

## Staff Training Policy

### *Minnesota Adult Education (ABE)*

**Policy Development Date:** June 29, 2023

**Policy Implementation Date:** July 1, 2023 (latest revision applies starting June 12, 2025)

**Latest Policy Revision Date:** June 12, 2025

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## Policy Overview

### Background

Adult education is a unique and complex educational system that serves learners with a wide range of educational levels, backgrounds, and goals. Furthermore, the complexity of the system and the scope of adult education content has increased substantially over time. In order to effectively serve adult learners, meet all requirements of the adult education system, and confidently carry out their work, staff need foundational training in a variety of areas. Staff working in Minnesota Adult Education programs must be familiar with multiple sets of content standards and complex accountability requirements, as well as expanded instructional delivery methods and program models. This policy describes the required and recommended training for staff and the requirements for documenting participation in that training.

## Policy

### Required Training

#### *Training for Staff in All Roles*

All staff who are new to Minnesota Adult Education are required to complete *ABE Foundations* training within the first 12 months of hire. Full-time staff are strongly encouraged to complete this training within 6 months of hire.

*ABE Foundations* is offered as a self-paced online course and as an in-person workshop at the ABE Summer Institute when this conference is held in person. More information about *ABE Foundations* can be found on the [ATLAS website](https://atlasabe.org/key-activities/adult-ed-program-support) (<https://atlasabe.org/key-activities/adult-ed-program-support>).

### **Training Required Before Program or Product Implementation**

- *CASAS Implementation Training* — Must be completed before administering CASAS tests and every 5 years. More information about this training can be found on the [MN ABE Assessment website \(www.mnabeassessment.com/casas\)](http://www.mnabeassessment.com/casas).
- *TABE Implementation Training* — Must be completed before administering TABE tests and every 5 years. More information about this training can be found on the [MN ABE Assessment website \(www.mnabeassessment.com/tabe\)](http://www.mnabeassessment.com/tabe).
- *Distance & Blended Learning Basics for Minnesota Adult Basic Education* — Must be completed before engaging in any aspect of distance learning programming. More information about this training can be found on the [Literacy Minnesota Distance Learning webpage \(www.literacymn.org/distancelearning-PD\)](http://www.literacymn.org/distancelearning-PD).
- *Teacher Verification Model (TVM) Certification* — Must be completed before delivering and counting proxy hours for TVM lessons. More information about this certification can be found on the [Literacy Minnesota Distance Learning webpage \(www.literacymn.org/teacher-verification-model\)](http://www.literacymn.org/teacher-verification-model).
- *Standard Adult Diploma 101 Training* — Staff from new standard adult diploma programs must complete this training before implementing programming. New staff from existing standard adult diploma programs must complete this training within a year of engaging in standard adult diploma programming.

These trainings are required according to the Minnesota Adult Education (ABE) Assessment Policy and the Standard Adult High School Diploma requirements, based on Minnesota State Statute 124D.52 (subd. 8–9).

### **Note Regarding Volunteer Training Requirements**

Training requirements for volunteers working in Minnesota Adult Education programs can be found in the Volunteer Training Standards Policy at the [Minnesota ABE Law, Policy and Guidance page \(www.mnabe.org/program-management/law-policy-guidance\)](http://www.mnabe.org/program-management/law-policy-guidance).

### **Exemptions for the ABE Foundations Requirement**

Adult education staff that are exempted from the *ABE Foundations* requirement include:

- Staff who worked in an adult education role with an approved Minnesota Adult Education provider prior to July 1, 2023.
- Staff that have successfully completed the Hamline University graduate course *EDUC 7601, Introduction to Adult Education*.

All staff are encouraged to complete *ABE Foundations*, even if they can be excluded from the requirement.

To discuss special circumstances in complying with this policy as stated, please contact Astrid Liden, Adult Education Professional Development Specialist with the Minnesota Department of Education, at [astrid.liden@state.mn.us](mailto:astrid.liden@state.mn.us).

## Recommended Training

The Minnesota Department of Education strongly encourages the following professional development, depending on role:

- *CCRS Foundations – ELA* (ELA teachers and administrators) — More information can be found on the [ATLAS website](https://atlasabe.org/key-activities/ccr-standards/) (<https://atlasabe.org/key-activities/ccr-standards/>).
- *CCRS Foundations – Math* (Math teachers and administrators) — More information can be found on the [ATLAS website](https://atlasabe.org/key-activities/ccr-standards/) (<https://atlasabe.org/key-activities/ccr-standards/>).
- *ACES Foundations* (teachers and administrators) — More information can be found on the [ATLAS website](https://atlasabe.org/key-activities/aces/) (<https://atlasabe.org/key-activities/aces/>).
- *Northstar Foundations* (teachers and administrators) — More information can be found on the [Literacy MN Distance Learning webpage](http://www.literacymn.org/distancelearning-PD) ([www.literacymn.org/distancelearning-PD](http://www.literacymn.org/distancelearning-PD))

## Documenting Staff Training

All trainings required by this policy must be entered as a Staff Training history item in each staff person's SiD record. The Minnesota Department of Education recommends that other trainings be documented in SiD as well, but that documentation is not required. For instructions on how to enter a staff history item, see the *SiD Basics Guide: Admin Login in the SiD Training and Support section of SiD* and click on Part 3 Staff:

<https://mnabe.zendesk.com/hc/en-us/articles/115001159091-SiD-Basics-Guide-Admin-login-printable-pdfs->

Consortia are required to use SiD to report on required staff training participation with their annual August reporting submission. The "Staff Required Training" report can be found on the "Reports" tab in SiD. This report lists active staff and the dates they completed training required by MDE policy. This SiD Support help article explains the report features: <https://mnabe.zendesk.com/hc/en-us/articles/26212161605389-Staff-Required-Training>.

## Adult Education Professional Development Resources

Guidance around core and specialized training options for particular adult education staff roles can be found on the *Suggested Training Pathways* page in the MN Adult Ed Staff Resource Library on the [ATLAS website](https://atlasabe.org/resources/mn-adult-ed-staff/suggested-training-pathways) (<https://atlasabe.org/resources/mn-adult-ed-staff/suggested-training-pathways>).

An overview and descriptions of all MN Adult Education professional development activities can be found on the online [Minnesota Adult Education PD Catalog](https://mnpdcatalog.org) (<https://mnpdcatalog.org>).

## For More Information

This policy, along with other ABE policies and resources, can be found online at the [Minnesota ABE Law, Policy and Guidance page](http://www.mnabe.org/program-management/law-policy-guidance) ([www.mnabe.org/program-management/law-policy-guidance](http://www.mnabe.org/program-management/law-policy-guidance)).

If you have any questions about documenting training in SiD, contact [sidsupport@literacymn.org](mailto:sidsupport@literacymn.org).

If you have any questions about professional development in Minnesota Adult Education (ABE), contact Astrid Liden, (651) 582-8424 or [astrid.liden@state.mn.us](mailto:astrid.liden@state.mn.us).

If you have any questions about Minnesota Adult Education (ABE) policies, contact Brad Hasskamp, (651) 582-8594 or [brad.hasskamp@state.mn.us](mailto:brad.hasskamp@state.mn.us).