

TO: Adult Education Administrators and Teachers

FROM: Adult Basic Education Committee of the Adult Education Task Force

RE: Professional Development through Web-Based Training

We are very proud to announce another Web-Based Training opportunity for Adult Education Administrators and Teachers. Our Web-Based Training program, entitled “*Get Your Message Out! Gaining Recognition for your Adult and Community Education Program,*” is now available for administrators and teachers statewide. These training programs will enable administrators and teachers to earn inservice points either at home or at work, thus, expanding staff development opportunities for administrative personnel.

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.

This web-based training has been developed as a 5-hour inservice program. Local school districts or community colleges must do the actual awarding of the inservice points. As the Adult Education Administrator, you must include this Web-Based Training program 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 the facilitator, Diane Merkel, at Web-BasedTraining@cox.net. As always we look forward to working with you and welcome your feedback.

Attachments (3)

APPROVAL PROCEDURES FOR WEB-BASED INSERVICE POINTS

Inservice activities are designed to update and enhance the competencies required to carry out assigned duties and responsibilities through the acquisition of attitudes, skills, and knowledge. The completion of assigned duties or responsibilities is not legitimate activities for use of inservice funds or the awarding of inservice points, unless a training component has been designed and evaluated as a prerequisite for job success.

All inservice points are awarded through the district/community college's Staff Development Office when it is determined that rules and procedures were followed appropriately and evaluation of participant learning is verified. Documentation of successful completion is a requirement for the awarding of any Web-based inservice points; one inservice point is awarded per hour of inservice activity. When requesting inservice points for a professional growth activity, the criteria below must be met:

1. All inservice activities must be addressed in an approved component in the district's Master Inservice Plan. Verify that an approved component has been added to your district's Master Inservice Plan. If not, a component must be written and approved by Staff Development before inservice points will be awarded for Web-based training.
2. For the awarding of individual inservice points, an Individual Inservice Activity Report (IIAR) must be submitted to the Staff Development Office. A printed copy of the requirements for the Web-based evaluation and the written materials meeting the Web-based evaluation requirements must also accompany the IIAR. Inservice points must be requested and completed during the same school year when the professional growth activity was completed. For summer activities, the IIAR, agenda, and summary or demonstration documentation may be sent to Staff development during the school year following the activity.
3. A printed copy of the Web-based evaluation requirements, the evaluation instrument and any other requested documentation must accompany the IIAR and component records sent to Staff Development.

NOTE: the individual district/community college's Staff Development Office will determine the number of points awarded. Inservice points will be based on the number of training hours that are permitted and documented for a web-based training unit and the quality of the written evaluation materials submitted.

SAMPLE
Coordinator(s): *(Insert Name Here)*
Adult/Community Education

Get Your Message Out!

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 effectively market Adult Basic Education programs.

Specific Objective(s):

Upon Completion of an inservice activity, the participant will acquire knowledge in:

- The basic tools and techniques of public relations/marketing
- Broadcasting opportunities
- Student and volunteer recruitment procedures
- The planning and marketing of special events
- Communicating effectively with the community and businesses
- Creating a media handbook

Activities:

Each participant will engage in activities designed to meet the objectives of a training session, including review of Web-based training modules, skills practice activities, and preliminary development of an adult education program marketing plan.

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, Division of Workforce Development.

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 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.