

# Flow of Professional Development for CDE/AEFLA Programs FY11

**Step 1:** Sixty percent of AEFLA-paid teachers at each program complete the annual on-line *Professional Development Self Assessment for Colorado Adult Education Teachers* by September 20, 2010 using the following link and the program's unique activation code.  
<http://www.cde.state.co.us/scripts/pdselfassess/start.asp>

**Step 2:** Teachers confer with their program director or supervisor and develop a FY11 professional development action plan based on the results of the PD self-assessment and the program's improvement process. The plan is recorded using a form such as the *Annual PD Action Plan for Colorado Adult Education Teachers*. Plans should be available for PAIR team review.  
<http://www.cde.state.co.us/cdeadult/download/pdf/TeacherPDActionPlan.pdf>

**Step 3:** Teachers participate in a variety of professional development activities throughout the year as suggested in the *Professional Development Monthly Advisor and Planner (PD MAP)* and explained in the *Guide to Professional Development Reporting for Colorado Adult Educators*  
<http://www.cde.state.co.us/cdeadult/PDMAP.htm>  
<http://www.cde.state.co.us/cdeadult/download/PD/Policy/GuideToPDRreporting0110.pdf>

**Step 4:** Teachers keep a record of their PD activities throughout the year on a form such as the *Teacher's Annual Professional Development Activity Record*  
<http://www.cde.state.co.us/cdeadult/download/pdf/AnnualPDActivityRecordFY09v3.pdf>

**Step 5:** Program directors compile the total number of PD Hours earned by at least 60% of their AEFLA-paid teaching staff using the *AEFLA Program Annual Professional Development Summary* spreadsheet.  
(Programs are not required to meet a specified PD Hour target in FY11.)  
<http://www.cde.state.co.us/cdeadult/PDPolicy.htm>

**Step 6:** Program directors submit the completed *AEFLA Program Annual Professional Development Summary* to the CDE Adult Education and Family Literacy office along with their Annual Performance Report for FY11.