

Issue Date: March 12, 2024

Adult Education and Literacy

Distance Education Proxy Hours

Purpose

This document provides interim guidelines related to distance education proxy hours excerpted from a revised Adult Education and Literacy Assessment Manual submitted to the Office of Career, Technical, and Adult Education (OCTAE) for final approval. OCTAE has already approved the proxy hour change as part of the distance education policy and is provided below. Remaining sections of the [current published AEL assessment manual](#) are in effect until further notice. Upon approval of the complete assessment policy by OCTAE, these guidelines will be rescinded.

Proxy hours: Synchronous time a non-AEL source spends instructing the learner and/or asynchronous time a learner spends independently engaged with distance learning activities. Proxy hours must be rounded to the nearest quarter hour and may be counted as described below. Proxy hours do not represent direct contact hours with AEL providers and, therefore, are not reimbursed through the HSCP. For proxy hours to qualify, a student must have an active EFL as a pre-requisite.

- **Clock Time Model** – assigns contact hours based on time a learner is engaged in a curriculum program that tracks actual time on task. All documentation must be uploaded into the student's document file in LACES.
 - Approved Clock Time Model platforms for course-based distance learning are:
 - **Vermont Virtual Learning Cooperative (VTVLC)** – This may include traditional or on-demand courses.
 - **High School Completion Program (HSCP) partnering high school distance learning course** – The course must be taught by a teacher at the partnering high school and included in the student's HSCP Personalized Learning Plan (PLP). In addition, the teacher must be able to track the time the student is engaged in the distance learning activities and provide the documentation of those hours to the AEL provider.
 - Beginning in Quarter Three of FY24 (January 1 – March 31, 2024) students can use up to 20 hours per quarter (January 1 – March 31, etc.) of proxy learning from an approved program (below) to count towards the minimal 40 hours of instruction that occurs between progress assessments. Approved Clock Time Model platforms for other study are:
 - **TABE Academy**
 - **Burlington English**
 - **Essential Education's GED Academy**



- **Khan Academy (standards-based content only as described below)**
- **IXL (standards-based content only as described below)**
- **Learner Mastery Model** - assigns a fixed number of contact hours for unit or lesson mastery based on passing a unit or lesson test. Note regarding student services supported by the High School Completion Program: Learner Mastery Model proxy hours may only be applied for students unenrolled from school. Approved Learner Mastery Models are:
 - **ACT WorkKeys: National Career Readiness Certificate** – 3 proxy hours may be entered for each of the three assessments that the student passes AND achieves a score with a minimum of Level 4 on each WorkKeys assessment – Graphic Literacy, Applied Math, and Workplace documents for a total of 9 possible proxy hours.
 - Prerequisite: current Educational Functioning Level.
 - Required documentation to be placed in student file: dated copy of identifying screen shot or hard copy of “passed” status for each assessment or of certificate achieved.

End excerpt.

Additional information: proxy hours earned through clock time

During any quarter, a student may in fact engage in more than the 20-hour quarterly limit, however only up to the 20 hours may be entered into LACES. For example, if a student engages in 30 hours of activity in TABE Academy between the dates of January 1 and March 31 of 2024, 20 of those 30 hours may be entered into LACES on the Hours tab for proxy under a Class that is an active Enrollment called, for example, “TABE Academy FY24.”

Documentation from each platform may include a screenshot or downloaded report that shows the name of the platform, student name, activity, and the hours with dates of activity that fall within the quarter. Name and number each platform’s document using this convention provided as an example that includes the student ID: “1Proxy-FY24-Q3-121212” and “2Proxy-FY24-Q3-121212”.

Upload each document into the student’s record under the Student Data > Documents tab. Select ADD and then choose “Monitoring proxy hour documentation” under document type.