



**To:** Indiana's Workforce Investment System

**From:** Indiana Department of Workforce Development (DWD)

**Date:** April 7, 2020

**Subject:** DWD Policy 2015-11, Change 1  
Adult Education (AE) Professional Qualifications and Development Policy

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## Purpose

This policy change sets forth new staff qualifications for teaching the “training” portion of an Integrated Education and Training (IET) program and updates relevant references.

## Rescission

- DWD Policy 2015-11, Adult Education Professional Qualifications and Development Policy

## References

- Workforce Innovation and Opportunity Act, Section 223(a) through 223(c)
- Educational Functioning Level Assessment Policy (DWD Policy 2017-13)
- Adult Education Data Collection and Reporting Policy (DWD Policy 2017-15)
- High School Equivalency Testing Policy (DWD Policy 2019-01)
- Adult Education Program Monitoring and Improvement Policy (DWD Policy 2014-04)

## Content

The Department of Workforce Development (DWD) is committed to raising and sustaining the level of expertise of its adult educators in order to effectively serve Indiana's adult learner population. Establishing minimum qualifications and ongoing learning opportunities for AE staff ensures quality teaching and programming.

## Staff Qualifications

AE program directors and instructors must have a bachelor's degree. An instructor who is teaching the “training” portion of an Integrated Education and Training (IET) program must have a high school diploma or equivalent, and appropriate industry certification. All instructional aides must have a high school diploma or equivalent. Providers may set more stringent qualifications, such as requiring instructors to hold a valid teacher certificate or a bachelor's degree in a relevant discipline.

AE providers are not subject to IC 20-28-6 and, therefore, may elect not to employ an adult education teacher using the regular or temporary teacher's contract or supplemental service contract.

### ***Requirements for Professional Development***

1. Teachers and instructional aides working nine (9) or more hours per week in AE must complete a minimum of one (1) DWD Adult Education sponsored professional development (PD) initiative annually. Each DWD AE professional development initiative will be at minimum 10 hours in length, will be extended over time, and will be either job embedded or require participation in a community of practice. A list of DWD Adult Education sponsored professional development initiatives will be posted to [www.AmplifyAE.org](http://www.AmplifyAE.org) at the beginning of each program year.

Teachers and instructional aides may seek exemption to this training requirement if they participate in similar or more extensive professional development within the program year (July 1 – June 30).

Staff seeking exemption to this requirement must complete a DWD AE PD Waiver Request Form (available at [www.AmplifyAE.org](http://www.AmplifyAE.org)) and submit that form to [DWDAdultEdPD@dwd.in.gov](mailto:DWDAdultEdPD@dwd.in.gov) no later than April 29th of each program year. The DWD Adult Education Professional Development Team will review and determine approval or denial of all waiver requests received by the above deadline.

2. AE directors, or their designee, must attend Adult Education Director Meetings and the DWD Adult Education Annual Conference.

3. All new staff, regardless of role, (including volunteers), must attend a local program orientation. The content and design of this orientation will be determined by the local program and must include a review of DWD Adult Education policies and guidance. Local program orientation materials must be reviewed and approved by each AE provider's Regional DWD Adult Education Coordinator (AEC) at the beginning of each program year.

4. AE directors are responsible for informing all staff of required and optional professional development opportunities in a timely manner and should support participation by allowing release time and outlining reimbursable expenses, as available.

5. Assessment and AE InTERS training do not qualify as DWD Adult Education sponsored professional development initiatives for teachers and instructional aides in section 1 above.

6. Refer to the Educational Functioning Level Assessment Policy (DWD) for training requirements on approved Educational Functioning Level (EFL) assessment tools. Refer to the Adult Education Data Collection and Reporting Policy (DWD Policy 2017-15) for AE InTERS training requirements. Refer to the High School Equivalency (HSE) Testing Policy (DWD Policy 2019-01) for training requirements applicable to HSE Test Center staff.

7. Other professional development may be required at the discretion of DWD or as the result of program monitoring and improvement (DWD Policy 2014-04).

### ***Professional Development Funding***

The Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (WIOA), allocates funding for professional development activities that enhance the quality of adult education programs. Administrative dollars (non-instructional) must be used to support professional development activities, which include regional and local professional development initiatives.

Regional and local professional development must be in alignment with either required or permissible leadership activities described in WIOA, Section 223. DWD recommends directors assess their program

and staff professional development needs on an annual basis and maintain an annual professional development plan for each staff member.

### ***Tracking and Reporting***

DWD Adult Education staff will track and record attendance at all required trainings, events and initiatives. If requested, AE programs must be able to provide DWD with documentation of local and regional professional development such as attendance sheets and/or attendance lists for webinars.

If DWD determines a program is not meeting the requirements of this policy, DWD may identify the program as needing improvement per the Program Monitoring and Improvement Policy (DWD Policy 2014-04).

### **Action**

Indiana's adult education system will advise the appropriate staff and will follow the guidance contained in this policy.

### **Effective Date**

April 7, 2020

### **Ending Date**

Upon rescission.

### **Additional Information**

Questions regarding the content of this publication should be directed to DWD Policy: [policy@dwd.in.gov](mailto:policy@dwd.in.gov).