

**ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND LITERACY
PROFESSIONAL DEVELOPMENT KEY DEFINITIONS**

Policy: All Adult Education and Literacy Instructors teaching an adult education class during the fiscal year are required to receive a minimum of eight (8) professional development hours for that fiscal year. New Teacher Orientation cannot be used toward the required PD hours.

ABE Content – Training which addresses the core needs of Adult Basic Education level students.

ADA Coordinator - Training to serve as the American with Disabilities Act Coordinator.

Action Research - Research in which the researcher takes an involved role as a participant in planning and implementing change.

Annual Regional Conference- Annual Service Center conferences

ASE/HSE Content - Training which addresses the core needs of Adult Secondary Education/HSE students.

Assessment – Assessment training includes training on using and interpreting the approved Adult Education assessments in Illinois as well as informal assessments.

Bridge/Transitions – Any training that includes bridge or transition program planning, implementation or maintenance including component training such as career awareness, contextualized instruction and Integrated English Literacy and Civics Education which are education services provided to English language learners under Title II of WIOA.

Content Standards - Training on the implementation or creation of curriculum based upon the Illinois ABE/ASE or ESL Content Standards.

DAISI Training – Training related to the Adult Education Data System.

Distance Learning - Training provided to AEFL staff through various online training tools (i.e. GoTo Meeting, iLearn, etc).

ELA Content - Training which addresses the core needs of English as a Second Language students.

Evidence Based Reading Instruction (EBRI) – STAR training or any training that includes the four components of reading instruction:

Alphabetics – the process readers use to identify words;

Vocabulary – the body of words whose meanings a person knows and understands;
Fluency – the ability to read with efficiency and ease; and
Comprehension – the process and product of understanding text.

Explicit Instruction - Explicit instruction training will focus on the four components of explicit instruction:

- Explanation
- Modeling
- Guided Practice
- Application

Individual and Small Group Consultations – Meeting(s) with limited small attendance used to address local program specific issues.

Meeting/Facilitation Services – Individuals contracted to provide leadership in areas such as strategic planning, policy or curriculum development.

National/International Activities - National or international conferences held out-of-state.

New Teacher Orientation - Any training that is New Teacher Orientation, regardless of the delivery method, should be listed here.

NRS Training - Any National Reporting System (NRS) Training, regardless of delivery method should be listed here.

On-Site Workshops - Workshops done at your site by an outside trainer. These are typically for the local program or APC.

Other Specialist Training - Particular training for a specialization not specifically listed within this document.

Reading/Writing/Math Specialist Training – Specialized training for delivering instruction in a particular content area

Regional Workshops- Meetings held at a regional location. These involve multiple participants from a specific geographic region.

Special Learning Needs – Participation in the Special Learning Needs training sponsored by the Service Center Network.

Special Project Institutes/Retreats - Single or narrow topic covered over a single day or multiple days.

State Activities - Statewide activities or conferences such as the IACEA conference or the Illinois TESOL conference.

State Administrators Meeting - The Administrators meetings hosted by the ICCB, usually in April and August.

Technology – Includes training in the implementation and use of technology in the classroom including at-a-distance programs.

Transitions Coordinator – Specialized training for those in the position of transition coordinator.

Tuition Reimbursement - Reimbursement for adult education approved college and tuition based classes.