



West Virginia's Adult Distance Education Program

## Certified Distance Education Instructor Home Study Module

This must be completed in order for you to be able to count contact hours for time spent by student(s) on one of the four state-approved curricula outside of the scheduled classroom days and times.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box (where you want to receive ABE mail)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

RESA (where teaching): \_\_\_\_\_

AEMIS Grantee (What agency hired you?): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

(If you do not currently have an email address, you must establish an email account before you can receive credit for completion of this module.)

### Your Assignment:

- 1) Read page 2 of this document. This will help you understand the additional responsibilities that will be required of you in order to get credit for "after-class" student contact hours (*Proxy Hours*).
- 2) Read "Section 13 – Distance Education" in the *WVABE Instructor Handbook*.
- 3) Answer the questions in this home study module that relate to Section 13. On successful completion, you will receive one hour of elective in-service credit.
- 4) Complete any additional activities (if applicable) that are included as part of this home study. (ex. PLATO online activities)
- 5) Submit a copy of this form via the Email button on the last page.
- 6) Your responses will be reviewed by the Distance Education Office.
  - Upon review, if no further clarification is needed, you will be notified that you have successfully completed the in-service requirement; your DE Certification will be recorded in AEMIS as elective in-service credit; and you will be approved to begin counting "after-class" student contact hours (*Proxy Hours*).
  - If, upon review, further clarification is needed, the document will be returned to you for the additional information BEFORE awarding in-service credit and approval to begin counting these hours.

If, at any time during this process, you have questions or concerns, please contact Ellen Killion by calling the WV Adult Education Hotline, 1-800-257-3723 ext. 202, or by emailing [ekillion@access.k12.wv.us](mailto:ekillion@access.k12.wv.us).

## Overview

Effective July 1, 2008, the West Virginia Department of Education Office of Adult Education and Workforce Development approved four curricula for use at a distance: PLATO® Web Learning Network, Crossroads Café®, Rosetta Stone®, and KeyTrain®. Now your classroom students will have the opportunity to utilize one of these programs at a distance – either as a supplement to your classroom curricula as “homework” or as their main course of study.

*AdvantageGED* targets two types of students:

- 1) **Non-traditional distance education learners** go through orientation and assessment testing at your class site but rarely, if ever, attend your classroom for instruction. Your role with *non-traditional* distance education learners is to assign modules, monitor progress, and communicate with these students on a regular basis to help them navigate through the online curriculum. You are also responsible for these students' achievements, instruction, and progress.
- 2) **Traditional classroom learners** are those within your classroom whom you determine would benefit by working on their own after class hours – students who are always asking for “homework”.

If you choose to become a certified distance education instructor, you will be accepting additional responsibilities and will be expected to comply with the following requirements in your role as a certified distance education instructor:

- Record the total of all *Classroom Hours* on the appropriate day(s). Record the accumulated total of all *Proxy Hours* (attendance hours the student acquires outside of the regular ABE classroom). *Classroom Hours* and *Proxy Hours* must be maintained separately.
- Maintain a copy of the management system report, the mastery test(s), and/or the *Activity Log for Reporting Distance Learning Proxy Hours* ([Section 13 Appendix](#)) in the student's permanent folder.
- Be available to answer any technical or curriculum issues your distance education students may have.

Now, let's get started!

**Home Study Module**  
**Section 13 – Distance Education**  
***WV ABE Instructor Handbook***

*Objectives*

- Review Section 13 of the *WV ABE Instructor Handbook*.
- Identify the curricula that have been approved for use at a distance.
- Explain how contact hours for distance education may be measured.
- Explain the purpose of the *Activity Log for Reporting Distance Learning Proxy Hours*.
- Define *Proxy Hours*.
- Explain the difference between *Proxy Hours* and *Classroom Hours*.
- Explain the two models that WVABE will use to assign *Proxy Hours*.
- Identify the curricula that will be using the Clock Time Model.
- Identify the curriculum that will be using the Learner Mastery Model.
- Identify the characteristics of a successful certified distance education instructor.
- Understand what you must do in order to become a certified distance education instructor in more than one curriculum.
- Explain the difference between the *non-traditional* distance education student and the *traditional* classroom student who is studying at-a-distance as a supplement to the regular classroom instruction.
- Explain the guidelines for determining if a student would be a successful *AdvantageGED* student.
- Understand AEMIS management for the certified distance education instructor.

- Indicate each of the curriculum in which you plan to be certified.
  - PLATO Web Learning Network (online software)
  - KeyTrain (online software)
  - Rosetta Stone (online software – for ESL instructors only)
  - Crossroads Café (DVD or video series – for ESL instructors only)

- For each curriculum indicated above, please indicate the training you have completed that qualifies you to use this curriculum

√	Name of Training	Date Trained	Location of Training
<b>PLATO Web Learning Network</b>			
	Plato 2-day training		
	Other (specify)		
<b>KeyTrain</b>			
	Work 100		
	Intro to KeyTrain or Work 101		
	Other (specify)		
<b>Rosetta Stone (ESL use only)</b>			
	Intro to Rosetta Stone Self-study		
	Other (specify)		
<b>Crossroads Café (ESL use only)</b>			
	Intro to Crossroads Café Self-study		
	Other (specify)		

\*If you completed trainings in the past, you may be able to find the dates on your AEMIS professional development transcript. If you have questions, please contact Cathy Shank at [cshank@access.k12.wv.us](mailto:cshank@access.k12.wv.us) or 1-800-257-3723 ext. 112.

- What is Advantage GED?

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4. List the four curricula that have been approved for use at a distance in the WVABE program.

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5. List the five activities that can be counted toward program contact hours in AEMIS. (See “How are contact hours measured?” in *Section 13* of the *WVABE Instructor Handbook*.)

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6. If you call, email, or IM a student during your working hours, but while the student is working at home, how should you report this time?

\_\_\_\_\_ *Classroom Hours* or \_\_\_\_\_ *Proxy Hours*

How would you keep track of this time? \_\_\_\_\_  
\_\_\_\_\_

7. What are *Proxy Hours*?

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8. What is the difference between *Proxy Hours* and *Classroom Hours*?

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9. Explain the two models (Clock Time and Learner Mastery) that WVABE will use to assign *Proxy Hours*.

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10. Which curricula will be using the Clock Time Module for reporting distance education hours?

- PLATO Web Learning Network
- KeyTrain
- Rosetta Stone
- Crossroads Café

11. Which curriculum will be using the Learner Mastery Module for reporting distance education hours?

- PLATO Web Learning Network
- KeyTrain
- Rosetta Stone
- Crossroads Café

12. List the two curricula that are approved for ESL instructor use only.

- PLATO Web Learning Network
- KeyTrain
- Rosetta Stone
- Crossroads Café

13. How is Crossroads Café different from PLATO, KeyTrain, and Rosetta Stone in terms of what must be kept in the student's permanent folder?

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14. List at least five questions that should be considered when making the decision to become a certified distance education instructor.

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15. List three characteristics of a successful certified distance education instructor.

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16. What must you do if you would like to be certified as a distance education instructor in more than one curriculum?

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17. Do you need to be certified in all four of the state-approved curricula in order to be considered a Certified Distance Education Instructor?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

18. What is the difference between a *non-traditional* adult education student and a *traditional* classroom student who is using an online program (or video series)

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19. List five characteristics of a successful distance education student.

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20. As a certified distance education instructor, you can receive credit for *Proxy Hours* acquired by students using one of the four state-approved curricula *outside of the classroom*. Are you allowed to count any other *outside of classroom homework* assignments given to students?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

21. If students use an online program while they are in your classroom, how is this time to be counted in AEMIS?

\_\_\_\_\_ *Classroom Hours*

\_\_\_\_\_ *Proxy Hours*

22. If a student uses an online program both in the classroom as well as outside of the classroom, how will you report this student's attendance in AEMIS?

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23. Basic computer skills are required for an adult distance education student enrolling in an online curriculum. In what section of the *WVABE Instructor Handbook* can you find the *Computer Literacy Only Self-assessment Checklist* that will help you determine if the student has the computer skills needed to be successful in an online program?

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24. What additional material should be given to a student who is enrolling in the PLATO curriculum?

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25. When entering student data into AEMIS, what box must you check for all students who will be classified as “distance learners”?

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26. Explain the purpose for the *Activity Log for Reporting Distance Learning Proxy Hours*?

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27. Where is this “Activity Log” to be kept?

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28. What documentation is required to be maintained in the student’s permanent folder to verify the *Proxy Hours* reported in AEMIS?

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29. Where can you find the *Quick and Easy Reference Guide to How Distance Education Works in West Virginia*?

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30. Who do you contact if you have questions regarding the distance education program?

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31. Who should you contact if you have questions regarding the Rosetta Stone or the Crossroads Café curriculum?

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32. Who should you contact if you have questions regarding the PLATO or the KeyTrain curriculum?

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33. Where can you get a copy of the *Plato Student Handbook*?

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**Note:** In order to become a certified distance education instructor in PLATO, you must complete the *PLATO Online Activities*. Once these are completed, you must email Ellen Killion at [ekillion@access.k12.wv.us](mailto:ekillion@access.k12.wv.us) to let her know that these activities are ready to be checked. A copy of the *PLATO Online Activities* is included in your PLATO training notebook. Or you may email [ekillion@access.k12.wv.us](mailto:ekillion@access.k12.wv.us) to request a copy.