



# Homeless Education

## Guidance for Attending Professional Learning Provided by ADE's Homeless Education Program

The following guidance is designed to outline:

- Professional Learning Requirements
- How to properly register for sessions
- Guidelines for participation during sessions
- Procedures for verification of participation
- Obtaining Certification of Completion
- Accessing recorded sessions

### **Professional Learning Requirements**

- Homeless Liaisons must attend a minimum of eight professional learning hours each school year.
- The McKinney-Vento Homeless Liaison of record and any building level Homeless Liaisons are required to attend. (Any individual given the authority or responsibility of making McKinney-Vento eligibility determinations must satisfy the minimum professional learning requirement).
- A school year is defined as July 1<sup>st</sup> thru June 30<sup>th</sup>.
- ADE training sessions for the new school year will begin in August.

For further explanation of this requirement, please visit the [ADE Homeless Education Program website](#).

### **Registration**

1. Login to the APLD/Genius website at <https://azed.geniussis.com/PublicWelcome.aspx>
2. Select "Register for Course"
3. In the "All Categories" dropdown box at the top of the page, select "Homeless Education Program" to filter the search for all sessions hosted by the ADE HEP.
4. Find the course(s) you would like to attend. Pay careful attention to courses that are offered at different times, indicated by "Session" number. These will consist of the same information, presented at different times to provide options for attendance.
5. Select the green button "Register" on the course you would like to sign up for. The button will change to blue and read "Added to Cart"
6. Once you have added all the sessions you would like to attend in your cart, click "Proceed to Checkout" in the top right corner of the screen. Here, select "Confirm" to checkout.

### **Attending a Session**

1. Access your course virtual meeting link and materials by logging into the APLD/Genius website at <https://azed.geniussis.com/PublicWelcome.aspx>
2. Click on the course you are interested in attending under the "Active Courses" section of your Dashboard. You will be navigated to the Blackboard platform.
3. Once in Blackboard, access the course materials under "Class Content"
4. To join the scheduled virtual meeting, go to "Announcements" or "Calendar" to access the link to join the virtual meeting.
5. Be sure to log into the meeting ahead of time to ensure your link works and to avoid possible technology issues.

6. You will be placed into a waiting room until we admit participants. If you are waiting here for a long amount of time after the session has already begun, leave the meeting and try to join again.
7. Throughout the training there will be interactive assessments (polls, chats) that you must participate in to receive a certification of completion.

**Please note:** If you are going to use the dial in feature, you may not be able to fully participate in the interactive features and we may not be able to verify your attendance. Since dialing in limits your ability to view the presentation slides, we do not recommend the dial in option.

### **Following a Session**

- We will post a recording of the session, PDF of presentation slides, and all other materials to the Blackboard course and [ADE Homeless Education Program website](#). Please allow up to seven working days from the last session offered for these materials to be available.
- Certification of Completion will be provided based on attendance and session participation. Certificates will be made available on the APLD/Genius website. This process is done manually, so please allow two weeks after the session for certification to be provided.
- There are four requirements to qualify for a verification of participation email:
  - i. Registration for the session via the APLD/Genius platform with an up-to-date name and work email address,
  - ii. Participation in all interactive assessments (polls, chats) throughout the session,
  - iii. On-time and full attendance throughout the session, and
  - iv. Completion of the survey at the end of the training. (The survey will open in your browser once you leave the Zoom meeting.)
- To access your certification, first login to the APLD/Genius system at <https://azed.geniussis.com/PublicWelcome.aspx>. Once logged in, you will see a list of completed courses on the far-right side of the screen under “Completed Courses”. When you click on a course title, you should see an option to “Download Certificate.”

### **Not Able to Attend the Live Training?**

- A recording and presentation materials for each session are made accessible on the [ADE Homeless Education Program website](#). Please allow up to seven business days from the last session offered for these materials to be available.
- No Certificates of Completion will be provided for individuals that view a session recording since we are currently unable to provide verification of participation if an attendee does not attend the live training.