

INSTRUCTIONS AND FORM FOR DETERMINING PD CERTIFICATE-ELIGIBILITY

Step One: The Program Leader evaluates the PD option using the PD CERTIFICATE-ELIGIBILITY form.

Step Two: The Program Leader submits the PD Certificate-Eligibility Form to KBOR using the standard convention. Requests are to be submitted by the 15th of the first month of each quarter (July, October, January, and April)

- The Program Leader completes the PD Certificate-Eligibility Form AND emails the document to AdultEdReports@ksbor.org naming the document:

PROGRAM NAME_FISCAL YEAR_PDEVALREQUESTOFENTITYNAME

EXAMPLE: MYPROGRAMFY17PDSTARWARS C3P0vsYODA

Step Three: KBOR Associate Director of Staff and Professional Development and a KAEPDC member review requests and will notify Program Leaders no later than two weeks after submission deadline. A copy of the PD Evaluation Rubric used to make that determination will be returned to the program leader.

Step Four: Adult Education state staff posts the NEWLY APPROVED PD opportunity on the KBOR Adult Education website so that all programs can take advantage of the opportunity.

http://www.kansasregents.org/academic_affairs/adult_education/adult_education_resources

FORM TO REQUEST PROFESSIONAL DEVELOPMENT CERTIFICATE ELIGIBILITY

PROGRAM LEADER WILL RETAIN ORIGINAL DOCUMENT

Program Directors --

If you want your PD that is outside of the approved PD listed in Measure 7.1 of the FY17 Kansas Adult Education Policy Manual to be considered for incentivization:

Electronically submit (*PRIOR TO ATTENDING THE PROFESSIONAL DEVELOPMENT*) **ONLY** the **PROFESSIONAL DEVELOPMENT CERTIFICATE-ELIGIBILITY** Form to AdultEdReports@ksbor.org naming the document:

PROGRAM NAME_ FISCAL YEAR_ PDCERT_ PD NAME_ PARTICIPANT

EXAMPLE: MyProgramFY17STARWARSC3P0_YODA

PD delivered by and date/s: _____

PD Official Title: _____

Website, if online: _____

1. New information that will be gleaned, learned, revealed, or presented in this PD opportunity.

2. Why is there a need for this PD?

3. How will this information be incorporated into your program?

4. State the interactive element (an exchange of information) that is a present in this PD.

☐ I affirm that this Professional Development opportunity is cited to be a minimum of three hours.

Program Leader

Date

Adult Education PD CERTIFICATE ELIGIBILITY APPROVAL Rubric

This rubric will be used to identify PD eligibility.

This form is for your planning purposes only.

***Please do not include your notes on the rubric when you submit your
PD Certificate-Eligibility form.***

NOTE: To be considered, each PD offering must be a minimum of three hours.

***PD CERTIFICATE ELIGIBILITY APPROVAL WILL BE DETERMINED BY THE KANSAS BOARD OF REGENTS
ASSOCIATE DIRECTOR OF STAFF AND PROFESSIONAL DEVELOPMENT AND
KANSAS ADULT EDUCATION PROFESSIONAL DEVELOPMENT COUNCIL***

	Not at all/0	Few elements /1	Has some elements /2	Most elements /3	Fully developed for adult education/4
The PD is targeted to Adult Education.					
The PD is directly related to delivering the Adult Education program.					
The PD has an interactive element (an exchange of information).					

Scoring:

Less than 3 hours PD: NO - Does **not** qualify for certificate eligibility

0-8 points NO - Does **not** qualify for certificate eligibility

9-12 points YES - Does qualify for certificate eligibility