

**Ohio Department of Education
Adult Basic and Literacy Education
Professional Development Policy/Guidelines**

1. Who is required to complete an Individual Professional Development Plan? All staff paid by ABLE funds must complete an IPDP.
 - a. We will financially support two activities (or the equivalent*) for staff who work 7 or more hours per week from ABLE funds.
 - b. We will financially support one activity (or the equivalent*) for staff who work less than 7 hours per week from ABLE funds.

Additional activities are encouraged and may be financially supported pending availability of funds.

*Multi-day activities approved by ODE will count as two activities. These may include conferences, action research, college course work, and on-line research.

2. Staff development funds shall not be used to pay stipends/salary for conference attendance. Costs to support conference attendance should not exceed:
 - a. \$250.00 maximum for state conference
 - b. \$500.00 maximum for national conference

Allowable costs may include conference registration and per diem for meals and lodging.

Financial support will be paid for documented costs only; receipts are required.

3. Tuition reimbursement is available to eligible applicants not to exceed \$250 per program year (based on availability of funds). Applicants requesting reimbursement must work 7 or more hours per week in ABLE and must have been employed by the program for at least one year.
4. Some activities that are acceptable on the IPDP's will not be financially supported through the resource centers/consortia.
 - i.e. staff development activities required by the local program, such as sexual harassment, OSHA
 - i.e. Fall and Spring ABLE Directors' Meetings -- costs for these two meetings are required within the ABLE grant budget.

(OVER)

5. Stipends will be:
 - a. \$35.00 for half a day
 - b. \$70.00 for a full day (four or more hours of contact time)
 - Programs are encouraged to support mileage costs.
 - Staff meetings are not considered a professional development activity and are not eligible for stipends.
 - Federal and state regulations prohibit payment of stipends to persons receiving regular pay for their time during a professional development activity.
6. Activities that staff attend for which they are requesting financial support from the resource centers/consortia must include the signature of the program director. Appropriate forms will be provided by the resource centers/consortia.
7. Registration and cancellation policies established by the resource centers and consortia will be honored. Individuals will be charged for costs incurred.
8. Daily trainer/consultant fees should be reasonable and necessary to achieve program objectives. Additionally, trainers and consultants can be paid actual travel expenses. Trainer/consultant fees should not exceed \$500.00 per day.

Note: Exceptions to these guideline must be requested in writing to your Ohio Department of Education ABLE Regional Consultant. Written permission must be granted.