

Adult Education Program Staff Induction and Training Guide

The *Adult Education Program Staff Induction and Training Guide* was developed by ADE-Adult Education Services (AES) to provide guidance to adult education administrators and leaders and to support the onboarding and orientation process of new program staff. The guide provides an overview of the required training/s for program staff by key functions, as referenced in the **2024-2028 ADE-AES Grant Contract**.

In addition, the guide includes recommended training/s for staff to increase their knowledge and skills they may need to be successful in their key function role/s. For specific information on upcoming AES trainings, please go to the ADE Training and Events Calendar at:

<https://azed.geniussis.com/Registration.aspx>

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Program Administrators

Required Trainings and Courses

- ☐ [Administrator Orientation & Refresher Webinars](#)
- ☐ [Planning for Professional Learning Webinars](#)
- ☐ Family Educational Rights and Privacy Act (FERPA) Training must be provided to any staff or volunteers who have access to student information. This training can be through the parent organization. Alternatively, one of the following courses can be used:
 - [FERPA 101: For Colleges & Universities](#)*
 - [FERPA 201: Data Sharing under FERPA](#)* (optional)

*FERPA training must be repeated **annually**.
- ☐ [TABE Proctor Certification Courses](#)
 - Must be renewed every 2 years.
- ☐ [TABE Coordinator Certification Course](#)
 - Must be renewed every 2 years.
- ☐ [Pathways to the High School Equivalency \(HSE\) Diploma](#)
- ☐ Complete the [Adult Ed 101 Course](#) online course
- ☐ Complete appropriate training for the 'State Provided Curricula' used for delivering instruction at the program
 - Schedule through the Teaching & Learning Team (AESTandL@azed.gov)

Recommended Trainings and Courses

- Complete the LINCS Series of Courses for Teacher Effectiveness
 - [Principles of Learning for Instructional Design](#)**
 - [Motivating Adult Learners to Persist](#)**
 - [Introduction to Teacher Effectiveness and Induction](#)**
- Complete the LINCS Series of Courses on WIOA and Workforce Preparation
 - [Introduction to Workforce Preparation and Employability Skills](#)**
 - [Workforce Preparation Activities in the Classroom](#)**
- Review the [TEAL Center Fact Sheet on Adult Learning Theories](#) by LINCS
- LINCS IET Courses, as relevant to program
 - See [IET Coordinator](#) section

**Note: LINCS courses will require the creation of a LINCS account.

Essential Resources and Links

- [Local Provider Technical Assistance Guide](#)
- [AZ Adult Education Services Directors and Administrators Page](#)
- [Professional Learning Implementation Plan \(PLIP\) Workbook Template](#)
- [Arizona Adult Education Assessment Policy](#)

Data Entry and Data Coordinators

Required Trainings and Courses

- ☐ Intake and Data Management System training
 - Schedule through program liaison.
- ☐ Family Educational Rights and Privacy Act (FERPA) Training must be provided to any staff or volunteers who have access to student information. See [Local Provider Technical Assistance Guide](#) for more information.

If the parent organization has a formal training for FERPA, this may be used. If not, the following course may be used:

- [FERPA 101: For Colleges & Universities](#)
- [FERPA 201: Data Sharing under FERPA](#) (Optional)
- ☐ [TABE Proctor and TABE Coordinator Certification Courses](#)
 - Must be renewed every 2 years.

Student Services Coordinators

Required Trainings and Courses

☐ Family Educational Rights and Privacy Act (FERPA) Training must be provided to any staff or volunteers who have access to student information. See [Local Provider Technical Assistance Guide](#) for more information.

If the parent organization has a formal training for FERPA, this may be used. If not, the following course may be used:

- [FERPA 101: For Colleges & Universities](#)
- [FERPA 201: Data Sharing under FERPA](#) (Optional)

Recommended Trainings and Courses

- Complete the following LINCS Course:
 - [L2A: Legal Issues, Self-Disclosure, and Confidentiality](#)

Integrated Education and Training (IET) Coordinators

Required Trainings and Courses

- ☐ [FERPA 101: For Colleges & Universities](#)
 - [FERPA 201: Data Sharing under FERPA](#) (Optional)
- ☐ Complete the LINCS Series of Courses on Integrated Education and Training*
 - [Introduction to Workforce Preparation and Employability Skills](#)
 - [Workforce Preparation Activities in the Classroom](#)
 - [Integrated Education and Training Design Toolkit](#)
 - The Adult Career Pathway LINCS Course Series
 - [ACP: Instructional Considerations for Adult Career Pathways](#)
 - [ACP: Building a Bridge to Adult Career Pathways](#)
 - [ACP: Building Strategic Partnerships: Engaging Employers](#)
 - [Creating Adult Pre-Apprenticeships](#)

*Note: LINCS courses will require the creation of a LINCS account.

Assessment Coordinators and Test Administrators

Required Trainings and Courses

- ☐ [FERPA 101: For Colleges & Universities](#)
 - [FERPA 201: Data Sharing under FERPA](#) (optional)
- ☐ [TABE Proctor and TABE Coordinator Certification Courses](#)
 - Must be renewed every 2 years.
- ☐ LINCS [L2A: Legal Issues, Self-Disclosure, and Confidentiality](#)

Recommended Trainings and Courses

- TABE Online: [Tests of Adult Basic Education \(TABE\) Online On-Demand Training Videos](#)

Essential Resources and Links

- [Arizona Adult Education Assessment Policy](#)
- TABE 13&14 and CLAS-E Test Administration Manuals (available for download in the DRC INSIGHT portal under my applications>>general information>>documents)
- [TABE Remote Proctoring Guidance](#)

College and Career Navigators

Required Trainings and Courses

- ☐ [FERPA 101: For Colleges & Universities](#)
 - [FERPA 201: Data Sharing under FERPA](#) (Optional)
- ☐ [Pathways to the High School Equivalency \(HSE\) Diploma](#)
- ☐ HSE PLUS Career Readiness Pathway Training
 - Offered once in the fall and once in the spring. Check with your program liaison for the next scheduled training. The 'Pathways to the HSE Diploma' on-demand course (listed above) is a prerequisite for registration in this course.
- ☐ Complete the following LINCS courses:
 - [ACP: Instructional Considerations for Adult Career Pathways](#)
 - [Universal Design for Learning: It All Starts with a Goal](#)

Recommended Trainings and Courses

- [GED Testing](#)

Essential Resources and Links

- The three documents below are shared with trained HSE+CR staff only:
 - HSE+CR Summary of Requirements Table
 - HSE+CR Point Value Summary
 - HSE+CR Q&A Document

Instructional Leaders

All Instructional Leaders Required Trainings and Courses

- ☐ [FERPA 101: For Colleges & Universities](#)
 - [FERPA 201: Data Sharing under FERPA](#) (Optional)
- ☐ [Administrator Orientation & Refresher Webinars](#)
- ☐ [Planning for Professional Learning Webinars](#)
- ☐ [TABE Proctor and TABE Coordinator Certification Courses](#)
 - Only **required** if involved in the TABE testing process.
 - Must be renewed every 2 years.
- ☐ Complete the LINC Online Course: [L2A: Legal Issues, Self-Disclosure, and Confidentiality](#)
- ☐ Complete appropriate training for State Provided Curricula implemented for instruction at the program
 - Schedule through the Teaching & Learning Team (AESTandL@azed.gov)
- ☐ Complete the [AES Blended Learning Certification](#) online course
- ☐ Complete the [Adult Ed 101 Course](#) online course
- ☐ Complete the [Pathways to the High School Equivalency \(HSE\) Diploma](#) online course

Instructional Leader Recommended Trainings and Courses

- National Reporting System (NRS) [Self-Paced Online Courses](#)
- [GED Testing](#)
- Complete the [Introduction to Teacher Effectiveness and Induction](#) course through LINCS
- Complete the [Motivating Adult Learners to Persist](#) course through LINCS
- Complete the [Principles of Learning for Instructional Design Course](#) in LINCS
- Complete the [ESL Pro](#) courses through LINCS (*ESOL Instructors only*)
- AES Teaching & Learning On-Demand Courses
 - [Digital Literacy for Teachers \(Beginner Level\)](#)
 - [Digital Literacy for Teachers \(Intermediate Level\)](#)
 - [Building a Google Site for Your Blended Classroom](#)
 - [HyFlex and Virtual Learning Engagement Course](#)
 - [Digital Resilience in the American Workforce \(DRAW\)](#)
- Complete the Universal Design for Learning LINCS Training Series
 - [Universal Design for Learning: It All Starts with a Goal](#)
 - [Universal Design for Learning: Learning that Works for All](#)
 - [Universal Design for Learning: Making Math Matter](#)
 - [Universal Design for Learning: Making Reading & Writing Matter](#)
 - [Universal Design for Learning: Building Communities for Learning](#)
 - [Universal Design for Learning: Self-Advocacy for Work & Learning](#)
 - [Universal Design for Learning: Improving Systems for Adult Education](#)

Essential Resources and Links

- [ADE Repository site link](#)
- [ADE Adult Education Services Homepage](#)

Adult Basic Education (ABE) Instructors

Required Trainings and Courses

- ☐ [FERPA 101: For Colleges & Universities](#)
 - [FERPA 201: Data Sharing under FERPA](#) (Optional)
- ☐ [TABE Proctor and TABE Coordinator Certification Courses](#)
 - Only **required** if involved in the TABE testing process.
 - Must be renewed every 2 years.
- ☐ Complete appropriate training for State Provided Curricula used at your program (including Essential Education and EdReady)
 - Schedule through the Teaching & Learning Team (AESTandL@azed.gov)

Recommended Trainings and Courses

- Complete the [Introduction to Teacher Effectiveness and Induction](#) course through LINCS
- Complete the [Motivating Adult Learners to Persist](#) course through LINCS
- Complete the [Principles of Learning for Instructional Design Course](#) in LINCS
- Complete the [AES Blended Learning Certification](#) online course
- Complete the [Adult Ed 101 Course](#) online course
- Complete the [Pathways to the High School Equivalency \(HSE\) Diploma](#) online course
- AES Teaching & Learning On-Demand Courses
 - [Digital Literacy for Teachers \(Beginner Level\)](#)
 - [Digital Literacy for Teachers \(Intermediate Level\)](#)
 - [Building a Google Site for Your Blended Classroom](#)
 - [HyFlex and Virtual Learning Engagement Course](#)
 - [Digital Resilience in the American Workforce \(DRAW\)](#)

Essential Resources and Links

- [ADE Repository site link](#)
- [ADE Adult Education Services Homepage](#)

English for Speakers of Other Languages (ESOL) Instructors

Required Trainings and Courses

- ☐ [FERPA 101: For Colleges & Universities](#)
 - [FERPA 201: Data Sharing under FERPA](#) (Optional)
- ☐ Complete the Burlington English Training
 - Please have your administrator contact the AES Teaching & Learning Team (AESTandL@azed.gov) to schedule this training.
- ☐ [TABE Proctor and TABE Coordinator Certification Courses](#)
 - Only **required** if involved in the TABE testing process.
 - Must be renewed every 2 years.
- ☐ Complete appropriate training for State Provided Curricula used for delivering instruction at your program (may include *BurlingtonEnglish*)
 - Schedule through the Teaching & Learning Team (AESTandL@azed.gov)

Recommended Trainings and Courses

- Complete the [ESL Pro](#) courses through LINCS
- Complete the [AES Blended Learning Certification](#) online course
- Complete the [Adult Ed 101 Course](#) online course
- AES Teaching & Learning On-Demand Courses
 - [Digital Literacy for Teachers \(Beginner Level\)](#)
 - [Digital Literacy for Teachers \(Intermediate Level\)](#)
 - [Building a Google Site for Your Blended Classroom](#)
 - [HyFlex and Virtual Learning Engagement Course](#)
 - [Digital Resilience in the American Workforce \(DRAW\)](#)

Essential Resources and Links

- [ADE Repository site link](#)
- [ADE Adult Education Services Homepage](#)

Fiscal and Grants Management Coordination

Required Trainings and Courses

The following trainings are provided through the [ADE-Grants Management Enterprise \(GME\) Resource Library](#).

- ☐ *GME Navigation Basics*
- ☐ *User Roles and User Access Administration*
- ☐ *Funding Applications Overview*
- ☐ *Self-Assessment and GSA (General Statement of Assurances)*
- ☐ *History Log and Creating Comments*
- ☐ *Reimbursement Request (Overview)*
- ☐ *Completion Report (Overview)*
- ☐ *Single Audit*

Recommended Trainings and Courses

- None currently.

Essential Resources and Links

- [Arizona Department of Grants Management Enterprise \(ADE-GME\) Homepage](#)
- [Federal Uniform Guidance \(2 CFR § 200\): General Provisions for Selected Items of Cost, 200.420](#)
- [Arizona State Uniform System of Financial Records](#)