



Ken Wagner, Ph.D.  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**PROFESSIONAL DEVELOPMENT GUIDANCE LETTER**  
**FOR ADULT EDUCATION PRACTITIONERS**  
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## Overview

The RIDE Office of Adult Education continues to support a Professional Development (PD) Requirement for staff at RIDE funded Adult Education agencies in alignment with Program Quality Indicator 3: *Professional Development for All Staff and Volunteers* from Building the Critical Links (2004) <http://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/Adult-Education-Standards/CriticalLinks.pdf> and supported by the United Way Convening Project recommendations on ongoing quality improvement by education and training providers <http://adulthoodri2015.weebly.com/>.

The Workforce Innovation and Opportunity Act (WIOA) in sections 223 and 231, also states the importance of well-trained instructors who have access to high quality professional development. <http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/wioa-reauthorization.html> and <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

## General Guidelines

### ***Time and money for PD/Expected amount of PD for staff per year:***

RIDE requires that programs budget for time and funds to compensate staff for engaging in an increased minimum amount of professional development per program year. This new minimum is 35 hours per year for program year 2016-2017 for a “full time” employee, however an organization defines “full time” (e.g., 35, 37.5 or 40 hours.) This requirement will be prorated for part time staff at a rate of 1.7% of the total annual paid hours. For example if a part time staff member works 25 hours a week for 42 weeks in a given year, his/her professional development hours would be 25 hours X 42 weeks = 1050 X .017 = 18 hours per year (rounded).

### ***Who is required to have a plan?***

According to Program Quality Indicator 3, “All staff and volunteers must engage in professional development activity and have a plan guiding this activity.”

***What to include in the PD plan:***

While RIDE continues to afford programs flexibility with meeting the PD plan requirement, Program Quality Indicator 3 states that there must be a program-wide professional development plan driven by the needs of all staff, volunteers and students in balance with program and state-wide system goals. RIDE strongly recommends that staff focus their PD efforts on WIOA related PD, including College and Career Readiness (CCR) standards and technology integration PD.

More specifics as to the content of PD plans are contained in Program Quality Indicator 3 and in the monitoring tool, which is based on the Program Quality Indicators. Adult Education practitioners can continue to look to RIDE Adult Education Leadership Institutes and the Rhode Island Professional Development Center for direction with PD planning, also consulting the RI Adult Education Practitioner Standards for guidance on PD plan development.

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/Adult-Education-Standards/AE-Program-Quality-Pract-Stds-Instrc-2012.pdf>

***What counts as PD?***

Both internal and external (to the program) PD can count toward the PD requirement with the expectation that new learning would result and be transferred to the job/practice. It is important that programs document internal PD practice and activity as well as that done externally, according to Program Quality Indicator 3. Increased use of the RIDE funded RI Professional Development Center (PDC) PD is expected by adult education agencies.

***Tracking of PD/PD record keeping:***

Programs are expected to maintain backup documentation and attendance for PD activity in support of the individual and program-wide professional development plans. Copies of individual PD plans as well as the program-wide PD plan should be on file at the program for all staff. Programs must also submit their program-wide PD plan with their 3<sup>rd</sup> Quarter Report in the RIDE Adult Education Accelegrants system.