



Professional Learning Registration

Policy and Procedures



Iowa's Area
Education
Agencies

Course Information & Expectations for Participants

SUB TOPIC	GUIDANCE/DESCRIPTION
Course Credit Description and Length	<p>If a course is offered for license renewal and/or graduate credit, the work expectations for participants will be outlined in the course proposal. In general, all participants are expected to meet the same expectations regarding assignments and participation regardless of the credit type, including participant only/no credit level, unless otherwise stated.</p> <p>The course hours do not include lunch times. A full-day class session scheduled to run through a normal eating period must provide, at a minimum, a 30-minute duty-free break. A working lunch cannot replace this break.</p> <p>There must be a minimum of 15 face-to-face/instructor-led hours plus 30 hours of outside course-related activities for a total of 45 hours per credit when counting total hours for graduate credit. Additional information on “what counts for an hour online” is provided in our instructor training module.</p>
Audience	<ul style="list-style-type: none"> • Open Audience: This designation means that the course is listed in the catalog and anyone can register for the course. • Closed Audience: This designation means that the course is only available to a specific group of people (i.e., Maple Elementary, 9-12 school counselors, attendees at the reading conference, site-based course, a specific school district).
Format of Offerings	<ul style="list-style-type: none"> • Synchronous Instructor Led: A designated instructor(s) builds, leads and/or supports the course instruction during a designated time period. This also includes both in person learning and synchronous online learning. • Asynchronous: The learning is done entirely through an asynchronous online format, meaning participants log in whenever they would like, though still collaborating with other class participants. This can be done through asynchronous discussions or instructor-led direct instruction via a learning management system. Special Note: Online courses must meet the same hour requirements per credit as face-to-face courses, though what constitutes as in-class vs. out-of-class is different. A description of the hours can be found in our instructor training module. <ul style="list-style-type: none"> – Individual AEAs can offer asynchronous courses to districts/participants in their AEA only – If the course is designed for statewide participation, the course should be offered through AEA Learning Online. • Hybrid/Blended: The course is delivered through asynchronous and synchronous learning activities. 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. • Self-paced: The learning is done entirely through independent asynchronous learning activities. The learner moves through the coursework independently, starting whenever they would like, and progressing at their own speed. The learner interacts with the self-paced content, and then completes implementation activities interacting with the instructor for the course. Self-paced courses must meet the same hour requirement per credit as synchronous instructor led courses. <ul style="list-style-type: none"> – Special Note: Self-paced courses must be offered through AEA Learning Online. For those interested, please contact support@aealearningonline.org for more information.

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Type	<ul style="list-style-type: none"> • Course: This is a structured learning opportunity that has an instructor/presenter and meets the requirements for licensure and/or graduate credit. • Learning Team: This learning opportunity is tailored to meet district and/or content specific audiences' needs and can meet the Iowa Board of Educational Examiners' ("BoEE") requirement for licensure 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. (This is typically a small group of 4-10 people.) • Workshop: This is usually a half day or full day of facilitated, hands-on learning. Credit is not available for individual workshops.
Attendance	<p>100% attendance is required for either face-to-face or synchronous events within a course. 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.</p>
Work Expectation	<p>The work expectations for participants will be outlined in each course proposal. In general, all participants are expected to meet the same expectations regarding assignments and participation regardless of the credit type, including participant only/ no credit level, unless otherwise stated.</p>
Academic Integrity	<p>Academic honesty is essential to the integrity of the mission and success of AEA professional learning 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.</p> <p>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.</p> <p>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.</p> <p>The instructor can choose sanctions ranging from:</p> <ul style="list-style-type: none"> • 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 <p>When an instructor suspects or receives notice of academic dishonesty, the instructor must contact the participant directly (either via phone or email).</p>

Course Information & Expectations for Participants

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Academic Integrity (continued)	<p>This contact is to discuss the academic integrity allegations and provide due process for the participant's response. If after 7 calendar days from initial contact the participant fails to respond to the instructor's request, the participant forfeits the right to due process over the issue.</p> <p>The AEA License Renewal Coordinator should be informed if an instructor chooses to fail a participant for academic dishonesty. If this occurs in a graduate-level course, the AEA License Renewal Coordinator will inform the graduate institution. Participants who feel they were disciplined unfairly have 7 calendar days after the discipline being delivered to appeal to AEA License Renewal Coordinator. The ultimate decision about penalty to be applied rests with the instructor in collaboration with the license renewal coordinator and administrator.</p>
Copyright Information	<p>AEA professional learning instructors and providers are required by law to follow all copyright restrictions. These laws are very strict and apply to all personnel doing the duplication of materials.</p> <p>Copyright laws apply to:</p> <ul style="list-style-type: none"> • Printing worksheets • Copied magazine articles • Photographs • Copyrighted graphics • Copying video tapes • Audio tapes • CDs and computer programs • Producing or reproducing digital information from the Internet <p>Copyright compliance issues also apply to:</p> <ul style="list-style-type: none"> • Purchasing resources (public performance rights) • Creating or using intellectual property (including online resource use) • Fair use privileges by teachers as well as participants <p>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."</p> <p>More information on how to obey copyright law when developing your course can be found in our instructor module.</p>
Course Question/ Comment/ Complaint	<p>It is important for us that everyone has an optimal learning experience. We do know that sometimes, there can be external conflicts, misunderstanding of expectations, or issues with the course that can get in the way. When a participant has a question, comment, and/or complaint, the process for participants is the following:</p> <ol style="list-style-type: none"> 1. Reach out to the instructor first. Explain your question, comment or complaint with the understanding of what will help the learning experience, and with what is within the capacity of the instructor. For example, having a slow internet connection at home is not something that an instructor can fix, but finding accommodations for assignments when that connection is slow is more within the instructor's power. 2. If a change is agreed to, give that change a chance to be implemented and have an effect. 3. If the change is not having an effect, reach out again to the instructor so that she can further work with you to address the issue. 4. If at a point where you have given the process a chance to work and it has not, contact the professional learning office for the AEA operating the course.

Grading & Transcripts

SUB TOPIC	GUIDANCE/DESCRIPTION
<p>Final Assignments and Grades</p>	<p>A grading rubric/scale will be a part of the course syllabus and shared with all participants at the start of a course. Grades will be determined based on the rubric/scale.</p> <p>Final grades will be posted no later than two weeks after the assignment due date or course end date, unless otherwise stated by the instructor.</p> <p>Final grades are not issued until the requirements are complete and the instructor has submitted grades. It is up to the instructor if—providing all course expectations are met—a final grade can be issued before the course end date. Participants should not expect to be able to finish a course early; if a participant needs a credit by a specific date, participants should assume that the grade will be available by two weeks after the course end date, even if it might be available sooner.</p> <p>Participants can print out their own official transcripts and/or certificate of completion. Transcripts will not be mailed to participants.</p>
<p>Final Grading Guide</p>	<p>An instructor's guide for issuing final grades and marking them complete in the registration system can be found here.</p>
<p>Procedures and Dates for Incomplete Grades/Grade Changes</p>	<p>If a participant has missing assignments or attendance issues, they will need to contact the instructor. The instructor and participant will set a completion timeline in writing and share that with the License Renewal/Professional Learning office. If the participant fails to contact the instructor to establish a timeline or the participant chooses not to complete the course, the instructor may issue a failing grade after the two week grading window.</p> <p>Incomplete Grades, including for Graduate Credit Graduate institutions each have their own policies regarding an Incomplete. Instructors should work with their registrar to determine the process and implications of giving a participant an incomplete.</p> <p>Any incomplete grades not completed according to the timeline or by the end of the semester following the semester in which the course ends, the instructor will issue a failing grade.</p>
<p>Dispute Process</p>	<p>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.</p> <p>Disputes can also be directed to the License Renewal Coordinator or Certifying Official at the hosting AEA. Disputes directed to the AEA must be a written complaint outlining the nature and cause of the complaint, individuals involved, desired resolution and the failed efforts made to resolve the issue through established procedures. All formal disputes must be filed within 30 days of the final grade. The LRC will make a final determination for the grade for any dispute in relicensure credit courses.</p> <p>If the course was taken for college credit, the college partner's grade dispute policy will be followed.</p>

Grading & Transcripts

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Transcript and/or Certificate Availability	<p>Transcripts will reflect a participant's completed courses: course name, end date, number of hours or credits, final grade, and type of credit (LR or college), based on the requirements of the BoEE.</p> <p>Transcripts and Certificates of Completion are available through an individual's registration account as a pdf. Official transcripts are required by the Iowa Board of Educational Examiners (BoEE). Do not upload the Certificate of Completion.</p>
Contact Hour Documentation	<p>Contact hours for professional learning activities will be listed on the transcript. Nursing Continuing Education Credit (contact hours) for approved nursing courses through Heartland AEA will be listed on the transcript. However, nurses must submit the Certificate of Completion to the Iowa Board of Nursing instead of the transcript.</p>
Issuing Grades When Registration is Unpaid	<p>Participants are required to pay at the time of registration except when placed on a waitlist. If a participant has a balance due at the end of class, their credit type will be changed to participant only.</p>

End of Professional Learning Evaluation Survey

SUB TOPIC	GUIDANCE/DESCRIPTION
Evaluation	<p>Iowa Code requires a system of evaluation for all credit-bearing opportunities. Each participant is encouraged to complete the web-based survey. The survey aligns the course evaluation with the learning goals/objectives of the course. This system allows AEA and district representatives to collect both quantitative and qualitative data to support and verify professional development efforts. Individual and cumulative data will be reviewed.</p> <p>Evaluation Survey Questions</p>
Completion of Evaluation Guidance	<p>Instructors are encouraged to use various assessment strategies throughout the course to guide instruction; however, strong support of the web-based evaluation is expected.</p> <p>Participants are given the opportunity to complete the evaluation, starting with when the final grade is submitted, and going through 40 days after the date for the end of the course.</p>
Anonymous Evaluations	<p>Name and contact info is optional.</p>

Registration Process

SUB TOPIC	GUIDANCE/DESCRIPTION
<p>Timelines for Registration</p>	<ul style="list-style-type: none"> • All participants are expected to register before every professional learning opportunity. We appreciate participant attention to registration timelines as posted by course. <ul style="list-style-type: none"> – Registration guarantees the instructor is ready for all participants - a place to sit, handouts, books, etc. Timely registration helps ensure that all communication and important information for the course is received. – This also includes access to the online course space, such as in the learning management system or the link to the virtual conference meeting. Participants that register after links have been sent out should contact the instructor. • Based on registration information all professional learning opportunities will be evaluated one week prior to the first day of the course/event to determine viability. • Each AEA will determine locally if/when registration will close in the system for the professional learning opportunity. • If a participant wants to register but missed the registration deadline, registration may be an option based on approval by your local AEA Professional Learning Office. • If a participant is registered but wishes not to take the course, it is important to cancel registration as soon as possible. Not only does a timely cancellation need to be made in order to get a refund (see refund policy below), but also it opens up a space for other participants to take the course. <p>Important Note: Please be aware of your district’s policy of earning licensure renewal or graduate credit during the work day. Some districts do not allow this.</p>
<p>Waitlist</p>	<p>Not all courses or opportunities will have a waitlist. For opportunities that do have a waitlist, participants can add themselves when registration is full.</p> <p>When registering to a waitlist, 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 as soon as possible 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.</p>
<p>Participant Withdrawals</p>	<ul style="list-style-type: none"> • To withdraw from a course, participants will click on the withdrawal icon next to the course under My Courses. <ul style="list-style-type: none"> – Participants will receive a full refund when withdrawals are requested up to 8 days before the first day of class. – Participants will receive NO REFUND of fees for withdrawals requested 7 days prior to, on, or after the first day of class. • Participants may contact the AEA professional learning office administrator in the case of an emergency or a situation with extenuating circumstances to make a special request for a refund. Materials/other fees may not be refundable. • If participants have questions about withdrawals, please email the sponsoring AEA’s professional learning office. • Instructors should not withdraw students from the roster, even if they have the capability within the system. Instead, when a participant mentions they would like to drop a course, the instructor should have them 1) go online and withdraw themselves, or 2) contact the AEA so that they can withdraw the participant.

Registration Process

SUB TOPIC	GUIDANCE/DESCRIPTION
Participant Changing Sections	<ul style="list-style-type: none"> • If a participant wants to change from one section to another section of the same course, the participant should withdraw themselves and re-register for the desired section. • An automatic refund will occur if done at least 8 days prior to the start date. If it is 7 days or less, you must contact the sponsoring AEA’s professional learning office for assistance. No extra service fee will be incurred.
Changing Credit Type for Participants	<ul style="list-style-type: none"> • 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 or to “no fee” (Participant only), they will receive a refund for the difference of the cost of the credit types up to the end of the section.
Accommodations/ Special Need Requests	<p>AEA Professional Learning is committed to providing access and reasonable accommodations for individuals with disabilities. This could include physical and dietary needs as well. If you have accommodation needs, please contact your local AEA Professional Learning Office.</p>
Fees, Payments and College Partners	<p>Fees for AEA courses, including unique programs, can be found here.</p> <p>Other Fees Participants may also be charged for items such as materials, supplies, speaker fees, etc.</p> <p>Payment</p> <ul style="list-style-type: none"> • Participants are expected to pay at the time of registration. If a participant is unable to make payment with their online registration, they need to contact the sponsoring AEA registrar’s office for assistance. Those placed on a waitlist will pay if they join the course. • Purchase Orders are accepted per each AEA Business Office policy. Contact your local AEA if you have questions. • Dual (Split) Payment Option <ul style="list-style-type: none"> – Participants can split payment between employer Purchase Order and personal payment by credit/debit or prepaid card when registering online.

AEA Cancels a Course/Event or Changes Delivery Format

SUB TOPIC	GUIDANCE/DESCRIPTION
<p>Low Enrollment Cancellations</p>	<ul style="list-style-type: none"> • Agency is paying the instructor (Licensure Renewal/Graduate Credit/Substitute Authorization/Paraeducator Offerings): If there are not enough credit paying participants to offset the cost of the instructor at least eight days prior to the offering start date, the offering will be canceled, unless the instructor agrees to a prorated rate and the agency decides locally this offering is needed. All fees paid by participants will be refunded. • Agency is not paying the instructor (Licensure Renewal/Graduate Credit/Substitute Authorization/Paraeducator Offerings): If there are less than 10 participants to offer a dynamic learning experience it is up to the discretion of the local AEA Professional Learning Office on whether the offering will be canceled. Decisions on cancellations will be made 8 calendar days prior to the offering start date.
<p>Other Cancellations</p>	<p>If a course or event is canceled due to other extenuating circumstances, participants will receive a full refund.</p>
<p>Change in Delivery Format</p>	<p>AEAs will do what they can to host an event or course. Sometimes, that can require a change in the delivery format. When the AEA changes the format (e.g. from face-to-face to virtual), if that new format does not work for the participant, the participant can request a refund.</p>

Iowa Standards for Professional Learning

GUIDANCE/DESCRIPTION

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.

Ethics

GUIDANCE/DESCRIPTION

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 25. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

<https://boee.iowa.gov/quick-link/code-professional-conduct-and-ethics>

Instructor Communication

GUIDANCE/DESCRIPTION

Each AEA will communicate with the instructors who are teaching classes within their AEA regarding contract agreement, sign-in sheet, [entering grades](#), room reservations, accessing materials/supplies, etc.

Instructor Intellectual Property

GUIDANCE/DESCRIPTION

A developed course is considered intellectual property. Please use discretion and obtain permission before sharing and/or using another instructor's materials to offer a course.

Glossary of Terms

GUIDANCE/DESCRIPTION

[Learning Proposal Glossary](#)

Instructor Types

GUIDANCE/DESCRIPTION

- Employed by AEA teaching on contract (no additional instructor pay)
- Employed by AEA teaching off contract (with additional instructor pay)
- Employed by other agency/district teaching on contract (no additional instructor pay)
- Contracted with the AEA to be an Instructor (with instructor pay)
- Contracted with the AEA to provide a service for a negotiated fee

Instructor Qualifications

GUIDANCE/DESCRIPTION

All Professional Development instructors will have earned a Master's Degree or have expertise or training in their field qualifying them to lead professional development.

A valid Iowa license, such as a BoEE license, is preferred for instructors of license renewal and graduate credit courses. Please check with your individual AEA for any additional instructor qualifications.

Inclement Weather Issues

GUIDANCE/DESCRIPTION

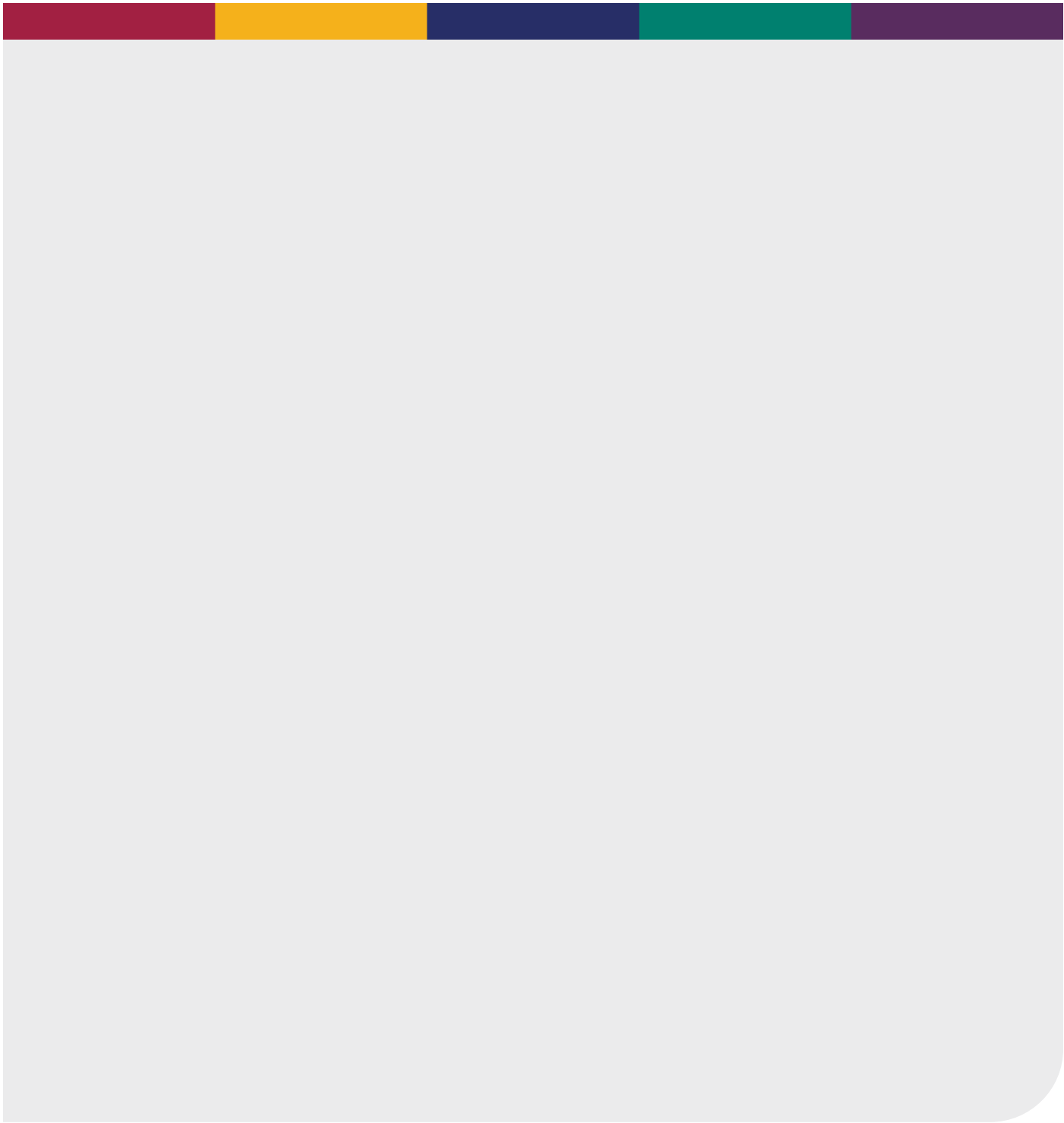
Visit your own AEA's policy on event cancellation and rescheduling policies.

End of Course Procedures – Closing Classes

GUIDANCE/DESCRIPTION

Instructors have 2 weeks to close the course after the stated end date for the course. Participants who are not complete after 2 weeks should be issued an I for incomplete until they are complete. If they choose not to finish the class or have said they are not finishing, the instructor should assign an F grade and the registration status should be marked as incomplete (this will not show on the transcript).

Best practice is to finalize grades after the end date of the course. There are situations where grades can be finalized before the end of the course, please work with your professional learning coordinator.



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