The ADE 21st CCLC unit is dedicated to providing Professional Development (PD) opportunities to support the growth and development of successful 21st CCLC programs throughout the duration of their grant award.

**Definition**

PD opportunities are collaborative in nature and provide hands-on learning with colleagues. Annual PD is a compliance requirement to ensure continued learning and knowledge gained about out-of-school time (OST) is ongoing. Required annual PD is listed later in this document.

**Technical Assistance, Training, and Professional Development**

Relationships between ADE 21st CCLC Education Program Specialists (Specialists) and their assigned partner sites and leaders are critical to program success. Specialists have background and training in OST programming, federal grants management, and monitoring and compliance for 21st CCLC awards. Each Specialist develops an understanding of their assigned program sites and offers tailored technical assistance and training throughout the 5-year cycle of the award.

**Examples of Technical Assistance and Training Provided**

<table>
<thead>
<tr>
<th>Desktop Monitoring</th>
<th>Family Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Visits/ Site Visits</td>
<td>Monitoring and Evaluation</td>
</tr>
<tr>
<td>Resource Sharing</td>
<td>Annual Reports</td>
</tr>
<tr>
<td>Communicating ‘Best Practices’</td>
<td>Grants Management Revisions</td>
</tr>
<tr>
<td>AZ 21st CCLC website (<a href="http://www.azed.gov/21stcclc">http://www.azed.gov/21stcclc</a>)</td>
<td>Fiscal Management</td>
</tr>
<tr>
<td>Monthly Calls/Open House</td>
<td>Grant Writing Basics</td>
</tr>
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<td>Summer Learning</td>
</tr>
<tr>
<td>Year</td>
<td>21st CCLC Startup Toolkit</td>
</tr>
<tr>
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<td>---------------------------</td>
</tr>
<tr>
<td>Year 1</td>
<td>Year 1</td>
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</tbody>
</table>

**Description**

- **Year 1 (new to grant)**
  - Introduces new grantees to tools and resources in year 1 of the grant cycle.
  - Introduces new grantees to expectations, regulations, and fiscal compliance.
  - Shares best practices for new and continuing grant leadership.
  - Sites to Site meetings to share successful OST time programs.
  - Teaches components of reporting for federal and state regulations.
  - Guide for closing out each grant year in compliance (including Year 5 - end of grant).

**Audience**

- Specialist may review the startup Toolkit with:
  - *Principal (Required)*
  - *Site Coordinator (Required)*
  - *New leaders in any year of the grant (Required)*
  - *District Leaders*
  - *District Leaders*
  - *Principal (Required)*
  - *Site Coordinator (Required)*
  - *District Leaders*
  - *Partners*
  - *District Leaders*
  - *Principal (Required)*
  - *Site Coordinator (Required)*
  - *Afterschool Instructors*
  - *Partners*
  - *District Leaders*
  - *District Leaders*
  - *Principal*
  - *Site Coordinator*
  - *LEA finance support overseeing the grant budget*
  - *District Leaders*

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<table>
<thead>
<tr>
<th>Year</th>
<th>Title IV-A &amp; B Symposium</th>
<th>Online Professional Development provided by the U.S. Department of Education: <a href="https://y4y.ed.gov/">https://y4y.ed.gov/</a></th>
<th>State and National trainings related to Out of School Time: <a href="https://www.azed.gov/21stcclc/trainings-professional-development/">https://www.azed.gov/21stcclc/trainings-professional-development/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1-5</td>
<td>Year 1-5</td>
<td>Year 1-5</td>
<td>Year 1-5</td>
</tr>
</tbody>
</table>

**Description**

- Statewide Professional development opportunity specific OST
- Online Professional Development for all levels of 21st CCLC Staff
- Professional learning opportunities that relates to 21st CCLC components: academic, youth development, and family engagement

**Audience**

- *Principal*
- *Site Coordinator*
- *Afterschool Instructors*
- *Partners*
- *District Leaders*
- *Principal*
- *Site Coordinator*
- *Afterschool Instructors*
- *Partners*
- *District Leaders*
- *State Employees*
- *Principal*
- *Site Coordinator*
- *Afterschool Instructors*
- *Partners*
- *District Leaders*