

**Illinois Community College Board  
Adult Education and Literacy  
Professional Development Key Definitions**

**SPECIAL NOTE:** All Adult Education and Literacy Instructors teaching an adult education class during the fiscal year are required to receive a minimum of Twelve (12) professional development hours for that fiscal year. New Teacher Orientation cannot be used toward the required PD hours.

**ABE Content** – Training which addresses the core needs of Adult Basic Education level students.

**ADA Coordinator** – Training to serve as the American with Disabilities Act Coordinator.

**Administrators Training** – Any training that supports promising practices in adult education program leadership and management.

**Annual Regional Conference** – Annual Professional Development Network conferences.

**ASE/HSE Content** – Training which addresses the core needs of Adult Secondary Education/HSE students.

**Assessment** – Assessment training that includes training on using and interpreting the approved Adult Education assessments in Illinois as well as informal assessments.

**Bridge/Transitions** – Any training that includes bridge or transition program planning, implementation or maintenance including component training such as career awareness, contextualized instruction, and transitions.

**Content Standards** – Training on the implementation or creation of curriculum based upon the Illinois ABE/ASE or ESL Content Standards via the Instructional Staff Professional Pathway system.

**DAISI/Pentaho Training** – Training related to the Adult Education Data System.

**Distance Learning** – Training provided to AEL staff through various online training tools (i.e. GoTo Meeting, Horizon, iLearn, Wimba, etc.).

**Digital Literacy** – Research-based training to increase levels of digital literacy awareness in curriculum and instruction.

**ESL Content** – Training which addresses the core needs of English as a Second Language students.

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**Evidence Based Reading Instruction** – STAR training or any training that includes the four components of reading instruction

- Alphabets – the process readers use to identify words
- Vocabulary – the body of words whose meanings a person knows and understands
- Fluency – the ability to read with efficiency and ease
- Comprehension – the process and product of understanding text.

**Explicit Instruction** – Explicit instruction training will focus on the four components of explicit instruction

- Explanation
- Modeling
- Guided Practice
- Application

**ICAPS/IET** – Any training that includes ICAPS/IET program planning, implementation, or maintenance to include team teaching, integrated instruction, career development/workforce preparation, support services, workforce training, and the Transitions Academy.

**IEL/CE** – Education to prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and to integrate with the local workforce development system and its functions to carry out the activities of the program in combination with Integrated Education and Training programming.

**Individual and Small Group Consultations** – Meeting(s) with limited small attendance used to address local program specific issues.

**Meeting/Facilitation Services** – Individuals contracted to provide leadership in areas such as strategic planning, policy or curriculum development.

**New Teacher Orientation** – The Online New Teacher Orientation provided by the Professional Development Network.

**NRS Training** – Any National Reporting System (NRS) Training, regardless of delivery method should be listed here.

**On-Site Workshops** – Workshops done at your site by an outside trainer. These are typically for the local program or APC.

**Regional Administrator Webinars** – Webinars held monthly for specific regions.

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**Regional Workshops** – Meetings held at a regional location. These involve multiple participants from a specific geographic region.

**Special Learning Needs** – Participation in the Special Learning Needs training sponsored by the Professional Development Network.

**Special Project Institutes/Retreats** – Single or narrow topic covered over a single day or multiple days.

**Specialist Training** – Specialized training for delivering instruction in a particular content area (ABE/ASE Language Arts, ABE/ASE Mathematics, Special Learning Needs, Transitions, and ESL).

**Specialized Training** – Specialized training for a specialization not specifically listed within this document.

**State Activities** – Statewide activities or conferences held in the state of Illinois.

**State Administrators Meeting** - The Administrators meetings hosted by the ICCB, usually in April and August.

**Technology** – Includes training in the implementation of technology in the classroom including at a distance programs.

**Transitions Coordinator/Career Navigator** – Specialized training for those in the position of transition coordinator/career navigator.

**Tuition Reimbursement** – Reimbursement for college and tuition based classes.