ADULT EDUCATION

New Mexico Higher Education Department

New Mexico Integrated Education and Training (IET) Application

Adult Education Division
New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, New Mexico 87505

Instructions: Please complete all fields in this application* in detail. *Please carefully refer to the [New Mexico IET Policy](#) as you respond to the questions below,* since it provides detailed information about the required components and features of any IET in the state. If you have questions, contact Dené Shelton, Adult Education Division Program Specialist at dene.shelton@hed.nm.gov

Adult Education Program:

Contact Name:

Contact Title:

Contact Email:

Contact Phone:

IET Details:

IET program name and career pathway (Example: HVAC Technician; Certified Nursing Assistant):

Estimated number of participants to be served in the first (or next) IET cohort:

How long will the program be? How many quarters/semesters/weeks to complete the IET program and attain the desired outcome? How many credits will the participant earn by completion?

What are the anticipated start date and end date of the IET program?

Start Date: End Date:

Adult Education and Literacy (AE & L) Activities

1. Which adult education and literacy (AE & L) activities are included in this IET program?

Note: Ensure that your IET program's AE & L activities align with the College and Career Readiness Standards.
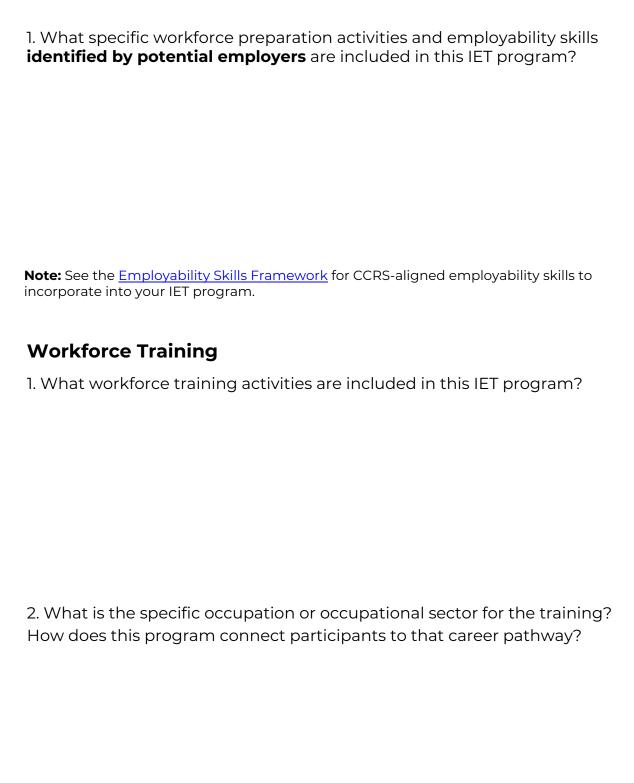
2. Who is providing the services, e.g., AE instructors, other instructors in the organization, partner organization (specify)?

	AE & L Activities	**Service Provider:** Please include Organization Name, Provider Name, Title, Role, and Email Address.
	Adult Education	
	Literacy	
	English Language Acquisition	
	Integrated English Literacy and Civics Education	
	Other:	

Please list any additional staff or providers including title, agency and role, contributing to the execution of the IET.

3. Describe the process to screen and select eligible IET participants to ensure that they will be successful in all IET program activities by addressing the following:

    a. What is the appropriate Educational Functioning Level (EFL) needed to participate and how was it determined?

b. How will you identify the participant's interest and fit f or the IET program, and how will you determine they are able to meet the time and rigor commitment necessary to successfully complete all IET activities?

4. How will you continuously identify and remove participant barriers to the successful completion of the IET program? In addition, describe if or how a career counselor/navigator/coach will be available and how they will work with participants.

Workforce Preparation Activities

1. What specific workforce preparation activities and employability skills **identified by potential employers** are included in this IET program?

Note: See the [Employability Skills Framework](#) for CCRS-aligned employability skills to incorporate into your IET program.

Workforce Training

1. What workforce training activities are included in this IET program?

2. What is the specific occupation or occupational sector for the training? How does this program connect participants to that career pathway?

3. What is/are the workforce training outcomes of the IET program? See Section 1, Part D of the New Mexico IET Policy for a list of the three approved IET outcome types. Please describe in detail how the outcomes of this IET program meet the requirements in the policy. The primary certification, the stackables, and/or the apprenticeship need to be listed Include the exact credential (qualifying outcome) name, written out, its abbreviation, the credentialing body, along with a link to that information. See Appendices A and B of the policy for the current list of accepted credentials

4. Who is providing the workforce training? Is the training provider on the New Mexico Eligible Training Provider List (ETPL)? If not, how are you ensuring the quality of the training being provided? ([Click here to access the ETPL](#))

5. How will participants pay for the workforce training and related costs?

      Self-Pay

      Employer supported

      Local scholarship

      Foundation or private funding

      Adult Education federal funds and/or state matching funds

      Other grant(s)

      Financial aid (Ability to Benefit or other)

      State grant/ Gap approved program? Please specify:

      Other- Please specify:

Reporting and Data

How will you document participant progress in the IET? If documentation is by progress reports (D) or knowledge-based exams (E) provide details of what significant learning will be demonstrated.

a) Documented achievement of at least one educational functioning level EFL) gain of a participant who is receiving instruction below the postsecondary educational level.

b) Documented attainment of a secondary school diploma or its recognized equivalent.

c) A postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards.

d) Use of satisfactory or better progress report, toward established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider.

e) Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Additional details for progress reports (d) or knowledge-based exams (e):

Integration and Quality

The term "integrated" (§463.37) means services must be provided concurrently and contextually such 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) use occupationally relevant instructional materials.
The integrated education and training program has a single set of learning objectives that identifies:
  a) specific adult education content;
  b) workforce preparation activities; and
  c) workforce training competencies, and the program activities are organized to function cooperatively.

Three to five SSLOs are required with your application. You may put them in the box below. Three required SSLO templates are also included in the application, with additional copies of the template available on the Propel website. These templates guide the development of SSLOs and help ensure that all required components are clearly articulated, increasing the likelihood of approval.

Single Set of Learning Objectives (SSLO) Template

AE Program Name:

IET Program Name:

SSLO:

Workforce Training Skills and Competencies	Adult Education Skills and Competencies	Workforce Preparation Skills and Competencies

Contextualized Activity

Single Set of Learning Objectives (SSLO) Template

AE Program Name:

IET Program Name:

SSLO:

Workforce Training Skills and Competencies	Adult Education Skills and Competencies	Workforce Preparation Skills and Competencies

Contextualized Activity

Single Set of Learning Objectives (SSLO) Template

AE Program Name:

IET Program Name:

SSLO:

Workforce Training Skills and Competencies	Adult Education Skills and Competencies	Workforce Preparation Skills and Competencies

Contextualized Activity