Department of Education

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ADULT EDUCATION MEMO NO. 062-23

**DATE:** September 8, 2023

**TO:** Adult Education Program Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

**SUBJECT: Meeting the Terms and Conditions of Program Year 2023-2024 Awards**

The purpose of this Memo is to provide information regarding how grantees are to meet the requirements of the terms and conditions for participation in professional development on the topics of 1) serving individuals with disabilities and 2) applying the science of reading in adult education in Program Year 2023-2024 as stated in [Director’s Memo 61-23](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/adult-education-resources).

Grant recipients are required to document that, through the 2023-2025 grant cycle, ten percent of their instructional and support staff have participated in at least ten hours of statewide or national training events on each of the two topics and that all instructional, support, and administrative staff have been provided learning opportunities on these topics. Documentation of progress will be required as a component of grantees’ annual self-assessments and continuation applications each of the next two program years.

The Virginia Adult Learning Resource Center (VALRC) has curated webpages that provide access to no- and low-cost professional development opportunities on these topics for adult education practitioners:

* [Serving Individuals with Disabilities](https://valrc.org/adults-with-disabilities-featured-instructional-resources/)
* [Applying the Science of Reading in Adult Education](https://valrc.org/reading-featured-instructional-resources/)

All opportunities listed on these pages are appropriate for meeting these requirements and other opportunities will be added over time. Opportunities on these topics found elsewhere and of interest to practitioners should be submitted to the VDOE for consideration and approval.

Meeting the requirement that all staff members be afforded learning opportunities on these topics could be handled in a variety of ways including but not limited to staff presentations at all-staff meetings, hosting a VALRC-led training for the region, or a mandatory viewing of a recorded tutorial. The VDOE’s goal is to ensure that all adults entering adult education programs are welcomed and served with appropriate and high-quality service and instruction and instructional leaders are equipped with research-based methods and practices.

If you have further questions, please contact Heidi Silver-Pacuilla, Ph.D., Adult Education Coordinator, by email at [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) or by telephone at (804) 774-2377.

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