

# Adult Education and Literacy Integrated Education and Training Approval and Documentation Process

## Purpose

This document outlines the Integrated Education and Training (IET) program approval and documentation process for Adult Education and Literacy (AEL) programs. This process helps ensure consistency and integrity of IETs as federally defined programs, with the result that AEL students across Vermont will have a substantially equal and rigorous learning experience. In summary, the approval and documentation process includes:

- submission of the IET checklist to the Agency of Education (AOE) to propose an IET model;
- review and approval of the IET checklist by AOE staff;
- submission of the registration form for each IET program/cohort implementation based on an AOE-approved checklist of an IET model;
- AOE staff creation of the program with dates in DataWorks;
- AEL provider Special Group Enrollment (SGE) and tracking of students;
- AOE and AEL provider final meeting to confirm details of each IET program held in the fiscal year, including dates, to ensure that all requirements were met;
- AEL providers confirm student participation in DataWorks and assign the separation type; and,
- AOE staff closure of IET events in DataWorks and inclusion in the Federal report.

## IET Checklists – Getting Initial Approval

At least one month prior to an IET program's start date, the AEL provider will submit an [IET checklist](#) to the AOE for review. If a checklist describing the plan for implementation of the IET model has been previously approved by the AOE, the IET checklist need not be submitted again unless there are substantive changes to the IET model, i.e., one or more components' primary activities are changed, there is a change in the scope, there is a change in the primary partners, the program model has not been implemented in over a year. If in doubt, AEL providers should consult with AOE staff about whether or not a new IET checklist is required. An IET model program is defined as one that has been approved by the AOE through the IET checklist submission process. The model program describes the intent and scope of the program within a specific career cluster. An approved IET model may be implemented repeatedly, each with unique start and end dates, as described below.

## Contact Information:

If you have questions about this document or would like additional information, please contact: Robin Castle, Student Pathways Division, at [Robin.Castle@vermont.gov](mailto:Robin.Castle@vermont.gov).

## **IET Registration Form – Program/Cohort Implementation**

Once an IET model program is approved, the AEL provider will submit the [IET Program Registration Form](#) for each time the IET program model is implemented. The registration form must be submitted at least one week before the start date of the program. The form may be used by the provider to assist with planning and documenting each time the approved program model is implemented. The group of students engaging in each program implementation is known as a cohort. The AOE will use the information in the form to create the IET program in DataWorks. Special group enrolling each student in the program and maintaining the record will be the responsibility of the local AEL staff. Only those students who began the program at the start date should be special group enrolled. At the end of the program, it will be necessary for local staff to indicate the IET SG Separation Type as “complete” (if they completed from start to finish) or “withdrawal” (if they did not participate in the entire program from start to finish and thereby complete all of the activities.)

### **Confirmation of requirements**

Due to the rigorous Federal requirements of IET programs, the AOE staff will meet annually with key local staff to review the implementation of IET programs. The meeting will take place at the beginning of each fiscal year in order to review the IET implementation of the prior fiscal year. This part of the process may be viewed as a reflective learning opportunity that will result in continuous improvement of IET implementation. If a particular program implementation is found to have fallen short of meeting requirements, it will be removed from the database as an IET. For each program implementation that is found to have met all requirements, AEL providers will ensure that all participants have been SGE'd in the program and that the separation type is accurate. AOE staff will then close-out the IET program and include it in the Federal statistical tables for the fiscal year in which the program occurs.

AEL providers should plan to document the number of IET participants in each cohort who are employed in the program's career cluster, number of credentials successfully obtained by participants, and other intended outcomes of the program. These outcomes will be reviewed with the AOE as part of the meeting to confirm that the program met requirements.

### **Designation of programs that cross over fiscal years**

Those programs that cross over fiscal years will be reported in the respective fiscal year in which the last date of the program occurs. For example, an 8-week IET program implemented from May 24, 2021 to July 9, 2021 will be included in the FY22 Federal report because the last date of the program will have taken place in FY22.