



Professional Development Plan

School Year 2023 - 2024

ACCREDITATION

Hacienda La Puente Adult Education is accredited by the Council on Occupational Education (COE) for post-secondary training as well as the Western Association of Schools and Colleges (WASC) for secondary academic programs.



Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325,
Atlanta, Georgia 30350
800-917-2081

Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

Introduction:

Hacienda LA Puente Adult Education (HLP AE) has instituted a comprehensive professional development plan for its instructors, ensuring the continuous enhancement of their expertise in their respective areas of instruction. This plan is supported through an annual budget allocated via the Perkins grant and California Adult Education Program funding, effectively covering the associated costs of instructors' professional development.

Professional Development Plan Procedure:

Instructors are presented with two distinct options for their annual professional development:

1. **Pathway-Specific Training:** Instructors able choose specialized training programs that are directly aligned with their respective industries. This choice permits instructors to either attend in-person conferences or engage in online training sessions. Dedicated time is allocated within the regular workday to facilitate participation in these professional development opportunities. For instructors who opt for this mode of professional development, it is required to complete and submit the *Professional Development Request Form*, accompanied by the requisite supporting documentation. An electronic fillable version of this form is available upon request from any site-administrator or office manager. The form and associated paperwork must be submitted at least two months prior to the professional development activity, or at least three months in advance if the conference or training event is hosted out of state and travel is required.
2. **Job-Site Shadowing:** Alternatively, instructors can choose to invest up to a full day shadowing one of their industry-based partners at their respective work sites. This immersive experience includes visiting the partner's workplace and actively engaging with the employment partner through a structured set of questions, as detailed in the *Employment Partner-Based Professional Development Form*. An electronic fillable version of this form is available upon request from any site-administrator or office manager. Adequate time within the instructor's professional day is allotted to facilitate this visit. To ensure the smooth execution of this option, instructors are required to provide a minimum of two weeks' advance notice to a designated site administrator. The completion of the *Employment Partner-Based Professional Development Form* must also be submitted to a site administrator following the visit.

Should you have any inquiries or require further clarification regarding instructor participation in professional development initiatives, please do not hesitate to contact any of the Willow Center site administrators or office managers.