

JORDAN SCHOOL DISTRICT

Anthony Godfrey, Ed.D. Superintendent of Schools West Jordan, Utah

Intradistrict Communication

DATE: March 25, 2025

TO: All Principals
All Special Education Staff
School Psychologists
Elementary School Counselors

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

SUBJECT: Required ASPEN Training For Special Education Personnel, Elementary Counselors, and School Psychologists 2024-2025

This is the final reminder of the remaining ASPEN training sessions for the 2024-2025 school year. **ASPEN training is required** during the 2024-2025 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 ***who do not have a current Mandt certification.*** 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 (Full 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 Canvas Catalog. Training dates, times, and registration links are attached to this memo. There are only **two remaining sessions** this school year. Seats are limited, so please register for your preferred date by April 10th.

ASPEN Recertification (Half day training)

Staff who participated in a full certification or recertification ASPEN training last school year are required to take an ASPEN recertification class this year. Recertification courses will be offered both in-person and online. Register on Canvas Catalog for the preferred format by April 10th.

In-Person Recertification: There is one remaining recertification session remaining for this year. Enrollment is limited and seats will be filled on a “first come, first served” basis for those who prefer this option.

Online Recertification: Those registered for an online recertification section will have two weeks during which they can complete the coursework at their own pace. The course is expected to take approximately 3 hours and should be completed during available contract time (licensed) or scheduled daily hours (ESPs). **Two additional online sections have been added. The dates for these sections are attached to this memo. These sections are open for all settings.**

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 there is more than one teacher or ESP who needs ASPEN training from the same building, please consider having them attend on different dates in order to maintain adequate coverage in your school. Counselors and School Psychologists should coordinate ASPEN attendance with their principal to maintain adequate coverage in their building.

Claiming Hours (ESPs)

For the full ASPEN all day certification, part-time ESPs will be asked to use True Time to record their typical workday hours on the day of the training and will be paid for any additional hours spent in the training. Full-time ESPs will be paid for time beyond their contracted daily hours.

For example:

- 17 hours/week ESPs will claim their daily 3.5 hours on True Time and will be paid for up to 4.5 additional hours on a timesheet.
- 25 hours/week ESPs will claim their daily 5 hours on True Time and will be paid for up to 3 additional hours on a timesheet.
- 35 hours/week ESPs will be paid for their contracted daily 7 hours and will be paid for up to 1 additional hour on a timesheet.

For questions please contact: cassidy.hansen@jordandistrict.org

For Administrators: If you are interested in accessing the ASPEN content, please contact Cassidy for the Totem ASPEN online version for principals.

ASPEN 2024-2025 schedule

Register for classes on Canvas Catalog using the links provided

Full Certification (In-Person Sessions)

For new employees and those who have never taken ASPEN

Date	Location	Time	Registration Link
4/17/25	JATC South Auditorium	8:00-4:00	4/17 Link
05/12/25	ASB Presentation Room	8:00-4:00	5/12 Link

Recertification (In-Person Sessions)

For employees who have previously taken the ASPEN full certification class and prefer an in-person recertification class.

Date	Location	Time	Registration Link
4/24/25	ASB Presentation Room	8:30-11:30	4/24 Link

Recertification (Online Sessions)

For employees who have previously taken the ASPEN full certification class and prefer an online recertification option.

Date	Location	Setting	Registration Link
04/14/25-04/25/25	Canvas Online	All	04/14-04/25
05/05/25-05/16/25	Canvas Online	All	05/05-05/16