



Aspire Professional Development Policy and Guidelines

Introduction

The purpose of professional development (PD) is to support Aspire practitioners in developing the skills and knowledge in order to provide high-quality educational services to assist students in acquiring skills to be successful in postsecondary education/training and employment. Professional development activities and services are provided by the **Professional Development Network (PDN)**. Information and resources from the PDN are located at <https://OhioAspire.org>.

The policy and guidelines for professional development are provided below.

I. Policy

- A. Ohio Department of Higher Education (ODHE) Aspire requires local programs to have staff who are qualified to provide the services defined in the instructional grant including knowledge of ABE/ESOL/HSE preparation; technology; academic assessments; and college and career readiness. Program staff are encouraged to attend trainings and access resources to build or enhance professional skills.
- B. Programs are required to have a written process in place to notify staff of PD requirements and the consequences for not meeting the requirements.
- C. All staff must complete training required by their position within the specified timeline as outlined on page 4. Failure to do so will cause an increase in yearly program risk assessment. The PDN provides quarterly reminders and reports are available at all times in Director Access in the PD System.
 - Volunteers who serve in roles beyond the scope of tutoring are subject to the same PD requirements as their paid counterparts.
- D. Staff members who return to an Aspire program after an absence of more than two years may be required to repeat associated trainings for their position.
- E. If staff transition between roles in a program, they will be required to complete the associated trainings for the new role to ensure compliance with the Professional Development Policy.
- F. There will be no costs for PD provided by the Ohio Aspire Professional Development Network (PDN). Staff from a non-Aspire funded agency who

attend Aspire-funded PD may be charged training and/or materials expenses.

- G. Aspire staff must register for all training through the PD System at www.ohioaspire.org. Attendance provides program staff with a portfolio and record of individual PD trainings, activities, and certificates of completion.
- H. Updated PD histories for all staff must be available for monitoring by ODHE Aspire staff. Program staff members must verify their personal PD history and contact information quarterly within the Professional Development System.
- I. Aspire program staff may obtain PD credit for independent professional development activities. The Independent Activity Request form can be completed through the Professional Development System by clicking on the Register link in the PD System and then selecting the request form.
- J. Instructors teaching occupational training content for IET-only (Occupational skills only) and Substitute Teacher (Substitute teacher only) roles are exempt from required PD. It is at the administrator's discretion to determine which PD would be relevant for this position.
- K. The local program is required to keep personnel records, including time and effort documentation, for all paid Aspire staff in accordance with local human resource procedures and grant requirements. Records must include verification of qualifications and professional development for all staff. Programs are required to keep written job descriptions of all paid and volunteer staff, both instructional and non-instructional. Annual written evaluations, which must include frequent classroom observations, are also required.

II. Fiscal Guidelines/Aspire Program Support

- A. Aspire programs are required to track the funds expended for PD activities separately as a part of their Aspire budget so that PD activities may be monitored by ODHE Aspire staff and/or fiscal audits.
- B. PD costs must be accounted for within the total administrative costs approved for the program.
- C. Program staff may participate in the following PD activities, which are eligible for entry into their PD history if approved. ODHE- and PDN-sponsored activities are automatically approved. ODHE Aspire accepts

completion of multiple types of professional development for PD credit.
Examples include:

- Face-to-face or online training sessions and workshops
- Study circles or book clubs
- Webinars that have a training component
- College courses relevant to Aspire position classification
- Local, state, and national conferences – attendance at workshops verified by registration and/or Certificate of Participation
- Independent (non-PDN delivered) professional development activities validated by registration and/or Certification of Participation
- Participation in special projects (e.g. task forces) identified by ODHE Aspire or the PDN

Program Improvement Consultation Plan (PICP)

The Program Improvement Consultation Plan (PICP) provides programs with the opportunity to plan for continuous improvement, taking into consideration both formative and summative factors. The PICP reflects the goals of the ODHE Aspire Program as well as Aspire program goals, data, practitioner standards, and program performance. The PICP process should be based on best practices as shared in the eGuide and used to facilitate program improvement through targeted PD selections made by the program and its staff.

To complete the PICP, Aspire programs must review online information and instructions outlining the PICP process, forms, and timeline for implementation. Aspire program administrators are to work with staff to determine program PD requirements in addition to individual staff development that promote quality instruction leading to student success. The documentation and process for achieving stated program improvement goals should be reviewed with Aspire program staff to ensure that program goals are being met. Your program manager and the PDN staff will provide support in the implementation of the PICP process. Information regarding the PICP process is located [here](#).

OHIO ASPIRE REQUIRED ORIENTATIONS AND TRAININGS

Register for all training in the PD System at ohioaspire.org

Orientations	Prerequisite(s)	Timeframe	hours
New Staff Orientation (NSO) - <i>required of all staff new to Aspire</i>			
Online (Moodle)		Within 30 days of hire	3.0
New Administrator Orientation (NAO) - <i>required of the primary program administrator(s)</i>			
Part 1: Online (Moodle)	NSO	Within 30 days of hire	5.0
Part 2: One-on-one (virtual or in-person)	NAO Part 1		
New Teacher Orientation (NTO)			
Part 1: Online (Moodle)	NSO	Within 30 days of hire	2.0
Part 2: Virtual or in-person (ABE/ASE and/or ESOL)	NTO Part 1	Within 90 days of hire	5.5
New Support Staff Orientation (NSSO)			
NSSO Online (Moodle)	NSO	Within 30 days of hire	2.0

Assessment	Prerequisite	Timeframe	hours
Assessment Fundamentals - <i>required of teachers</i>			
Online (Moodle)	NSO	Within 60 days of hire	5.0
Assessment Fundamentals for non-Instructional Staff - <i>required of non-instructional assessment staff</i>			
Online (Moodle)	NSO	Within 60 days of hire	2.5
TABE 11/12 Certification Training - <i>required of anyone administering TABE 11/12</i>			
Part 1: Online (DRC training site)	Assessment Fundamentals		2.5
Part 2: Online (DRC training site)	TABE Certification Part 1	Prior to administering	
TABE CLAS-E - <i>required of anyone administering TABE CLAS-E</i>			
Part 1: Online (Moodle)	Assessment Fundamentals		2.0
Part 2: Virtual or in-person	TABE CLAS-E Part 1	Prior to administering	1.5

ACT - WorkKeys			
ACT – WorkKeys (ACT training site via Moodle)	Assessment Fundamentals		1.5
Additional Training to be added per Vendor Requirements - TBD (BEST, CASAS)			
TBD			
Special needs	Prerequisite	Timeframe	hours
Introduction to Learning to Achieve - required of teachers and the primary program administrator(s)			
Online (Moodle)	NTO Part 1 or NAO Part 1	Within 60 days of hire	4.0

Distance education	Prerequisite	Timeframe	hours
Distance Education Basics (DE Basics) – required of all staff providing distance education			
DE Basics Introduction to DE in Aspire (Moodle)	NSSO, NTO, or NAO	Prior to offering DE	1.0
DE Basics for Program Administrators (Moodle)	DE Basics: Introduction to DE	Prior to offering DE	2.0
DE Basics for Program Teachers (Moodle)	DE Basics: Introduction to DE	Prior to offering DE	2.0

LACES	Prerequisite	Timeframe	hours
Introductory LACES - required of data entry staff and the primary program administrator(s)			
Online (Moodle) or in-person	NSSO or NAO	Prior to access	4.0
LACES Teacher Access – required of teachers who access LACES			
Online (Moodle) or in-person	NTO	Prior to access	2.0