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| **IET Contact Name** | **Email Address** | **Agency Name** *(District/ District & Technical College/Florida College System Institution)* |
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**Integrated Education and Training (IET):** An eligible provider’s activities provide learning in context through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship. The Integrated Education and Training Program of Study form will be used to describe how the eligible provider will provide, develop and implement Integrated Education and Training (IET) service approach(es).

**Step 1.** Identify a brief description of the program including the area(s) of focus, instructional model, the expected number of students to be enrolled in each program type, and the number of weeks and hours per week that instruction will be provided.

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| **IET Program Type Description** | |
| **IET Program Name**  *(IET Program Name = [Agency Name] + [CTE program focus] + [Adult Education Grant Funding Stream (AGE or IELCE)]). Ex: Clay County Nursing Assistant AGE* |  |
| **Brief Description of the IET Program Offered** |  |
| [**Career Cluster**](https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/) |  |
| **Instructional model description**  *(Fully integrated, partially integrated, one instructor, or community partner.**See* [*Implementation Guide for IET*](https://www.fldoe.org/core/fileparse.php/7522/urlt/FL-IntegratedEduTrainingGuide.pdf) *model descriptions.)* |  |

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| **Program Type** | **Expected Number of Students to be Served** | **Number of Weeks** | **Hours per Week** |
| **Adult Basic Education** |  |  |  |
| **Adult Secondary Education** |  |  |  |
| **English Language Acquisition** |  |  |  |
| **Integrated English Literacy and Civics Education (IELCE-Sec. 243) \*** |  |  |  |

*\*Remember that if you are applying for IELCE (Sec. 243), you must include English Language Proficiency (ELP) standards from the curriculum frameworks in Step 2.*

**Step 2.** Use the Shared Learning Objectives to outline an instructional unit for an IET program(s) that integrates the three elements of IET. Use the (1) Adult Education frameworks/standards for academic and literacy activities, the (2) workforce preparation activities, and (3) workforce training skills incorporated to create a shared learning objectives list for the unit. **Adult Education Curriculum Frameworks are available at** [**http://www.fldoe.org/academics/career-adult-edu/adult-edu.**](http://www.fldoe.org/academics/career-adult-edu/adult-edu)

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| **Defining the three IET Components and Mapping Out Adult Education Academic and Literacy Activities, Workforce Preparation Activities, Workplace Training Activities**  **Integrated Education and Training (IET)**  “…a service approach that provides (1) **adult education and literacy activities *concurrently*** and ***contextually*** with (2) **workforce preparation activities** and (3) **workforce training** for a specific occupation or occupational cluster for the purpose of educational and career advancement”  (*34 CFR 463.35*) | |
| **Adult Education Academic and Literacy Activities**  **\***[**Must include frameworks/standards**](https://www.fldoe.org/academics/career-adult-edu/adult-edu/2021-2022-adult-edu-curriculum-framewo.stml)  “…programs, activities, and services that include: (a) adult education, (b) literacy, (c) workplace adult education and literacy activities, (d) family literacy activities, (e) English language acquisition activities, (f)integrated English literacy and civics education, (g)workforce preparation activities, or (h) integrated education and training”  (34CFR 463.30) |  |
| **Workforce Preparation Activities (Use Employability**  **Frameworks)**  “…include activities, programs, or services designed to help an  individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self- management skills, including competencies in:  (a)utilizing resources; (b) using information; (c) working with others;  (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills that increase an individual’s preparation for the workforce.”  (34 CFR 463.34) |  |
| **Workforce Training Activities**  “may include (i) occupational skill training…; (ii) on-the-job training; (iii) incumbent worker training…;  (iv) programs that combine workplace training with related instruction…; (v) training programs operated by the private sector; (vi) skill upgrading and retraining; (vii) entrepreneurial training; (viii) transitional jobs…;   1. job readiness training provided in combination with services…(i) through (viii); 2. adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and 3. customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.” WIOA Section 134(c)(3)(D) |  |

**Step 3.** Provide a description of the single set(s) of learning objectives that will guide instruction. Provide specific action steps and a timeline.

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| **Include the single set of learning objectives that will be used to complete the IET program. Single set of learning objectives should combine Adult Education Academic and Literacy Activities, Workforce Preparation Activities, and Workforce Training Activities.** |
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**Step 4.** Identify the credentials of value a student may earn by participating in the IET Program. Approved credentials of value include:

* Industry certifications located on the [Master Credential List](https://careersourceflorida.com/boardroom/florida-credentials-review-committee/master-credentials-list/) or the [Perkins Recognized Postsecondary Credential List](https://www.fldoe.org/academics/career-adult-edu/perkins/AccountabilityMeasures.stml).
  + Industry certifications not on either list *may* be approved, however will not count toward the calculation of measurable skill gains (MSG).
* [Postsecondary courses](https://flscns.fldoe.org/):
  + IET students must be fully enrolled in a postsecondary program that is at least 360 clock hours/12 credit hours in length to be measurable skill gains (MSG) eligible.
  + Full postsecondary program enrollment is not required; however, it is the only way to earn related MSGs. If the IET program offers postsecondary courses with no program enrollment, please still list the course(s) information below.

*\*Please refer to the IET Data Reporting Guide for details on which credentials may be used toward the calculation of MSGs.*

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| **Identify Industry Certifications** | |
| **Industry Certification Name(s)** |  |
| **Certification Code(s)** |  |

*\*Must be an industry certification on the Master Credential List or the Perkins Recognized Postsecondary Credential List to count toward MSGs.*

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| **Identify Postsecondary Program & Courses** | |
| [**\*SCNS Course Code(s) & Course Name(s),**](https://flscns.fldoe.org/) **& Course Length)**  *Ex: HSC0003, Basic Healthcare Worker OCP A (90 clock hours).* |  |
| **Are IET students fully enrolled in a postsecondary program?**  *Yes/No* |  |
| **Postsecondary Program Name** *(if ‘yes’ to full program enrollment)* |  |
| **Postsecondary Program/CIP number** *(if ‘yes’ to full program enrollment)* |  |
| **Is the program at least 360 clock hours or 12 credit hours in length?**  *Yes/No (if ‘yes’ to full program enrollment)* |  |

*\* Please provide this information even if the course(s) is not associated with full program enrollment or if the course is associated with a program that does not meet the 360 clock/12 credit hour MSG threshold.*