

Workplace Specialist I Training Calendar 2022-2023

Start of Online Training
Monday, August 22, 2022

Visit www.WorkplaceSpecialists.com and click on the CANVAS button. Watch the video on this web page and then click on the CANVAS ACCESS button to log-in using your username and the password that you were sent via e-mail by Dr. Lazaros. Please e-mail Dr. Lazaros with any log-in problems at ejlazaros@bsu.edu or call him at 317-588-8000.

Unit #	Tentative Dates	Days/Hours	Site Location	Topic	Due
Unit 1	The recommended Unit 1 start date is Monday, August 22, 2022	Asynchronous	Online	Classroom Management	The recommended Unit 1 completion date is Sunday, September 4, 2022 @ 11:00 P.M.
Unit 2	The recommended Unit 2 start date is Monday, September 5, 2022	Asynchronous	Online	Safety Procedures	The recommended Unit 2 completion date is Sunday, September 18, 2022 @ 11:00 P.M.

Indiana Statewide CTE Professional Development Conference

Thursday, October 6, 2022, 8:00 a.m. to 5:00 p.m. STRONGLY ENCOURAGED (New and Newer CTE Teacher Workshops)

Friday, October 7, 2022 – 8:00 a.m. to 5:00 p.m. MANDATORY (Indiana Statewide CTE Professional Development Conference)

Saturday, October 8, 2022 – 8:00 a.m. to 12:00 p.m. MANDATORY (Indiana Statewide CTE Professional Development Conference)

Attendance at the Indiana ACTE Conference on Friday and Saturday is mandatory for all Workplace Specialist I teachers. You are also encouraged but not required to attend the Thursday optional New and Newer CTE Teachers Workshop. Please visit <http://indianaacte.org/conference/> to register for the conference. Please discuss travel arrangements and a substitute teacher with your supervisor and/or CTE Director. The conference is being held at the Indianapolis Marriott East, 7202 E. 21st St, Indianapolis, IN.

Contact ACTE with any questions about the conference or the registration process at 800-826-9972 or memberservices@acteonline.org

Unit 3	The recommended Unit 3 start date is Monday, September 19, 2022	Asynchronous	Online	Special Education	The recommended Unit 3 completion date is Sunday, October 2, 2022 @ 11:00 P.M.
Unit 4	The recommended Unit 4 start date is Monday, October 3, 2022	Asynchronous	Online	Standards-Based Objectives	The recommended Unit 4 completion date is Sunday, October 16, 2022 @ 11:00 P.M.
Unit 5	The recommended Unit 5 start date is Monday, October 17, 2022	Asynchronous	Online	Assessment	The recommended Unit 5 completion date is Sunday, October 30, 2022 @ 11:00 P.M.
TABE	<p>TABE: Submit TABE completion evidence upload on or before Sunday, November 6, 2022 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading -- NRS Level 4 -- Proficient Scale Score 536 or higher; (2) Mathematics -- NRS Level 4 -- Proficient Scale Score 537 or higher; and (3) Language -- NRS Level 4 -- Proficient Scale Score 547 or higher. The specific version for all three TABE exams must be Form 11–12, Level D. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers are encouraged to seek remediation via their career center and/or adult education in areas of deficiency before future TABE exam attempts.</p>				
Unit 6	The recommended Unit 6 start date is Monday, October 31, 2022	Asynchronous	Online	Lesson Planning	The recommended Unit 6 completion date is Sunday, November 13, 2022 @ 11:00 P.M.
Unit 7	The recommended Unit 7 start date is Monday, November 14, 2022	Asynchronous	Online	Lesson Planning Follow-Up	The recommended Unit 7 completion date is Sunday, November 27, 2022 @ 11:00 P.M.
Unit 8	The recommended Unit 8 start date is Monday, January 9, 2023	Asynchronous	Online	State and National Career Pathways	The recommended Unit 8 completion date is Sunday, January 22, 2023 @ 11:00 P.M.

Unit 9	The recommended Unit 9 start date is Monday, January 23, 2023	Asynchronous	Online	Integrating Academics	The recommended Unit 9 completion date is Sunday, February 5, 2023 @ 11:00 P.M.
Unit 10	The recommended Unit 10 start date is Monday, February 6, 2023	Asynchronous	Online	Instructional Materials and Resources	The recommended Unit 10 completion date is Sunday, February 19, 2023 @ 11:00 P.M.
Unit 11	The recommended Unit 11 start date is Monday, February 20, 2023	Asynchronous	Online	Advisory Committee	The recommended Unit 11 completion date is Sunday, March 5, 2023 @ 11:00 P.M.
TABE	<p>TABE: If needed, the final TABE evidence upload date is on or before Sunday, March 12, 2023 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading -- NRS Level 4 -- Proficient Scale Score 536 or higher; (2) Mathematics -- NRS Level 4 -- Proficient Scale Score 537 or higher; and (3) Language -- NRS Level 4 -- Proficient Scale Score 547 or higher. The specific version for all three TABE exams must be Form 11–12, Level D. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers who are still deficient in one or more areas after multiple TABE exam attempts, must complete an approved university course in each area of deficiency and earn a B or higher. More information about university courses used to satisfy TABE exam requirements are found at this link: https://www.in.gov/doe/educators/educator-licensing/workplace-specialist/</p>				
Unit 12	The recommended Unit 12 start date is Monday, March 6, 2023	Asynchronous	Online	Career and Technical Student Organizations (CTSOs)	The recommended Unit 12 completion date is Sunday, March 19, 2023 @ 11:00 P.M.
Unit 13	The recommended Unit 13 start date is Monday, March 20, 2023	Asynchronous	Online	Professional Development Plan	The recommended Unit 13 completion date is Sunday, April 2, 2023 @ 11:00 P.M.

Unit 14	The recommended Unit 14 start date Monday, April 3, 2023	Asynchronous	Online	Reflection	The recommended Unit 14 completion date is Sunday, April 16, 2023 @ 11:00 P.M.
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