

**AEFL Professional Development Plan for Adult Education Programs**

\*\*This document is due September 30\*\*

***Section 1: Names and years in position -***

Program Name:

Program Director Name:

How many years has the director been in their current position?

How many years has the financial analyst been in their current position?

How many years has the program’s data entry personnel been in their current position?

Completed By:

***Section 2: Professional Development Plan and Needs –***

* How do you and your staff plan on getting 15 hours of AEFL-related PD during this school year?
* What specific areas of PD does the director need?
* What specific areas of PD does the teaching staff need?
* Anyone who administers a pre-test or post-test will need training about that assessment. How does your program plan to get everyone trained in the first four months of the school year?
* All full- and part-time teachers must attend an annual in-service meeting. The AEFL program director must ensure that teaching staff understand and appropriately implement the state’s Assessment Policy, enrollment forms and procedures, FERPA regulations, and any other program requirements. Programs must conduct this meeting with all staff prior to the last day of September. When does your program plan to have this meeting? A sign-in sheet and agenda from this meeting will be due on September 30.