

**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 [Dr. Amber Gallup](#), Adult Education Division Director or email [adult.education@hed.nm.gov](mailto:adult.education@hed.nm.gov)*

Adult Education Program:

Contact Name:

Contact Title:

Contact Email:

Contact Phone:

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?

## **Adult Education and Literacy (AE & L) Activities**

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

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**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)?

	<b>AE &amp; L Activities</b>	<b>Service Provider</b>
	Adult Education	
	Literacy	
	English Language Acquisition	
	Integrated English Literacy and Civics Education (IELCE)	
	Other:	

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 participants interest and fit for the IET program, and who 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 are included in this IET program? **(What are the employability skills and/or skill discussed with potential employers that they want to see)**

**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. See Appendices A and B or the policy for a list of currently-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 (Pell Grant or other)
- State grant/ Gap approved program?- Please specify:
- Other- Please specify:

## 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.

1. If you already have it, please describe the single set of learning objectives (SSLO) that identifies the specific adult education content, workforce preparation activities, and workforce training competencies being taught in the IET program. Know if you do not yet have the SSLO, you may still receive approval, but you must provide them to the NMHED Adult Education Division once they are developed.

2. How are you contextualizing the AE & L and employability skills instruction with the career cluster associated with the workforce training component? What and how are occupationally relevant materials being used?

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

Start Date:

End Date:

4. How will you document practitioner 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.

- Documented achievement of at least one educational functioning level (EFL) gain of a participant who is receiving instruction below the postsecondary educational level.
- Documented attainment of a secondary school diploma or its recognized equivalent.
- 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.
- Use of satisfactory or better progress report, towards 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 who is providing training.
- 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.

\* **Credits:** Please note that this application was based in large part upon the original work of Iowa Adult Education and Literacy. Our sincere thanks to Iowa and other states (including Wyoming, Ohio, and Washington State) for generously sharing their models and ideas with us. Many thanks as well to the AIR Advance IET team for their guidance.