



# GPAEA Participant Handbook for Professional Development



Procedures referenced from the statewide AEA Procedures Manual

## **Great Prairie AEA Mission Statement**

Great Prairie Area Education Agency improves teaching and learning by developing leaders, discovering solutions, and delivering services through collaboration with students, families, schools and communities.

# Table of Contents

<b>GPAEA Professional Development Contacts</b>	<b>4</b>
<b>Attendance</b>	<b>5</b>
<b>Documentation of Attendance</b>	<b>5</b>
<b>Grading Expectations</b>	<b>5</b>
<b>Work Expectation</b>	<b>5</b>
<b>Entering Grades</b>	<b>5</b>
<b>Disputes</b>	<b>6</b>
<b>Instructor Feedback</b>	<b>6</b>
<b>Special Accommodation Needed</b>	<b>6</b>
<b>Technology Arrangements</b>	<b>6</b>
<b>Weather</b>	<b>6</b>
<b>Course Evaluation</b>	<b>7</b>
<b>Registering for a Course</b>	<b>7</b>
<b>Payment</b>	<b>8</b>
<b>Course Fees</b>	<b>8</b>
<b>Withdrawal</b>	<b>8</b>
<b>Low Enrollment Cancellations*</b>	<b>9</b>
<b>Changing Credit Types</b>	<b>9</b>
<b>Waitlist</b>	<b>9</b>
<b>Requirements for Renewal Credit</b>	<b>10</b>
<b>Graduate Credit</b>	<b>10</b>
<b>Format of Offerings</b>	<b>10</b>
<b>Copyright Information</b>	<b>11</b>
<b>Acceptable Use Policy - Academic Integrity</b>	<b>12</b>

<b>Ethics Brochure</b>	<b>14</b>
<b>Iowa Code for Licensure Renewal Credit</b>	<b>14</b>
<b>Iowa Standards for Professional Learning</b>	<b>15</b>
<b>Retention of Records</b>	<b>15</b>
<b>Privacy Statement</b>	<b>16</b>

## **GPAEA Professional Development Contacts**

Michelle Dickey

[michelle.dickey@gpaea.org](mailto:michelle.dickey@gpaea.org)

Phone: 1-800-382-8970 Ext 1210

Fax: 319-753-1527

Julie Hannam (Ottumwa Registrar)

[julie.hannam@gpaea.org](mailto:julie.hannam@gpaea.org)

Phone: 1-800-622-0027 Ext 5239

Fax: 641-682-9083

Great Prairie Area Education Agency does not discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity or disability in its educational programs, services, or employment practices.

### **Attendance**

100% attendance is required for all courses. If an absence is due to an emergency, the instructor has the option to make up the time with the participant OR give an incomplete until the participant can complete all requirements within a mutually agreed upon timeframe and no later than the end of the semester following the course end date.

### **Documentation of Attendance**

Please ensure that your name is on the sign-in sheet. If not, please go to the Professional Development office for assistance. Participants need to be registered to attend a class, even if they are not receiving credit for the course.

### **Grading Expectations**

A grading rubric/scale will be a part of the course syllabus and shared with all participants at the start of a course. A grade of B or above is considered “Pass” for License Renewal credit. Grades will be determined based on the rubric/scale.

### **Work Expectation**

The expectations for all participants are **the same** regarding assignments and participation **regardless** of the credit type, including participant only/no credit level.

### **Entering Grades**

Your instructor will enter the grades if applicable for the learning opportunity within two (2) weeks of the final session or final assignment due date. A pass or fail grade will be used for participants earning renewal credit or participant only hours. A letter grade will be given to participants earning graduate credit.

If a participant has missing assignments or attendance issues, an incomplete grade will be assigned until work or attendance issues are resolved. The instructor and participant will set a completion timeline in writing and share that with the LR/PD office. Any incomplete grades not completed according to the timeline or by the end of the semester following the semester in which the course ends, a failing grade will be issued for license renewal credit or the letter grade per college policies.

## **Disputes**

If a course participant disputes a final grade or if the participant's integrity/honesty is in question, the first course of action is to discuss the issue with the instructor of record, following the grading rubric in the course syllabus. Disputes can also be directed to the License Renewal Coordinator or Certifying Official at the hosting AEA.

Resolving course questions, comments, and/or complaints should begin with contacting the course instructor. If questions, comments, and/or complaints are not resolved, contact your local AEA Professional Development Department.

## **Instructor Feedback**

Participants can expect timely feedback from instructors with a turnaround time of no less than 48 hours. This may be offered in a variety of ways such as phone calls, emails, video conferencing, etc.

## **Special Accommodation Needed**

If you need special accommodations, please contact your instructor in prior to the start date of the class.

## **Technology Arrangements**

GPAEA buildings no longer have traditional computer labs. If you need to borrow a laptop or device, please contact Larry Chaplin ([larry.chaplin@gpaea.org](mailto:larry.chaplin@gpaea.org)) in Ottumwa or Pam Womack ([pam.womack@gpaea.org](mailto:pam.womack@gpaea.org)) in Burlington. If you require participants to bring technology, please note that in the course description on the course proposal.

## **Weather**

Midwest weather can be unpredictable. Our geography is big enough, that traveling participants need time to make good decisions. IF there is a possibility of inclement weather being severe enough to cancel class, please contact the PD office ASAP with how you want to proceed with make-up options if possible. Our office is happy to assist you in emailing participants, post on GPAEA Alerts and answer phone calls that will be from anxious participants.

## **Course Evaluation**

Upon the completion of each course, participants will receive an automatically generated email reminding them to complete the course evaluation.

Iowa Code requires a system of evaluation for all credit-bearing opportunities. Each participant is encouraged to complete the web-based course evaluation. The evaluation form aligns the course evaluation with the learning goals/objectives of the course. This system allows AEA's and district representatives to collect both quantitative and qualitative data to support and verify professional development efforts. Individual and cumulative data will be reviewed.

## **Registering for a Course**

To register for a learning opportunity please type this link into your address bar or click on this link: <https://aealearning.truenorthlogic.com>

Your log in information for the new AEA Professional Learning Registration System is the e-mail and password that you have used to log into the AEA Learning Online system. This is the online training system that is utilized for blood borne pathogens, ELP Standards and/or for online, self-paced courses.

If you need help retrieving your login information, please go to the this [link](#) and follow the instructions to reset your password. Please note, if you create a new account, there will be a 24-hour wait before you can access the account through the AEA Professional Learning Registration System.

Search for courses under the *Courses* tab. If you click on *View All*, courses from all of the AEAs will appear. Courses that begin with GP are courses being offered by Great Prairie Instructors. The follow codes are for courses being offered in other AEAs.

HL-Heartland  
CR-Central Rivers  
PL- Prairie Lakes  
KS-Keystone  
MB-Mississippi Bend  
GW-Grant Wood  
GH-Green Hills

You can narrow the search for Great Prairie courses by clicking on *Advanced Search* and choosing Great Prairie from the dropdown menu.

Register for a class by clicking on the *Enroll* button. You will be prompted for payment.

**AEA**  
LEARNING SYSTEM **Payment**

Payment must be submitted by credit card or purchase order at the time of registration. If you have difficulty with this form of payment please contact the Professional Development Office.

**AEA**  
LEARNING SYSTEM **Course Fees**

Type of Credit	No Instructor Pay	Instructor Pay
License Renewal Credit	\$35/credit	\$85.00/credit
Substitute Authorization	\$100	\$100
Para Certification	\$360 (\$120 per 2 credit course, 3 courses)	\$360 (\$120 per 2 credit course, 3 courses)
Participant Only (will show up as hours for those needing contact hours)	\$0	\$0
Drake, Viterbo and Morningside Credit	\$120 (subject to change)	\$160 (subject to change)
Other fees may apply if materials are needed for the learning opportunity		

**AEA**  
LEARNING SYSTEM **Withdrawal**

Withdrawals for face to face credit-bearing opportunities

- **Withdrawals prior to the first day of class:** participants will receive a full refund of credit fees less a \$15 cancellation fee; materials/other fees may not be refundable.
- **Withdrawal on or after the first day of class:** no refund of credit fees to participants; materials/other fees may not be refundable.
- **The GPAEA administrator can override for emergencies, issues out of the control of the participant, those situations deemed as extenuating circumstances etc.**





## Great Prairie Area Education Agency **Low Enrollment Cancellations\***

Great Prairie Area Education Agency reserves the right to cancel courses for which an insufficient number of participants register. In the event that there are not enough participants registered for a course, participants will be contacted by email at least 5 business days prior to the start date of the professional learning event if there are not enough paying participants to run the offering. If GPAEA cancels a course, a full refund will be issued.

*\*Low enrollment applies to courses in which an instructor is paid through the Professional Development Department.*



## **Changing Credit Types**

- If participants want to change from a lesser fee-based credit type to a higher fee-based credit type they can do so at any time on their own in our online registration system **until the course end date**. No extra service fee is incurred.
- If participants want to change from a higher fee-based credit type to a lower fee-based credit type, they must contact the sponsoring AEA's professional learning office for assistance; it cannot be completed online. There is a \$15.00 service fee for this transaction.
- If participants want to change from a fee-based credit to "no fee" (Participant Only) on or after the first day of class, there is no refund of credit fee to participant.



## **Waitlist**

When registering to a wait list, no payment will be required. Once a participant is moved from the waitlist to the roster by the sponsoring AEA's professional learning office, the participant will be notified by email and required to submit payment within two business days to secure their seat on the roster. Participants are also asked to notify the sponsoring AEA if they no longer wish to take the class.



## Requirements for Renewal Credit

Iowa Code 282-20.9(272)(b)A minimum of 15 scheduled clock hours of contact with the instructor, study groups, or action research teams equal one renewal credit. Blended opportunities, where asynchronous technology based learning and face to face time combined equal 15 hours for relicensure credit, are an option. Outside basic reading is not an option for blended activities or asynchronous time. Graduate credit requires 15 face to face hours and 30 hours of homework/outside of class learning to equal 1 graduate credit hour.

- Sign in sheets printed from the Course Catalog are required for each class session. All participants must sign in.
- Excused absences are only approved and make-up time arranged by the instructor.
- A gradeable product demonstrating learning is required for relicensure credit.
- Graduate credit requires higher levels of accountability for learning including, gradeable products and a formalized rubric.
- If the class exceeds 5 hours, participants are required to have a 30 minute meal break.
- If a course is offered for license renewal and/or graduate credit, all participants including those taking it for no credit, are expected to participate fully in all of the work/hours regardless of credit level selected.



## Graduate Credit

Graduate credit requires 15 face to face hours and 30 hours of homework/outside of class learning to equal 1 graduate credit hour.



## Format of Offerings

**Face-to-Face:** The learning is led face-to-face with an instructor, occurring over a semester, school-year, or a designated time period. A designated instructor(s) builds, leads and/or supports the course instruction.

**Hybrid/Blended:** The learning is done through a combination of face-to-face instruction and instructor-led facilitation online. Participants learn at least in part through online delivery of content and instruction with some element of control over time, place, path, and/or pace and at least in part at a supervised designated location.

**Learning Team:** This learning opportunity is tailored to meet district and/or content specific audience's needs and meets the requirements for credit. The learning team concept presents a way for educators to work in cooperative groups to identify issues and goals, research professional literature, implement new learning, share experiences and ideas, and problem-solve real situations.

**Meeting:** Gathering or coming together of stakeholders from different areas to improve knowledge. This could be a couple of hours or half day. Credit is not available for meetings.

**Workshop:** A learning opportunity that does not meet the requirements for credit.

## **Copyright Information**

Great Prairie AEA is required by law to follow all copyright restrictions. These laws are very strict and apply to AEA Personnel doing the duplication of materials, the individual requesting the duplication of material, and the principal and superintendent of that school district. The penalties can also affect the board members of that school district and GPAEA board members.

Copyright laws apply to:

- Printing worksheets
- Copied magazine articles
- Photographs
- Disney or other copyrighted graphics
- Copying video tapes
- Audio tapes
- CDs and computer programs
- Producing or reproducing digital information from the Internet

Copyright compliance issues also apply to:

- Purchasing resources (public performance rights)
- Creating or using intellectual property (including online resource use)
- Fair use privileges by teachers as well as students

The copyright release is usually found within the first two or three pages of a textbook. The release will usually state something like "permission is hereby granted to teachers to reprint or photocopy in classroom quantities the pages or sheets in this work that."

Check out the resource below to help you understand more about copyright laws.

**Copyright Brief NOTES for Students** is a booklet (in emag form) that explains copyright, fair use and use of online databases.



## Acceptable Use Policy - Academic Integrity

Academic honesty is essential to the integrity of the mission and success of the AEA Professional Learning System and is expected of all participants. It is the responsibility of every participant to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using the library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

A charge of academic dishonesty can be brought against a participant by an instructor, a staff member, or another participant in consultation with an instructor.

For license renewal credit issued through the AEA system: The penalty for plagiarism, cheating, and other forms of academic dishonesty will vary from incident to incident, depending upon the scope and magnitude of the offense and the circumstances in which it occurred. Possible penalties may include any of the following: reprimand and/or dismissal from the course with a failing grade. The ultimate decision about penalty to be applied rests with the instructor in collaboration with the license renewal coordinator and administrator.

Definitions of actions in violation of academic integrity include:

- Cheating - Receiving (or giving) of any unauthorized assistance, providing an unfair advantage in any form of academic work. This can include the unauthorized use of notes or other resources, such as websites or texts, during an exam.
- Plagiarism - The copying of words, ideas, or thoughts of another individual, and representing the work as one's own original work. This includes the purchase of a research paper to be used as your own, or the copying of another source without the use of proper quotation marks and/or crediting the original author. This also includes instructors using students' work as their own.
- Falsification - A false statement (either verbally or in writing) made with respect to one's academic work. This includes making false statements on the amount of assistance one received, making false statements to avoid an examination or receive an extension, or making false statements about the contribution one made outside of class time.

Students are responsible for:

- Utilizing appropriate methods of documenting the sources used in written works
- Refraining from cheating, or using academic work that is not their own
- Refraining from helping other students in any attempts to violate the academic integrity policy
- Reporting acts of academic dishonesty to the instructor

Instructors are responsible for:

- Emphasizing and providing guidance on the proper way to document sources
- Clearly identifying the extent to which collaboration and the use of outside sources (such as notes or other websites) are permitted in tests and assignments
- Creating assessments that discourage cheating, moving beyond factual recall level questioning
- Serving as role models for academic honesty
- Taking appropriate action when instances of academic dishonesty are Suspected

*Disciplinary Action:*

When an instructor suspects or receives notice of academic dishonesty, the instructor must contact the student directly (either via phone or email). This contact is to discuss the academic integrity allegations and provide due process for the student's response. If after 7 calendar days from initial contact the student fails to respond to the instructor's request, the student forfeits the right to due process over the issue.

The instructor can choose sanctions ranging from:

- No sanction, in the case where there were mitigating circumstances demonstrating it was not truly academic dishonesty
- Redoing the assignment to receive credit
- A warning (or assistance to correct the mistake, in the case of unintentional plagiarism)
- No credit being issued for that work
- Failure of the course

Instructors should indicate general sanctions in regards to academic dishonesty at the beginning of the course. Participants who feel they were disciplined unfairly have 7 calendar days after the discipline being delivered to appeal to Great Prairie AEA's professional development coordinator.

Instructors may add additional policies when it comes to acceptable use, especially specific actions that are acceptable and preferred versus actions that are unacceptable. Any additional acceptable use policies for which a violation could result in a lower grade or removal from a course must be clearly articulated in the course's introduction or syllabus.

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

[www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf) (from AEA Policy Manual)

## **AEA** LEARNING SYSTEM **Privacy Statement**

The AEA Professional Learning Registration System requires the following fields of information in order to create an account:

- First Name
- Last Name
- Username
- Password
- Email
- Location
- BOEE folder number

Each person is required to use a valid email address as a necessary means of communication. GPAEA will not use this information for any purpose other than to ensure your access to courses and communication with your instructor. GPAEA PD department does not have access to your password, although they can email your password to a valid email/current email address if you cannot remember it.

## **Iowa Code for Licensure Renewal Credit**

**20.13(4) Authority. The acceptance of licensure renewal credit is provided in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272).**

**20.13(5) Licensure renewal courses.**

a. Licensure renewal courses are planned experiences, activities, and studies designed to develop skills, techniques, knowledge, and understanding of educational research and best practice and to model best practices in professional and organizational development. These courses support school improvement processes and practices and provide for the development of leadership in education. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth for teacher and administrator license renewal in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272). The following indicators of quality will be used in evaluating the approved license renewal programs:

- (1) The courses address specific student, teacher, and school needs evidenced in local school improvement plans; or
- (2) The courses assist teachers in improving student learning; or
- (3) The courses assist teachers in improving teaching evidenced through the adoption or application of practices, strategies, and information.

b. Approved teacher licensure renewal programs must offer and conduct a minimum of ten different courses for teachers during the calendar year, and approved administrator licensure renewal programs must conduct a minimum of five different courses for administrators during the calendar

year.Ch 20, p.6 Educational Examiners[282] IAC 4/6/11

c. A minimum of 15 scheduled clock hours of contact with the instructor, study groups or action research teams equal one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

d. Only renewal units offered through board of educational examiners-approved licensure renewal programs will be accepted for license renewal.

## Iowa Standards for Professional Learning

Iowa legislation 281—83.6(284) Professional development for teachers. The Iowa Professional Learning Standards were approved in March 2014 and went into effect June 4, 2014.

**83.6(1) Professional development for school districts, area education agencies, and attendance centers.** The following requirements shall apply to professional development for school districts, area education agencies, and attendance centers. *a. Professional learning standards.* Professional learning within an area education agency or local district shall be aligned with the state standards for teaching and learning and aligned to the following standards for professional development. Professional learning increases educator effectiveness and results for all participants when it: (1) Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment. (2) Requires skillful leaders to develop capacity, advocate, and create support systems for professional learning. (3) Prioritizes, monitors, and coordinates resources for educator learning. (4) Uses a variety of sources and types of participant, educator, and system data to plan, assess, and evaluate effectiveness of instruction. (5) Integrates theories, research, and models of human learning to achieve intended outcomes. (6) Applies research on change and sustains support for implementation of professional learning for long-term change. (7) Aligns its outcomes with educator performance and participant curriculum standards.

## Retention of Records

Iowa Code Section 17.11(6):

5) Maintain records of approved courses as conducted and of the names of the qualifying participants

6) Maintain a list of all course offerings and approved instructors

7) Provide a record of credit for each participant and maintain a cumulative record of credits earned for each participant for a minimum of 10 years

Iowa Code Section 17.11(7):

f. Records retention. Each approved staff development agency/institution shall retain program descriptions, course activities, documentation of the qualifications of delivery personnel, evaluation reports, and completed renewal units for a period of 10 years. This information shall be kept on file in the offices of the area education agency licensure renewal coordinators and shall be made available to the board of educational examiners upon request.

[About Us](#)

Great Prairie AEA provides professional development opportunities for teachers in the areas of curriculum, instructional strategies and assessments - all to help students achieve and schools improve. Specialized services for children and students with diverse learning needs, including identification, diagnosis, planning and therapies for those with disabilities. Children from birth to age 21 are included.

Students, parents, employees and others doing business with or performing services for the Great Prairie Area Education Agency are hereby notified that this agency does not discriminate on the basis of race, color, age, national origin, sex, religion, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities. The agency does not discriminate on the basis of race, color, age, national origin, sex, religion, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the agency's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or IOWA CODE § 280.3 is directed to contact: Educational Equity/Section 504/Special Education Programming, Dr. Deb Cook, Regional Director, Great Prairie Area Education Agency, 103 South A Street, Albia, IA 52531, 641-932-5003 x5801 or 800-622-0027 x5801; Educational Equity/MCGF/Title IX Gender Equity/Title VI Race and National Origin Equity/Title III ELL, Nathan Wood, Regional Director, Great Prairie Area Education Agency, 2814 North Court Street, Ottumwa, IA 52501, 641-682-8591 x5512 or 800-622-0027 x5512; or Equal Employment Opportunity/Affirmative Action/Hiring and Employment Practices, Greg Manske, Human Resources Director, Great Prairie Area Education Agency, 3601 West Avenue, Burlington, IA 52601, 319-753-6561 x1217 or 800-382-8970 x 1217, who have been designated by the agency to coordinate the agency's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and IOWA CODE 280.3 (2007).