

TO: Adult Educators

FROM: Region 3 – Regional Professional Development Advisory Council

RE: Professional Development through Web-Based Training

We are very proud to announce the newest web-based training opportunity for adult educators. Our web-based training program, entitled “*In Search of Compliance and Implementation in Adult Education*” is now available for use statewide. This training program will enable anyone to earn inservice points either at home or at work, thus, expanding staff development opportunities.

As more and more restrictions are placed on the use of funds for staff development and as revenue for adult education programs remains at a constant level, the need for alternative methods of inservice will grow. It is our hope that the use of technology and the development of web-based training programs will provide you with a cost effective and efficient inservice delivery system. Web-based training will expand your capability to provide more professional development offerings to your staff members.

“*In Search of Compliance and Implementation in Adult Education*” has been developed as a 5-hour inservice program. Local school districts or community colleges must do the actual awarding of the inservice points. You must see that this web-based training program is included as part of an approved inservice component in your District’s or Community College’s Master Inservice Plan. Each district or college may have slightly different procedures for awarding inservice points. You will need to check with the appropriate staff person at your institution to complete the required procedures. Attached to this memorandum is basic information on approval procedures for web-based inservice points and the State Board of Education Rules pertaining to the awarding of inservice points.

When you have an approved inservice component in place, notify your administrative staff of the availability of the web-based training component. Staff members who successfully complete the web-based training program will be issued a certificate of completion. This certificate of completion is our assurance to you that the individual has successfully completed all of the required activities and is eligible for inservice points.

Should you have any questions regarding the implementation of this inservice activity, please contact Diane Merkel at Web-BasedTraining@cox.net. As always we look forward to working with you and welcome your feedback.

Attachments (3)

In Search of Compliance

Component Number: *(Will be supplied by Staff Development)*

Maximum Points During Validity Period: 60

General Objective(s):

To provide administrative personnel with the tools and techniques to meet the challenges of program review relevant to increased accountability, increased program standards, and implementation of the Workforce Implementation Act.

Specific Objective(s):

Upon Completion of an inservice activity, the participant will be able to:

1. Identify changes in Florida school law as a result of recent legislation in terms of background, intent, and implications in the program review process.
2. Describe various strategies to insure compliance with statutory requirements to the program review process.
3. Identify standards and procedures of Florida Administrative law regarding public record disclosure and disposal procedures.
4. Identify legally defensible procedures regarding accommodations in the classroom/school for disabled adults.
5. Identify common methods used for data collection in program evaluation.
6. Identify methods for improving performance.
7. Identify various resources available to obtain information related to specific legal issues.
8. Demonstrate a knowledge of Florida's funding plan for adult and vocational/technical education programs.
9. Identify standards and procedures applicable to state statutory procedures for minimum competencies, student records, compulsory school attendance, facilities, and finance.
10. Use the Internet as an informational resource.
11. Download files from the Internet.

Activities:

Each participant will engage in activities designed to meet the objectives of a training session, including review of Web-based Programmatic Review training module, pretest, posttest, and practice activities.

Participant Evaluation:

Each participant will demonstrate increased competency on at least 80% of the objectives as determined by a valid means of measurement in compliance with Section 231.608 (1), Florida Statute and Rule 6A-5.071 (5), FAC, using one or more of the following indicators:

Component Number: *(Will be supplied by Staff Development)*

1. Achieve 80% accuracy on a written examination.
2. Receive a passing grade from a college or university.
3. Complete a written evaluation in the form specified by the instructor. Complete a written summary and analysis of the benefits of the activity as they relate to student achievement or job performance.
4. Demonstrate proficiency in a selected activity while being observed by designated personnel.
5. Submit lesson plans that reflect implementation of targeted objectives to designated personnel.
6. Develop a project that demonstrates utilization of skills or knowledge gained.
7. Teach a lesson using the concepts learned.

Component Evaluation:

A Web-based opinion survey that is included in the site must be completed by participants and is analyzed for component evaluation by a representative of the Department of Education, Office of Workforce Education.

STATE BOARD OF EDUCATION RULES

6A-4.0051, FAC Renewal of a Professional Educator's Certificate

Defines a professional certificate and requirements to receive an active certificate. Defines requirements for renewal procedure via college credit, inservice training, subject area tests and summer work programs. Provides information on inactive state of professional certificates and requirements for certificate renewal. Describes procedures for retention of certification of one or more coverages. Describes general requirements including validity periods, submission of application, approval procedure by superintendent and special provision for extensions.

6A-5.053, FAC, Relationships between Teacher Education Program Approval and Teacher Certification

Describes the process and purpose of teacher certification and compares certification requirements with teacher education programs. Provides that candidates who complete approved inservice programs shall be eligible for certification renewal and addition of subjects to certificates.

6A-5.061, FAC, Procedures for Approving Preservice and Inservice Teacher Education Programs

Section (2) describes the procedures for initial approval and continuation of approval of inservice teacher education programs. Describes procedures for program modifications. Describes procedures for making program modifications and annual reports. Section (2)(a) describes criteria for Section II of the Master Inservice Plan.

6A-5.077, FAC, Master Inservice Plan Requirements

Describes the master Inservice Plan including contents, format, approval process and updating procedures. Describes the requirements for a component, conversion of college credit to inservice points, in-field and out-of-field components, the minimum length of a component, and evaluation requirements. Provides the requirements and procedures for record keeping, component and participant files, and reports.