Professional Development Guidelines  
2019-2020

The Bureau of Tobacco Control (BTC) is committed to providing grantees with state-of-the-art professional development opportunities. The NYS Professional Development and Training Program is tailored to address the professional development and training needs of the BTC and its funded grantee organizations to meet the overall goals of the BTC and the grantee work plan deliverables. The Professional Development and Training Program is managed by the Center for Public Health Continuing Education at the University at Albany, School of Public Health (SPH), in partnership with the BTC through a memorandum of understanding (MOU) with the New York State Department of Health.

Professional Development and Training Goals:
- strengthen skills and competencies of BTC grantees
- provide professional development that supports the implementation of evidence-based and promising strategies to prevent and reduce tobacco use
- continually assess and modify the content and learning modalities to meet the evolving needs of the BTC and grantees

Professional Training Opportunities

The Institute

The Institute involves integrating multiple learning modalities including in-person trainings, collaborative conference calls, online learning, webinars, and interactive long-distance learning. Ongoing, active learning continues to build on concepts and skills over time. Throughout the Institute, participants will actively engage with their peers, BTC and SPH staff, subject matter experts, and leaders in the fields of public health and health equity. To create optimal opportunities for crossover learning, there will be two separate cohort Institute groups, each consisting of both Health Systems for a Tobacco-Free New York (HS) and Advancing Tobacco-Free Communities (ATFC) grantees. The trainings will be identical for each group.

Following best practices in adult professional development (in-person class size), the Institute track will be available to a limited number of participants consisting of two staff from each ATFC grant (to align with staffing requirements in the ATFC RFA) and one staff from each HS grant. This track will continue throughout the five-year grant cycle. Each year, participants will attend two two-day in-person trainings in the Capital Region as well as participate in one or two monthly online activities related to the trainings that will average approximately one to two hours a month.

Self-Paced Track

This track will offer participants the opportunity to engage with content focused on health equity through courses developed by nationally recognized public health training centers and other similar resources.
ATFC Community Engagement (CE) and Reality Check (RC) leads who opt to not participate in the Institute will be required to complete 15 credit hours of courses at their own pace annually (April through March of each year).

This year, grantees participating in the Self-Paced track should be prepared to start courses in October 2019 and will be required to complete 9 credit hours.

Should the CE or RC lead in this track leave, credit hour requirements for the person replacing him or her will be prorated. The proration plan is:
- Joined April-September, 15 Credit hours
- Joined October-November, 9 Credit hours
- Joined December-January, 5 Credit hours
- Joined February, 3 Credit hours
- Joined March, create online account

It is the responsibility of participants in this track to maintain documentation of online course completion; report completion of courses in CAT; submit certificates/proof of course completion with their end of the year reports; and have documentation of course completion at site visits. Neither the BTC or the SPH will maintain documentation of grantee participation.

Participants in this track will continue to have access to general resources on the online learning platform and technical assistance and resources from the Public Relations Manager. They will not be expected to engage in online assignments and discussion forums, nor will they have access to them on the online learning platform.

This track will be open to all BTC grantee staff, including HS and ATFC staff who are not enrolled in the Institute and would like to engage in independent study professional development.

**Professional Development Requirements**

**Advancing Tobacco-Free Communities**

- Two program staff from each ATFC contract are required to participate in the Institute. The two ATFC participants may be chosen at the agency’s discretion with Department approval and should be staff who are involved in day-to-day community program activities. If either the CE or RC lead staff elect not to participate in the Institute, they will be required to participate in the Self-Paced Track.
- Once a person enrolls in a track, he or she is expected to remain in that track for the duration of the grant.
- If a staff person enrolled in the Institute leaves, it is the responsibility of the agency to orient the new staff person to professional development by ensuring all resources are shared and in concert with their contract manager, connect with the professional development coordinator at the SPH. The agency can opt to enroll another person in the Institute as long as Professional development requirements are met.
Both Institute and self-paced track staff are expected to transfer what they learn. Transfer of learning involves not only applying the behavior, knowledge, and skills acquired at a training to the job with a resulting improvement in job performance but also involves bringing lessons learned back to colleagues who did not participate in either of the learning opportunities.

- Examples of transfers of learning include, but are not limited to:
  - sharing lessons learned or assignments at a regularly planned staff meeting;
  - sharing lessons learned on a program call; and
  - sharing lessons and application with supervisors.

Health Systems for a Tobacco-Free New York

- The primary HS coordinator/lead is required to participate in the Institute – including both in-person opportunities and through the online learning platform.
- If a staff person in the Institute leaves, it is the responsibility of the agency to orient the new staff person to Professional Development by ensuring all resources are shared and in concert with their contract manager, connected with the professional development coordinator at the SPH.
- For HS staff partaking in Self-Paced courses, there are no minimum requirements of credit hours to complete.
- Both Institute and self-paced track staff are expected to transfer what they learn. Transfer of learning involves not only applying the behavior, knowledge, and skills acquired at a training to the job with a resulting improvement in job performance but also involves bringing lessons learned back to colleagues who did not participate in either of the learning opportunities.

- Examples of transfers of learning include, but are not limited to:
  - sharing lessons learned or assignments at a regular planned staff meeting;
  - sharing lessons learned on a program call; and
  - sharing lessons and application with supervisors.