



FY 09-10 Professional Development FAQs

Q1. What constitutes completion of the PD requirements for 2009-2010?

For **full-time instructors and instructor's aides**, PD requirement completion is based on attendance at the appropriate institute followed by participation in and completion of that institute's components that may include additional face-to-face meetings, Web conferences and/or conference calls and the classroom project. Links to the specifics for each is posted on PDtrack's home page. The institute facilitator will evaluate and score the classroom project using the KYAE-classroom project rubric.

Part-time instructors and instructor's aides must complete one of two new online courses—Assessment to Instruction or Effective Instructional Strategies. **New** part-time instructors must also complete the prerequisite, Orientation to Adult Education online course.

Program directors participating in a targeted institute (Leadership Excellence Academy or PowerPath) are not required to attend an instructor institute. All other program directors are required to attend an instructor institute, in which, at least one of their instructors is also attending. The program director is also required to attend the Program Director Institute. **New** program directors will also attend the Orientation for Program Directors (August 2009).

Q2. When and where are the KYAE institutes?

KYAE has four instructor institutes and one program director institute. Only full-time instructors and instructor's aides may attend an institute, and they must complete all required components. Full-time staff eligible to participate in the an institute are encouraged to attend the one closest to their program. They are not required to attend the one in their region. The institute they attend depends upon their years of experience with KYAE:

- **1st Year Instructor Institute** (Limited to full-time instructors and instructor's aides hired from January 1, 2009 to the present)
 - Cohort 1 begins October 7, 8 & 9, 2009 at Natural Bridge State Resort Park (*see syllabus and calendar for subsequent activities and deadlines*)
 - Cohort 2 begins January 27, 28 & 29 2010 at Rough River State Resort Park
- **2nd-3rd Year Instructor Institute** (Limited to full-time instructors and instructor's aides hired from July 1, 2007 to December 31, 2008)
 - Cohort 1 begins September 10-11 at Rough River State Park

- Cohort 2 begins September 17-18 at Blue Licks Battlefield Resort State Park
- Cohort 3 begins September 24-25 at Natural Bridge State Resort Park

*Note: ESL CASAS Implementation Training will be a separate pre-institute or post-institute at **one** of the 2nd-3rd Year Instructor Institutes. Attendance at the CASAS is open to all instructors and instructor's aides regardless of their years in KYAE. Watch for updates on this training on PDtrack's home page.*

- **Experienced Instructor Institute** (Limited to full-time instructors and instructor's aides hired before June 30, 2007.
 - Eastern Kentucky Cohort (Region 5) begins September 17-18 at MSU at West Liberty
 - Southern Kentucky Cohort (Region 2) begins October 1-2, 2009 at the Carroll Knicely Conference Center, Bowling Green
 - Northern Kentucky Cohort (Region 4) November 5-6, 2009 at the University of Louisville, Shelbyville Campus
 - Central Kentucky Cohort (Region 3) begins January 21-22, 2010 at the Bluegrass Community and Technical College, Regency Campus *(Please Note: The Central Kentucky Cohort, Region 3, Struggling Readers: Diagnostics to Instruction track will be held on October 8-9, 2009 at the Bluegrass Community and Technical College, Regency Campus. All other tracks begin on January 21-22, 2010.)*
 - Western Kentucky Cohort (Region 1) begins March 11-12, 2010 at the Kentucky Dam Village State Park
- **Targeted Institute:** This year KYAE has two targeted institutes – PowerPath and the Leadership Excellence Academy (LEA).
- **Program Director Institute** (Spring 2010) Program directors will complete an instructor institute and the program director institute. The date and location is to be determined. Program directors participating in one of the targeted institutes are exempt from the instructor institute requirements.

Q3. How is full-time or part-time employment status determined?

Full-time and part-time employment status is no longer determined by KYAE, instead, the program director will use the guidelines set forth by their fiscal agent.

Q4. What is the classroom project?

The classroom project is connected to the material covered at the instructor institute and implemented in the classroom. Each institute will provide instructions for the project.

Q5. I am one of the participants in the PowerPath pilot. What are my PD requirements?

The PowerPath pilot is a part of the Targeted Institute and requires the program director and one instructor to be involved. The instructor's professional development will be fulfilled through PowerPath and does not have to complete one of the instructor institutes. However, the program director is required to complete both PowerPath and the Program Director Institute.

Q6. I am a participant in the Leadership Excellence Academy (LEA). What are my PD requirements?

The program director's professional development will be fulfilled through LEA, and they do not have to complete one of the instructor institutes. However, the program director is required to complete both LEA and the Program Director Institute.

Q7. I am one of the counties in the Managed Program pilot. What are my PD requirements?

Participating in the Managed Program pilot does not preclude you from fulfilling your PD requirements.

Q8. How many instructor institutes will I attend?

Every full-time instructor will attend one instructor institute based on years of experience.

Q9. What if I have previously completed Foundations in Reading and Writing Instruction or Foundations in Math Instruction?

Experienced instructors that have previously completed Foundations in Reading and Writing Instruction or Foundations in Math Instruction will still complete one of the four tracks in the experienced instructor institute based on their program director's selection. The Foundations in Reading and Writing Instruction was largely revised in 2007. Note: Experienced instructors should check with Dawn Hanzel at Dawn.Hanzel@uky.edu to see if they should retake the course.

Q10. May performance funding be used to send staff to instructor institutes?

Yes. Performance funding may be used to send staff to instructor institutes if county PD funds are expended.

Q11. Are PD Plans required?

No. KYAE will not require PD plans to be submitted on PDtrack. The program director will want to have a PD History in the staff file to determine which instructor institute the instructor will attend, and if the project was successfully completed.

Q12. How will I earn my PD units for the year?

KYAE no longer requires you to earn PD units. You must complete the required institute or online course based on your full-time/part-time status and years with KYAE.

Q13. Do I still use PDtrack to sign up for the instructor institute?

Yes. Select the instructor institute you will attend by using the catalog or calendar, add it to your cart and then check the item out of your cart. This will register you for an instructor institute. Make sure you select the correct institute before checking it out of your cart. PowerPath and Leadership Excellence Academy participants are already registered on PDtrack.

Q14. Are full-time instructor's aides required to attend an instructor institute?

Yes. Full-time instructor's aides will attend an instructor institute based on years of experience. Instructor's aides work with students under the direction of an instructor and need to know and understand the material covered at the instructor institutes to effectively assist the instructor.

Q15. Are full-time or part-time staff that do not instruct or tutor students under an instructor's direction required to attend an instructor institute?

No. Full-time or part-time staff that do not instruct or tutor students under an instructor's direction are not required to attend an instructor institute. They may attend trainings directly related to job duties, such as AERIN, WIN, PLATO and ITTS trainings. New staff will complete Orientation to Adult Education online course as well.

Q16. What is the focus of the instructor institutes?

The instructor institutes are directly related to better instruction in the classroom.

Q17. May college courses be taken in lieu of an instructor or program director institute?

No. College courses that have prior approval by KYAE may be taken in addition to an instructor or program director institute, but not in place of an institute.

Q18. May educators taking college courses still be eligible for tuition reimbursement?

Yes. While funds are available, college tuition up to \$1000 a semester will be reimbursed by KYAE for courses prior approved by KYAE, and in which the participant earned a grade of "c" or better for undergraduate and "b" or better for graduate level courses. Reimbursement will be paid by KYAE, not by the local program. The reimbursement will not take place until the participant has successfully completed his/her required institute.

Q19. I am an ESL instructor, what PD am I required to take?

If you are full-time staff, complete the appropriate instructor institute. If you are part-time, complete the online course(s) in Question 1. Customize your classroom project to serve an ESL class.