m1 DEPARTMENT
OF EDUCATION

Integrated Education and Training (IET) Approval Form Directions

The single set of learning objectives (SSLOs) must be approved by ATLAS before completing this form. If ATLAS made recommendations regarding the single set of learning objectives please ensure that the recommended changes have been made to the SSLOs before submitting them with this form.

Consortium, Staff, and Site

1) Name of individual completing the form and email address: Communication regarding the approval of the IET will be sent to this individual.

2) Name of ABE consortium: Use the name of the consortium listed on the ABE Consortium Manager Contact List (Excel Form) under the contacts and directories page on the mnabe.org website. Use the consortium name not the name of the program or provider.

3) Name of ABE consortium manager and email address: This must be the consortium manager not the program manager. Communication regarding the approval of the IET will be sent to this individual.

4) Name of adult education instructor(s) and email address: This is the name of the ABE teacher/s that will be teaching the class. Communication regarding the approval of the IET will be sent to this individual.

5) Name of training instructor(s) and email address: This is the name of the training instructor/s. If the training instructor is also the ABE teacher please list their name again. Communication regarding the approval of the IET will be sent to this individual.

6) Please list the site address(es) where this IET will be offered: List the IET sites. If there is one site for ABE and another site for the training please list both addresses.

Occupation or occupational cluster

An IET must be a part of a career pathway. One component of the Workforce Innovation and Opportunity Act (WIOA) definition of career pathway is that it, "helps an individual enter or advance within a specific occupation or occupational cluster".

7) What specific occupation or occupation cluster does this career pathway help an individual enter or advance within?

Use the DEED Occupational Employment and Wage Statistics data tool. See Occupational Category.

8) What is the regional median wage for this occupation in Minnesota?

Use the DEED Occupational Employment and Wage Statistics data tool to select the region of the state where the IET will be offered. List the median wage.

9) What occupationally relevant instructional materials will be used? Describe the occupationally relevant instruction, including the use of materials, tools, equipment and items (signs, manuals, procedures) from the workplace (called "realia") that the learner will use during this training.

Credential

An IET must be a part of a career pathway. One component of the WIOA definition of a career pathway is that it, "enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential".

10) What, if any, recognized postsecondary credential or credentials will an individual receive if they complete this IET? Please list the official name of the credential.

11) Is this credential a WIOA recognized postsecondary credential? Is this a credential recognized by WIOA? Use the Department of Employment and Economic Development (DEED) data tool to see if it is considered WIOA certified.

12) What is the culminating recognized postsecondary credential of the career pathway? Please note that the culminating postsecondary credential should help an individual obtain a position that offers a living wage. For example, the training portion of an IET could be training to become a certified nursing assistant, however, that position does not currently pay a living wage for an individual. That would mean the culminating postsecondary credential would be to become a registered nurse or another occupation in the healthcare field that pays a living wage. For more information on the living wage go to the Living Wage Calculator. For comparison, you can also reference the US Department of Health and Human Services poverty guidelines. The culminating postsecondary credential does not need to be offered at the ABE program.

Partner and Student Supports

13) List the employer partner(s) and their roles. There are many roles employer partners can have in IET. Employers can provide guest speakers, tours of employment locations, practice interviews with adult learners, development and feedback on the curriculum, training, current industry knowledge, connections to other employers and employment of adult learners who have completed the IET.

14) Name and email of the person placing the IET completers into employment. IET is designed to provide adults training. The expectation is that the adult learner would move into employment or further training. Who will be providing employment placement for the adult learners who complete the IET?

15) How will the support service needs be identified for the adult learner? The Workforce Innovation and Opportunity Act (WIOA) identifies individuals with Barriers to Employment. (See DEED, WIOA Adult Eligibility and Priority of Service policy for a list of the barriers) It is not only important to identify the barriers that an individual may have but to refer them to appropriate resources that will help them overcome those barriers.

16) Name and email of the person who will make the needed support service referrals. If possible, track the referrals.

17) Describe the academic advising available to adult learners. Include what is available while they take the IET and what is available after they have completed the IET.

Integrated Education and Training Design

18) How many total weeks and total hours is the IET? <u>For one session of the class, not an entire year.</u>

19) What will the class name/s be in the Student Information Database (SiD)? <u>Include all classes that are part of the IET.</u>

20) What is the minimum Educational Functioning Level (EFL) for enrollment in reading and/or math? <u>All adult learners must be assessed. The assessment helps determine an</u> Educational Functioning Level (EFL) for the National Reporting System<u>. (See Test Benchmarks for NRS Educational Functioning Levels). EFL is commonly used to identify the academic ability needed to enroll in a course.</u>

21) Timeline/Intensity**:** Each column equals 100%; all three components should be included and be somewhat proportionate. If you will be operating more than one cohort indicate when they will be offered in the chart below.

<u>IET requires that," Within the overall scope of the integrated education and training program, the adult education and literacy activities, workforce preparation activities, and workforce training: a. are each of sufficient intensity and quality, and based on the most rigorous research available, particularly with respect to improving reading, writing, mathematics, and English proficiency of eligible individuals; b. occur simultaneously; and …".</u>

<u>The table should reflect the intensity and how the content occurs simultaneously. In addition, if the cohort is offered more than once that should also be reflected in the table.</u>

<u>Example: This example shows 1) the intensity of each component 2) that each component is offered simultaneously and 3) that there will be two cohorts offered this year.</u>

Activity%	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Adult Education and Literacy			50%	40%	25%		50%	40%	25%			
Workforce Preparation			20%	25%	30%		20%	25%	30%			
Workforce Training			30%	35%	45%		30%	35%	45%			
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Submit the IET Approval Form along with the ATLAS approved IET Approval Form Single Set of Learning Objectives to Neill Allard, Communications and Administrative Support Specialist, at Neill.Allard@state.mn.us.