
Issue Date: August 5, 2024

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 in Vermont. In summary, the 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 IET Registration Form for each IET program/cohort implementation based on an AOE-approved checklist of an IET model;
- 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 and evaluate program and student success as documented in the Executive Summary of the IET Checklist.
- AEL providers confirm student completion of program requirements and that student enrollment in an IET is documented in LACES.

IET Proposal– Getting Initial Approval

At least one month prior to an IET program's start date, the AEL provider will submit an [IET Proposal](#) to the AOE for review. If a proposal describing the plan for implementation of the IET model has been previously approved by the AOE, the IET proposal 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 of work such as but not limited to program goals and objectives, there is a change in the primary partners, or the program model was not successful in the previous implementation. If in doubt, AEL providers should consult with AOE staff about whether or not a new IET proposal is required. An IET model program is defined as one that has been approved by the AOE through the IET proposal submission process. The model program describes the intent and scope of the program, contains a single set of integrated learning objectives, and is universally designed so that students with language barriers or disabilities can meaningfully participate with their peers in the training. An approved IET model may be implemented repeatedly, each with unique start and end dates, as described below.



IET Registration Form – Program/Cohort Implementation

Once an IET model program is approved, the AEL provider will submit an online [AEL IET Registration](#) 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 provider will need to indicate in LACES that the program is an IET, and the student should be aware of the program requirements at the time of enrollment. The IET marker needs to be associated with the student. It is expected that the IET Cohort will function as a cohesive group; therefore, students will not be able to enroll once the cohort has started. A student can be marked as having completed the IET only if all course requirements are met and the student has maintained a 95% attendance rate.

Confirmation of Requirements

Due to the rigorous Federal requirements of IET programs and the collaboration with business and WIOA partners, only teachers who have completed either the IET Design Camps or the IET online training: [ADVANCE Integrated Education and Training \(IET\) Fundamentals course](#) will be able to plan or provide instruction for an IET program. AOE staff will meet annually with key local staff to review the implementation of IET programs. This meeting will take place at the end of the fiscal year, annually, and the IET Leads from each provider are required to attend. This part of the process may be viewed as a reflective learning opportunity that will result in continuous improvement in the development and implementation of IETs.

Post-Implementation Review

Within one month of the completion of an IET Cohort, the Agency of Education (AOE) team and the AEL Provider IET team will meet to reflect on the success of the IET implementation. The post-cohort meeting is intended to be a learning and self-evaluative process. It is a chance to celebrate success and recognize areas of growth.

The questions addressed in the post-cohort meeting are:

- What percent of participants are reasonably expected to be employed in the career cluster within one year of completing the IET?
- What percent of participants earned at least one credential of value to the specific career cluster?
- How did you evaluate the success of meeting the learning objectives in the IET design?
- Do you anticipate any changes to funding, teaching method, curriculum, or the Single Set of Learning Objectives (SSLOs) in future implementations of this IET?
- Have you validated student information in LACES to ensure accuracy in Table 3 and Table 9 of the federal report?

Documenting LACES

IETs must be indicated at the time the class is created in LACES. Unlike documenting the Integrated English Literacy and Civics Education (IELCE) program, IETs are attached to the student record. The only way the database will know if the student is part of an IET is through the class enrollment records.

To document this process, please follow the steps below in LACES:

Class > enroll > click on students you want > click the IET box at the bottom. Be sure to classify the class as an IET in your class title.

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, 2024, to July 19, 2024, will be included in the FY25 Federal report because the last date of the program will have taken place in FY25.