

Intradistrict Communication

DATE: August 24, 2023

TO: All Principals
All Special Education Staff

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Melanie Dawson, Program Administrator of Behavior

SUBJECT: ASPEN Training for Special Education Personnel 2023-2024

ASPEN training will continue to be required during the 2023-2024 school year for all licensed special education teachers, SLPs, school psychologists, elementary school counselors, as well as all Education Support Professionals (ESPs) in SEB and Autism self-contained support classrooms. Staff members working in any other special education setting may choose to attend ASPEN at the discretion of their building administrator and at the cost of their school.

Full ASPEN Certification (All Day Training)

First year staff and those who have not previously completed the full certification ASPEN training need to register for the in-person whole day training on JPLS. Training dates, times, and course numbers are attached to this memo. These are expected to be the final dates for the remainder of the school year.

ASPEN Recertification (Half Day Training)

Staff who participated in a full certification or recertification ASPEN training last school year will be required to take an ASPEN recertification class this year. Recertification courses will be offered both in-person and online. Register on JPLS for the preferred format.

In-Person Recertification: Only three in-person recertification sessions will be offered. Enrollment is limited and seats will be filled on a “first come, first served” basis for those who prefer this option.

Online Recertification: Those who select the online option will receive a Canvas course invitation on the day the class begins. Participants will have two weeks during which they can complete the coursework at their own pace. This course is expected to take approximately 3 hours and should be completed during available contract time (licensed) or scheduled daily hours (ESPs). Dates for the online sessions are attached to this memo. Sessions are organized by setting (i.e., preschool, elementary, secondary, and support classroom), so participants should register for the correct session based on their current role.

Substitute Coverage (Licensed)

The Special Education Department will cover the costs of substitutes for licensed special education teachers who attend the full certification or in-person recertification. Please use budget code 1292. If you have more than one teacher or ESP who needs ASPEN training, please consider having them attend on different dates in order to maintain adequate coverage in your school.

Claiming Hours (ESPs)

For the all-day full certification, ESPs will be asked to use True Time to record their typical workday hours on the day of the training and claim any additional hours spent in the training on a timesheet.

For example:

- 17 hours/week ESPs: Claim their daily 3.5 hours on True Time and up to 4.5 additional hours on a timesheet.
- 25 hours/week ESPs: Claim their daily 5 hours on True Time and up to 3 additional hours on a timesheet.
- 35 hours/week ESPs: Claim their daily 7 hours on True Time and up to 1 additional hour on a timesheet.

Staff who do not need ASPEN

Employees with a current Mandt certification do not need to be ASPEN trained. This includes staff at Kauri Sue Hamilton and River's Edge School, where Mandt is required. Others wishing to keep their Mandt certification current may reach out to the Jordan Behavior Assistance Team for recertification options. Participation is not mandatory, and therefore staff will not be compensated, nor sub coverage provided, for attendance.

For questions please contact:

cassidy.hansen@jordandistrict.org or daveed.goodrich@jordandistrict.org

Administrators who are interested in accessing the ASPEN content, please contact Cassidy or Daveed for the Totem ASPEN online version for principals.

ASPEN 2023-24 schedule

Register for classes on JPLS!

Full Certification (In-Person Sessions)

For new employees and those who have never taken ASPEN

All in-person ASPEN sessions will be at the ASB: 7905 S Redwood Rd.

Date	Location	Time	Section #
10/17/23	ASB room 101	8:00-4:00	127699
11/16/23	ASB room 101	8:00-4:00	127700
1/9/24	ASB room 101	8:00-4:00	127701
2/7/24	ASB room 101	8:00-4:00	127702
3/13/24	PDC presentation room	8:00-4:00	127711
4/16/24	ASB room 101	8:00-4:00	127703

Recertification (In-Person Sessions)

All in-person ASPEN sessions will be at the ASB: 7905 S Redwood Rd.

Date	Location	Time	Section #
10/12/23	ASB room 101	8:00-11:00	127712
1/18/24	ASB room 101	8:00-11:00	127713
3/7/24	ASB room 101	8:00-11:00	127714

Recertification (Online Sessions)

You will receive a Canvas email invitation on the day the course begins.

Date	Location	Setting	Section #
9/11/23-9/22/23	Canvas Online	Elementary	127715
10/2/23-10/13/23	Canvas Online	Support Classrooms	127716
10/30-11/10/23	Canvas Online	Preschool	127718
11/27/23-12/8/23	Canvas Online	Secondary	127717
2/5/24-2/16/24	Canvas Online	For All	127719