroom model while designing and uploading RLA and Math activities that can be easily shared and utilized to help meet students' goals in multilevel classrooms.	6	Anne-Leigh Elmore	Online
3/30/2020 - 5/1/2020	<a href="#">KYSU 399MAR</a>	The GED® Test	This 8 - 10 hour, five-week facilitated course is designed for those instructors new to Adult Education. The GED® test online course will provide an overview of the GED® test and how to help the student through the testing process.	8	Rae Smith	Online
4/13/2020 - 5/8/2020	<a href="#">KYSU 389APR</a>	New AE Teacher Orientation (4 weeks)	This course is exclusively for 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.	6	Gail Price	Online
5/11/2020 - 6/12/2020	<a href="#">KYSU 399MAY</a>	The GED® Test	This 8 - 10 hour, five-week facilitated course is designed for those instructors new to Adult Education. The GED® test online course will provide an overview of the GED® test and how to help the student through the testing process.	8	Rae Smith	Online
8/1/2019 - 6/30/2020	<a href="#">KYSU 399DIR</a>	The GED® Test (Directors Only)	Directors ONLY. This 8 - 10 hour, five-week facilitated course is designed for those instructors new to Adult Education. The GED® test online course will provide an overview of the GED® test.	8	Rae Smith	
7/1/2019 - 6/30/2020	<a href="#">KYSU 400</a>	CASAS Implementation Training (CASAS IT)	The CASAS Implementation Training (CASAS IT), or "CASAS 101," provides a basic understanding of the CASAS system.	3	Self-paced	Online
8/19/2019 - 6/30/2020	KYSU 431	Burlington English Customized Option*	Coordinate with Eileen Ford <a href="mailto:eileen.ford@burlingtonenglish.com">eileen.ford@burlingtonenglish.com</a>	6	Pam Callahan	Face-face
8/19/2019 - 6/30/2020	KYSU 433	WIN Customized Option*	Coordinate with Leta Martin <a href="mailto:la.martin@moreheadstate.edu">la.martin@moreheadstate.edu</a>	6	Pam Callahan	Face-face
8/19/2019 - 6/30/2020	KYSU 435	Mathematics 1-Day, Customized PL*	Coordinate with Pam Callahan <a href="mailto:pdcallahan@moreheadstate.edu">pdcallahan@moreheadstate.edu</a>	6	Pam Callahan	Face-face
8/19/2019 - 6/30/2020	KYSU 436	RLA 1-Day , Customized PL*	Coordinate with Jo Botts <a href="mailto:jbotts@moreheadstate.edu">jbotts@moreheadstate.edu</a>	6	Jo Botts	Face-face
8/19/2019 - 6/30/2020	KYSU 437	Instructional Technology 1-Day Customized*	Intensive PL: Google, other Instructional Technology as needed Coordinate with Emily Bosley <a href="mailto:emily.bosley@ky.gov">emily.bosley@ky.gov</a>	6	Jo Botts	Face-face
8/19/2019 - 6/30/2020	KYSU 438	Corrections 1-Day Customized, PL*	Coordinate with Lori Looney <a href="mailto:lori.looney@ky.gov">lori.looney@ky.gov</a>	6	Lori Looney	Face-face
8/19/2019 - 6/30/2020	KYSU 439	Contextualization & Differentiation 1 Day Customized PL*	Coordinate with Lori Looney <a href="mailto:lori.looney@ky.gov">lori.looney@ky.gov</a>	6	Lori Looney	Face-face
8/19/2019 - 6/30/2020	KYSU444	Half-day Implementation Guidelines Training*	Participants will be enrolled and completed in Canvas using the sign-in sheets from the day's training.	3	Lori Looney	Face-face
8/19/2019 - 6/30/2020	KYSU445	Half-day customized option*	Contact Lori Looney to coordinate your learning needs in mathematics, RLA, or Instructional Technology	3	Lori Looney	Face-face
8/19/2019 - 6/30/2019	KYSU446	Elective PLC Credit*	For instructors employed fewer than 500 hours; with recommendation from the Program Director.	6	Lori Looney	Blended

\* Once a customized option is completed, the facilitator will enroll and complete participants in Canvas.

## 2019-2020 PLCs AT A GLANCE

Course Dates	Course Number	Course Name	Course Description with <a href="#">Google Classroom Codes</a>	Course Hours	Course Instructor	Mode of Delivery
8/19/2019-6/30/2020	<a href="#">KYSU 406</a>	Big Sandy Professional Learning Community (PLC)	Big Sandy CTC (Floyd, Johnson, Magoffin, Pike) Professional Learning Community <a href="#">wdkld3</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 407</a>	Hazard CTC Professional Learning Community (PLC)	Hazard CTC (Breathitt, Knott, Leslie, Owsley, Perry) Professional Learning Community <a href="#">47osn8h</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 408</a>	Southeast CTC Professional Learning Community (PLC)	Southeast CTC (Bell, Harlan, Letcher) <a href="#">axkadh</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 409</a>	KEDC Professional Learning Community (PLC)	KEDC (Boyd, Boyle, Carter, Elliott, Garrard, Greenup, Lawrence, Lincoln, Martin, Menifee, Mercer) Professional Learning Community <a href="#">oxwu7f5</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 410</a>	MSU Professional Learning Community (PLC)	Morehead State University (Bath, Montgomery, Morgan, Powell, Rowan, Wolfe) <a href="#">ms5m1ko</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 411</a>	Maysville CTC Professional Learning Community (PLC)	Maysville CTC (Bracken, Fleming, Harrison, Lewis, Nicholas) Professional Learning Community <a href="#">lwndbz0</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 412</a>	Cumberland BOE Professional Learning Community (PLC)	Lake Cumberland ADD (Adair, Clinton, Cumberland, Green, Rockcastle, Taylor) Professional Learning Community <a href="#">psx53x7</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 413</a>	Laurel County Literacy Professional Learning Community (PLC)	Laurel County Literacy Council, Inc. (Knox, Laurel, Whitley) Professional Learning Community <a href="#">a39d8h</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 414</a>	Somerset CC Professional Learning Community (PLC)	Somerset CC (Casey, McCreary, Pulaski, Russell, Wayne) Professional Learning Community <a href="#">vb1lqv</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 412THL</a>	Thornhill Education Center Professional Learning Community (PLC)	Thorn Hill Education Center (Bourbon, Estill, Franklin, Jackson, Lee) Professional Learning Community <a href="#">58h38va</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 413EKU</a>	EKU Professional Learning Community (PLC)	Eastern Kentucky University (Clay, Madison) Professional Learning Community <a href="#">n3k3swl</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 414BLU</a>	Bluegrass CTC Professional Learning Community (PLC)	Bluegrass CTC (Anderson, Clark, Fayette, Scott) Professional Learning Community <a href="#">6uerpr</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 415</a>	Madisonville Professional Learning Community (PLC)	Madisonville CC (Hopkins, Muhlenberg) Professional Learning Community <a href="#">a3ras4</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 416</a>	Hopkinsville Professional Learning Community (PLC)	Hopkinsville CC (Caldwell, Christian, Todd, Trigg) Professional Learning Community <a href="#">fw4yby</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 417</a>	West Kentucky CTC Professional Learning Community (PLC)	West Kentucky CTC (Carlisle, Graves, McCracken) Professional Learning Community <a href="#">leicio</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 418</a>	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 <a href="#">obfiuj</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 419</a>	Henderson CC Professional Learning Community (PLC)	Henderson CC (Henderson) Professional Learning Community <a href="#">w1i30kv</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 420</a>	Owensboro CTC Professional Learning Community (PLC)	Owensboro CTC (Davies, Hancock, McLean, Ohio) Professional Learning Community <a href="#">dwudkp</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 421</a>	Jefferson CTC Professional Learning Community (PLC)	Jefferson CTC (Bullitt, Carroll, Gallatin, Henry, Oldham, Shelby, Spencer, Trimble) Professional Learning Community <a href="#">gmwih0</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 422</a>	Jefferson BOE Professional Learning Community (PLC)	Jefferson County BOE (Jefferson) Professional Learning Community <a href="#">iui8l2f</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 423</a>	Jessamine BOE Professional Learning Community (PLC)	Jessamine County BOE (Jessamine, Woodford) Professional Learning Community <a href="#">of58sx</a>	18	Pam Callahan	Blended

## 2019-2020 PLCs AT A GLANCE

Course Dates	Course Number	Course Name	Course Description with <a href="#">Google Classroom Codes</a>	Course Hours	Course Instructor	Mode of Delivery
8/19/2019-6/30/2020	<a href="#">KYSU 424</a>	Gateway CTC Professional Learning Community (PLC)	Gateway CTC (Boone, Grant, Kenton, Owen, Pendleton) Professional Learning Community <a href="#">zhkzlw8</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 425</a>	Newport Independent Professional Learning Community (PLC)	Newport Independent Schools (Campbell) Professional Learning Community <a href="#">2fnvvc</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 426</a>	Southcentral Kentucky CTC Professional Learning Community (PLC)	Southcentral KY CTC (Barren, Metcalfe, Simpson, Warren) Professional Learning Community <a href="#">lpourf</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 427</a>	Edmonson CO BOE Professional Learning Community (PLC)	Edmonson County BOE (Allen, Butler, Edmonson, Logan, Monroe) Professional Learning Community <a href="#">v6wy7rx</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 428</a>	Hardin CO BOE Professional Learning Community (PLC)	Hardin County BOE (Breckinridge, Hardin, Hart, LaRue, Marion) Professional Learning Community <a href="#">ave2w0a</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 429</a>	Elizabethtown CTC Professional Learning Community (PLC)	Elizabethtown CTC (Grayson, Meade, Nelson, Washington) Professional Learning Community <a href="#">h38mg13</a>	18	Pam Callahan	Blended
8/19/2019-6/30/2020	<a href="#">KYSU 441</a>	PLC for Directors /Assistant Directors	<a href="#">3efxjz5</a>	25	Pam Callahan	Blended

# 2019-2020 PROFESSIONAL LEARNING EXEMPTIONS

## General PL Exemption:

Sometimes, there are extenuating instances when a required PL event is missed, such as a recent death in the family, a serious illness, or other professionally appropriate circumstances. In these instances, program directors, assistant directors, instructors, College and Career Navigators, or Data Assessment/Manager staff 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 [2019-20 Professional Learning 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 exemption should be requested as a last resort. If other options for fulfilling KYSU PL requirements exist, it is expected that program directors will guide staff to select some.

## PL Elective Exemption for Google Certified Educators:

To support provider innovation, KYSU will allow instructors who provide proof of [Google Certified Educator Level 1 or Level 2](#) completion during FY 2019-2020 to use same as basis for PL elective exemption.

The director will send a completed [2019-2020 Professional Learning Exemption Request Form](#) to Lori Looney at [lori.looney@ky.gov](mailto:lori.looney@ky.gov), along with copies of Google Certified Educator Level 1 or Level 2 badge and certificate.

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

## PL Elective Exemption for Relevant College Coursework:

KYSU will also allow instructors who earn a “B” or better in AE-relevant college coursework completed during FY 2019-2020 to use same a basis for PL elective exemption.

The director will send a completed [2019-2020 Professional Learning 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 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.*

# 2019-2020 APPROVED CONFERENCES AND WEBINARS

## APPROVED CONFERENCES AND WEBINARS

Only KY Skills U **performance funding** may be used by program directors or instructors to attend a conference listed in this section of the PL Handbook. Programs seeking to send one or more persons to a KY Skills U-approved conference must seek **prior approval** from KY Skills U in order to use KY Skills U funds. Program directors must send the completed [KY Skills U Conference Attendance Approval Form\\*](#) to KY Skills U at [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.

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

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

## **2019-20 National and Regional Conferences**

### **Southeast Regional TESOL Conference**

November 5-9, 2019 | Orlando, Florida

<https://web.cvent.com/event/d8864590-8ad9-4156-80a4-19bd169e9014/summary>

### **Association for Supervision and Curriculum Developers (ASCD) Empower 20: The Conference for Learning, Teaching, and Leading Together**

March 13-16, 2020 | Los Angeles, California

<http://empower.ascd.org/program/save-the-date.aspx>

### **CASAS National Summer Institute**

June 23-25, 2020 | Orange County, California

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

### **Correctional Education Association Conference (CEA)**

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

April 19-21, 2020 | Bloomington, Minnesota

<https://ceanational.org/conferences>

### **COABE Annual Conference**

April 5-8, 2020 | Baltimore, Maryland

<https://www.coabe.org/conference-2020/>

### **GED Testing Service® 2020 Annual Conference**

July (usually) 2020 | Atlanta, Georgia

[https://ged.com/educators\\_admins/program/](https://ged.com/educators_admins/program/)

### **Learning Disabilities Association of America 57th Annual International Conference**

February 17-20, 2020 | Orlando, Florida

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

### **National Career Pathways Network (NCPN)**

Preconference October 11, 2018

October 12-13, 2019 | Orlando, Florida

[https://www.ncpn.info/conf\\_2019.php](https://www.ncpn.info/conf_2019.php)

### **National Center for Families Learning Summit**

November 4-6, 2019 | Louisville, Kentucky

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

### **National Council of Teachers of Mathematics 2018 Regional Conference & Exposition**

October 2-4, 2019 | Nashville, Tennessee (Regional Conference) |

<https://www.nctm.org/nashville2019/>

**or**

April 1-4, 2020 | Chicago, Illinois (Centennial Annual Meeting) | <https://www.nctm.org/100/>

### **National Council of Teachers of English**

November 21-24, 2019 | Baltimore, Maryland

<http://convention.ncte.org/>

### **United States Citizenship and Immigration Services (USCIS) Training Seminars**

*Periodically, the USCIS offers a training seminar in Kentucky on the naturalization process.*

August 5-6, 2019 | Chicago, Illinois or

September 4, 2019 | Cleveland, Ohio or

September 12, 2019 | Nashville, Tennessee

[Link to USCIS Training Seminars](#)

## **2019-20 State Conferences**

### **Kentucky Association of Developmental Education (KADE) Conference**

***Soon to be the Kentucky Organization for Student Success – KOSS***

October 24-25, 2019

Berea College | Berea, Kentucky

[@KadeKY](#)

### **Kentucky Center for Mathematics**

March 9-10, 2020

Marriott Griffin Gate | Lexington, Kentucky

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

### **Kentucky Convergence Conference**

October 31 – November 1, 2019

University of Louisville/ Shelby Campus | Louisville, Kentucky

<https://kyconvergence.blog.wku.edu/>

### **Kentucky Society for Technology in Education Annual Conference**

March 11-13, 2020

Galt House Hotel | Louisville, Kentucky

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

### **Kentucky Teachers of English to Speakers of Other Languages (TESOL)**

October 4-5, 2019

Louisville, Kentucky

<https://kypesol.wildapricot.org/>

### **Kentucky Council for Teachers of English**

February 28-29, 2020 | Berea College, Berea, Kentucky

<https://kcte.org/>