

Workplace Specialist I Training Calendar 2024-2025

Start of Online Training
Monday, August 19, 2024

Visit www.WorkplaceSpecialists.com and click on the CANVAS 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 log-in problems at ejlazaros@bsu.edu or at 317-588-8000.

Unit #	Tentative Dates	Days/Hours	Site Location	Topic	Due
Unit 1	The recommended Unit 1 start date is Monday, August 19, 2024	Asynchronous	Online	Classroom Management	The recommended Unit 1 completion date is Sunday, September 1, 2024 @ 11:00 P.M.
Unit 2	The recommended Unit 2 start date is Monday, September 2, 2024	Asynchronous	Online	Safety Procedures	The recommended Unit 2 completion date is Sunday, September 15, 2024 @ 11:00 P.M.

REQUIRED ATTENDANCE at the 2024 Indiana ACTE State Conference on Friday, September 13, and Saturday, September 14

STRONGLY ENCOURAGED New & Newer Teacher Pre-Conference Workshop Thursday, September 12

The registration link, contact information for questions, and pricing are all located at the bottom of this document. Please note that it costs extra to attend the strongly encouraged New & Newer Teacher Pre-conference Workshop on Thursday, September 12.

Unit 3	The recommended Unit 3 start date is Monday, September 16, 2024	Asynchronous	Online	Special Education	The recommended Unit 3 completion date is Sunday, September 29, 2024 @ 11:00 P.M.
Unit 4	The recommended Unit 4 start date is Monday, September 30, 2024	Asynchronous	Online	Standards-Based Objectives	The recommended Unit 4 completion date is Sunday, October 13, 2024 @ 11:00 P.M.
Unit 5	The recommended Unit 5 start date is Monday, October 14, 2024	Asynchronous	Online	Assessment	The recommended Unit 5 completion date is Sunday, October 27, 2024 @ 11:00 P.M.
TABE	<p>TABE: Submit TABE completion evidence upload on or before Sunday, November 3, 2024 @ 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 28, 2024	Asynchronous	Online	Lesson Planning	The recommended Unit 6 completion date is Sunday, November 10, 2024 @ 11:00 P.M.
Unit 7	The recommended Unit 7 start date is Monday, November 11, 2024	Asynchronous	Online	Lesson Planning Follow-Up	The recommended Unit 7 completion date is Sunday, November 24, 2024 @ 11:00 P.M.
Unit 8	The recommended Unit 8 start date is Monday, January 6, 2025	Asynchronous	Online	State and National Career Pathways	The recommended Unit 8 completion date is Sunday, January 19, 2025 @ 11:00 P.M.

Unit 9	The recommended Unit 9 start date is Monday, January 20, 2025	Asynchronous	Online	Integrating Academics	The recommended Unit 9 completion date is Sunday, February 2, 2025 @ 11:00 P.M.
Unit 10	The recommended Unit 10 start date is Monday, February 3, 2025	Asynchronous	Online	Instructional Materials and Resources	The recommended Unit 10 completion date is Sunday, February 16, 2025 @ 11:00 P.M.
Unit 11	The recommended Unit 11 start date is Monday, February 17, 2025	Asynchronous	Online	Advisory Committee	The recommended Unit 11 completion date is Sunday, March 2, 2025 @ 11:00 P.M.
TABE	<p>TABE: If needed, the final TABE evidence upload date is on or before Sunday, March 9, 2025 @ 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 3, 2025	Asynchronous	Online	Career and Technical Student Organizations (CTSOs)	The recommended Unit 12 completion date is Sunday, March 16, 2025 @ 11:00 P.M.
Unit 13	The recommended Unit 13 start date is Monday, March 17, 2025	Asynchronous	Online	Professional Development Plan	The recommended Unit 13 completion date is Sunday, March 30, 2025 @ 11:00 P.M.

Unit 14	The recommended Unit 14 start date Monday, March 31, 2025	Asynchronous	Online	Reflection	The recommended Unit 14 completion date is Sunday, April 13, 2025 @ 11:00 P.M.
---------	---	--------------	--------	-------------------	---

REQUIRED ATTENDANCE at the 2024 Indiana ACTE State Conference

Please note that it is required that Workplace Specialist 1 teachers register, pay, and attend the 2024 Indiana ACTE State Conference on Friday, September 13, and Saturday, September 14. The Indiana Commission for Higher Education, Indiana ACTE, and the Workplace Specialist University Consortium would like your assistance with considering the strongly encouraged New & Newer Teacher Pre-conference Workshop on Thursday, September 12. Below is information about all three days, along with the pricing for all three days. Please note that it costs extra to attend the strongly encouraged New & Newer Teacher Pre-conference Workshop on Thursday, September 12.

REQUIRED

2024 Indiana ACTE State Conference

Friday, September 13, and Saturday, September 14

Please be aware that all Workplace Specialist 1 teachers must register, pay, and attend the 2024 Indiana ACTE State Conference. Workplace Specialist 1 teachers must attend the Workplace Specialist 1 General Information Session on Friday morning. During this session, teachers will have the opportunity to meet all of their online instructors from the Workplace Specialist University Consortium. They will also have the opportunity to meet approximately 300 other new Workplace Specialist 1 teachers from across the state, representing numerous occupational areas. The teachers will receive information critical to their success as new Workplace Specialist 1 licensed teachers. Immediately following the Workplace Specialist 1 General Information Session on Friday morning, there will be a session regarding special education. Those who attend the strongly encouraged New & Newer Teacher Pre-conference Workshop on Thursday are not required to stay for this special education session. Early on Friday, there will be a keynote presentation. A wonderful lunch featuring appetizing cuisine will be available. There will be opportunities to meet vendors who showcase books, supplies, equipment, and services that may be relevant to many teachers. On Friday and Saturday, the Workplace Specialist 1 teachers will have the opportunity to select conference sessions that align with their interests and occupational areas, which may lead to professional development. There will be many opportunities on Friday and Saturday to network with other teachers, state leaders, and administrators from around the state. Entertainment will be provided during

a Friday evening reception.

STRONGLY ENCOURAGED

New & Newer Teacher Pre-conference Workshop

Thursday, September 12

This New & Newer Teacher Pre-conference Workshop is intended for those new to teaching and new to the CTE classroom. Please note that it costs extra to attend the strongly encouraged New & Newer Teacher Pre-conference Workshop on Thursday, September 12. Dynamic presenters will deliver critical information about all aspects of CTE. This workshop will focus on working with special populations, forming advisory committees, leading CTSOs, recruiting students, understanding the role of work-based learning, internships, safety in the classroom, and much more. Workplace Specialist 1 teachers who attend the Thursday, September 12 New & Newer Teacher Pre-conference Workshop will be offered more autonomy at the required Indiana ACTE Conference on Friday, September 13, and Saturday, September 14, which all Workplace Specialist 1 teachers are required to attend. Specifically, those who attend the Thursday workshop will only need to attend the Workplace Specialist 1 General Information Session on Friday morning. Other than this required session, teachers that attend the New & Newer Teacher Pre-conference Workshop on Thursday will be free to select conference sessions on Friday, September 13, and Saturday, September 14, that closely align with their occupational areas because they will have already been exposed to important concepts on Thursday. Many Workplace Specialist 1 teachers will likely appreciate this additional flexibility.

Conference registration information can be found at

<http://indianaacte.org/conference/>. For general conference questions, please contact inacteconference@gmail.com. Contact ACTE with any other questions about the conference or the registration process at 800-826-9972 or memberservices@acteonline.org. You may also contact the Indiana ACTE Executive Director Stefany Deckard at director@indianaacte.org

This conference is held at the following location:

Marriott East Indianapolis
7202 East 21st St
Indianapolis, IN 46219