



COLORADO
Department of Education

Memo

To: AEFLA Program Directors

From: Jane C. Miller, Senior Consultant, Office of Adult Education and Family Literacy

Date: July 31, 2014

Re: Professional Development Self-Assessment for Colorado Adult Education Teachers

We are pleased to announce that the FY15 *Professional Development Self-Assessment for Colorado Adult Education Teachers* is now available for teachers.

The *PD Self-Assessment* can be accessed by your teachers directly at <http://www.cde.state.co.us/scripts/pdselfassess/start.asp> or through the CDE/AEFL Professional Development webpage at: <http://www.cde.state.co.us/cdeadult/PDSelfAssessIndex.htm>

Your teachers use your program's unique activation code when creating their personal *PD Self-Assessment* account. That code is the same this year as in previous years. As a reminder, Jean McDonald from the CDE/AEFL office will email each of you individually in the next week with your program's activation code.

Please inform teachers that it is not necessary to use their same usernames and passwords from a previous year; each teacher creates a new username and password for FY15.

New to the PD Self-Assessment this year is Section 10: College and Career Readiness, which focuses on skills to help adult learners transition beyond adult basic education.

The structure of the *PD Self-Assessment* and the method of web-based completion remain unchanged from previous years. After self-assessing the skill and knowledge descriptors, teachers can print out their individual reports, a certificate of completion and a *Professional Development Action Plan* worksheet.

Teachers in AEFLA-funded programs are to complete the *PD Self-Assessment* each fiscal year. Because teachers' knowledge, skills and interests are continuously evolving and because their teaching contexts are frequently changing, it is likely that the results of a previously-completed *PD Self-Assessment* no longer accurately reflect teachers' PD needs and interests for FY15. Therefore, current and new teachers on your staff should log-on and take the *PD Self-Assessment* in the upcoming weeks. Program leaders are welcome to take the PDSA to familiarize themselves with its content.

FY15 PD policy states a **deadline of Monday, September 15th for at least 60% of the teachers on your staff to complete the *PD Self-Assessment***. When 60% or more of your staff have completed the self-assessment we will prepare reports for you of your teachers' PD needs and interests. You can use the self-assessment results for targeted planning of professional development at the local level. In addition, professional developers at the state level use the results to plan PD for teachers.

We look forward to receiving your teachers' results from the on-line *PD Self-Assessment*.

Jane C. Miller | Senior Consultant | Colorado Department of Education | Office of Adult Education and Family Literacy | 201 E. Colfax Ave., Room 300J, Denver, CO 80203 | tel 303.866.6611 | <http://www.cde.state.co.us/cdeadult>