# **Frequently Asked Questions and Answers**

# [**Adult Education Director’s Memo #62-23 Terms and Conditions**](https://www.doe.virginia.gov/home/showpublisheddocument/48993/638296903831730000)

October 30, 2023

Set #1

**1-Q. What is the expectation for documentation that our designated staff member completed the 10 hours of instruction and then that all staff members were trained on this topic?**

1-A. Documenting progress toward meeting this requirement is a responsibility of the program manager. We understand that participation in some learning events do not result in a certificate that indicates the amount of time of the training. Local documentation and written attestation by the participating instructor indicating topic, name of event, date, and length of course would be sufficient for the 10-hour requirement. Local staff development trainings with agendas and sign-in sheets or time-stamped virtual attendance would be sufficient to document the dissemination to all staff requirement. Documentation of progress toward meeting this requirement will be requested as part of the PY2023-24 and PY2024-25 continuation applications.

**2-Q. Can attendance at relevant learning events last program year count toward our requirement? What about endorsements that program staff already have on their teaching license?**

2-A. No. The requirements are focused on the current grant period. If individuals are participating in continuing education toward licensing and endorsement requirements, programs may contact the VDOE Adult Education Team at [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) to discuss the situation. Staff members with reading endorsements or special education licenses could be excellent sources of information for their colleagues to meet the dissemination requirements.

**3-Q. May we recommend resources to be considered as relevant to meet the requirements and, if so, how do we submit the recommendation?**

3-A. Yes, the two resource pages hosted by VALRC will be dynamic and will continue to post relevant resources and remove links to expired events. Please submit recommendations for inclusion in the resource lists to [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov).

**4-Q. Our program serves both AEFLA and IELCE teachers and some of our lead instructors are shared across the two program types. May one lead instructor’s 10-hour requirement count toward both programs?**

4-A. Yes. We understand that some lead instructors and administrators serve many roles. The same documentation for a single individual may be submitted as documentation in the PY2024-25 continuation grant application for both grants. All instructors and instructional support staff in both grant-funded programs need to be participating in the learning opportunities and this needs to be documented.

**5-Q. Does the 10-hour requirement include disseminating the learned information to the rest of the staff?**

5-A. No. Dissemination of information should not be counted toward the 10-hour requirement.

**6-Q. All of our local program staff employed by school divisions [or community college] are required to complete mandatory training which includes a module on serving individuals with disabilities. Can this training module count toward the adult education requirement?**

6-A. Yes. We would expect that staff members would need to discuss how to apply a K-12 training to an adult education situation; we would recommend hosting local discussions of such a mandatory training with staff members so that the training is relevant to their teaching and support contexts.

**7-Q. Can regional programs include staff members who are covered by the local match rather than grant funds?**

7.A. Yes. We leave the designation of the lead instructor(s) to participate in the 10-hour requirement to the program managers. All staff members working with adult education students should be included in the learning about the science of reading and serving adults with disabilities.