

JORDAN SCHOOL DISTRICT

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

Intradistrict Communication

DATE: September 3, 2026

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

FROM: Lisa Robinson, Administrator of Schools
Brian King, Director of Special Education
Buddy Alger, Director of Student Services
Kyrstin Wingert, Program Administrator of Behavior

SUBJECT: ASPEN Training For Special Education Personnel 2026-2027

ASPEN training will continue to be required during the 2026–2027 school year for the following staff **who do not have a current Mandt certification**:

- Licensed Special Education Teachers
- Speech-Language Pathologists (SLPs)
- School Psychologists
- Elementary School Counselors
- Education Support Professionals (ESPs) working in SEB and Autism Self-Contained Support Classrooms

Staff working in other special education settings may attend ASPEN at the discretion of their building administrator and at the expense of their school.

1. Full ASPEN Certification (Full Day Training):

- First year staff and staff who have not previously completed the full ASPEN certification must register for a **full day ASPEN training** through the Canvas Catalog.
- Training dates, times, and registration links are attached to this memo. Please register as soon as possible, as enrollment is capped for each training date.

2. ASPEN Recertification (Half-Day Training):

- Staff who completed either a full ASPEN certification or ASPEN recertification training during the previous school year are required to complete an **ASPEN recertification course** this year.

- Recertification registration is available through the Canvas Catalog.
3. **Substitute Coverage (Licensed Staff):**
- The Special Education Department will cover substitute costs for licensed special education teachers attending the full certification or in-person recertification training.
 - Please use **budget code 1292**.
 - If multiple teachers or ESPs from the same building require ASPEN training, please consider scheduling them on different training dates to ensure adequate school coverage.
4. **Claiming Training Hours (ESPs):**
- For the full day ASPEN certification, part-time ESPs should use True Time to record their regularly scheduled workday hours and will be paid for additional hours spent in training beyond their typical schedule.
 - Full time ESPs will be paid for training time that extends beyond their contracted daily hours.
 - **Examples:**
 - **17 hours/week ESPs:** Record the regularly scheduled 3.5 hours in True Time and receive pay for up to 4.5 additional training hours.
 - **25 hours/week ESPs:** Record the regularly scheduled 5 hours in True Time and receive pay for up to 3 additional training hours.
 - **35 hours/week ESPs:** Receive pay for the contracted 7-hour workday and up to 1 additional training hour.
5. **Information for Administrators:**
- Administrators interested in reviewing ASPEN content may contact **Cassidy Hansen** for access to the **Totem ASPEN online version for principals**.

For questions regarding ASPEN training, please contact:

Megan Ruff: megan.ruff@jordandistrict.org

Cassidy Hansen; cassidy.hansen@jordandistrict.org

ASPEN 2026-2027 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/Registration Link	Time	Location
Sept. 10, 2026	8:00-4:00 PM	Transportation Building
Oct. 13, 2026	8:00-4:00 PM	Transportation Building
Nov. 23, 2026	8:00-4:00 PM	ASB Presentation Room
Feb. 25, 2027	8:00-4:00 PM	Transportation Building
Mar. 9, 2027	8:00-4:00 PM	Transportation Building

Recertification (In-Person Sessions)

For employees who have taken ASPEN full certification and prefer in-person recertification.

Date/Registration Link	Time	Location
Sept. 14, 2026	8:30-11:30 AM	ASB Presentation Room
Oct. 9, 2026	8:00-11:00 AM	Transportation Building
Oct. 9, 2026	12:30-3:30 PM	Transportation Building
Feb. 2, 2027	8:30-11:30 AM	ASB Presentation Room
Feb. 2, 2027	12:30-3:30 PM	ASB Presentation Room
Mar. 11, 2027	8:00-11:00 AM	Transportation Building
April 20, 2027	8:30-11:30 AM	ASB Presentation Room
April 20, 2027	12:30-3:30 PM	ASB Presentation Room