

Intradistrict Communication

DATE: December 5, 2022

TO: All Principals
All Special Education Staff

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Melanie Dawson, Principal of River's Edge School

SUBJECT: ASPEN Training Reminder for Special Education Personnel 2022-2023

As we move into the second half of the 2022-2023 school, this is a reminder that ASPEN training is required for all licensed special education teachers, SLPs, school psychologists, elementary school counselors, and for all instructional assistants in SEB and Autism self-contained support classrooms during the 2022-2023 school year. (Exception: Staff with a current Mandt certification will not need to be ASPEN trained).

First year staff and staff who have not completed the full certification ASPEN training should register for the in-person training on JPLS. Training dates and times are attached to this memo. Please note that these are expected to be the final dates for the remainder of the school year.

Although not required, instructional assistants working in any other special education setting may choose to attend ASPEN at the discretion of their building administrator.

If you have more than one teacher or instructional assistant that needs to attend, please consider having them attend on separate days in order to maintain adequate coverage in your school. The Special Education Department will cover the costs of substitutes for licensed special education teachers that will be attending the full certification under budget code 1292. Instructional assistants will be asked to use True Time to record their typical workday hours on the day of the training. Any additional hours spent in the training above their typical workday will need to be recorded on a timesheet.

Staff who participated in a full certification or recertification ASPEN training during the previous school year should plan on taking an ASPEN recertification class that will be offered online. Staff should register at JPLS for the recertification class, they will then receive an invitation within two working days to participate in the online course. Participants will have two weeks during which they can complete the course work at their own pace. This course is expected to take approximately 3 hours and should be completed during available contract hours. Dates for the online sessions are attached to this memo.

Mandt training will continue to be required at Kauri Sue Hamilton and River's Edge School. Personnel at these schools do not need to attend ASPEN. Others wishing to keep their Mandt training current may do so; however, participation is not mandatory and teachers and instructional assistants will not be compensated for their attendance. If staff members are Mandt certified, they do not need to attend ASPEN training.

For questions please contact:

Cassidy Hansen at cassidy.hansen@jordandistrict.org

or

Daveed Goodrich at daveed.goodrich@jordandistrict.org

A.S.P.E.N. 2022-2023 Schedule

Full Certification (Live sessions)

Date	Location	Time	Section #
1/11/23	PDC- Presentation Room	8:00 - 4:00	117449
2/6/23	PDC- Presentation Room	8:00 - 4:00	117452
3/22/23	PDC- Presentation Room	8:00 - 4:00	117453
4/26/23	PDC- Presentation Room	8:00 - 4:00	117454
5/15/23	PDC- Presentation Room	8:00 - 4:00	117455

The Professional Development Center (PDC) for live sessions is located on 7905 S Redwood Rd.

Re-Certification (Online- Canvas)

Date	Location	Setting	Section #
01/23/23-02/03/23	Online	Support Classrooms	117461
02/27/23-03/10/23	Online	Secondary	117462
03/13/23-03/24/23	Online	Elementary	117463
05/01/23-05/12/23	Online	Preschool	117464

If you have taken ASPEN previously, please register for the applicable section based on your setting. You will receive a Canvas email invitation before the start date.

Please sign up for classes on JPLS!