



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234**

ADULT CAREER AND CONTINUING EDUCATION SERVICES
ADULT EDUCATION PROGRAMS AND POLICY
89 WASHINGTON AVE. ROOM 460 EBA
ALBANY, NY 12234
Tel. 518 474-8940 Fax 518 474-0319

Hybrid Instruction Request

This form is to be submitted by AEPP funded programs who are interested in providing a combination of in-person and synchronous educational services from July 1, 2022, through June 30, 2023.

(AEPP will re-evaluate for the second half of the fiscal year and make accommodations as needed)

Program: _____

Superintendent/Program Director: _____

Email: _____

Funding (check all that apply to ONLY the portion of the of Hybrid educational services being requested)

___ WIOA ___ ALE ___ EPE*

* For EPE Distance Education, programs must have applied via the FY23 EPE application to provide these services as outlined in the EPE Manual. If approved, per the program's EPE allocation letter, the program must be administered as directed in the current EPE Manual. The only portion of EPE Distance Education that may be provided in a hybrid model (and included in this application) is the tutoring required from every program. Remote, synchronous tutoring may be a part of this application.

Terms and Conditions for Hybrid Approval (WIOA & ALE only):

Like all participants, participants receiving hybrid services must have at least 12 hours of contact with the program before they can achieve student status for Federal and State reporting. The initial 12 contact hours for hybrid learners can be any combination of in-person contact and contact through electronic devices that can support video, teleconference, or any other **synchronous** online communication, where the participant and program staff can interact and through which participant identity is verifiable and documented and attendance recorded. Please note that all funded AEPP programs **MUST** provide some portion of in-person instructional services. A reminder that all pre and post testing must be administered in person. Programs must provide in-person instruction at a minimum of 25% of total scheduled class time.

A. Student Eligibility

Adult Hybrid Education Students

Students must be 16 years of age or older for WIOA/ ALE and 21years of age or older for EPE, not enrolled or required to be enrolled in a secondary school.

- ABE/ASE students must be at least NRS Level 2 on the TABE 11/12 and above to participate in hybrid educational services.
- ESOL students must be at least NRS Level 2 on the BEST Plus 2.0 or the BEST Literacy 1.0 and above to participate hybrid educational services

B. Program Responsibilities and Guidelines:

- Conduct outreach, recruitment, intake, and enrollment for all students, regardless if they are EPE Distance Education, hybrid, or in-person participant.
- Conduct pre- and post-testing for all participants in-person, regardless of the modality in educational services being provided, in accordance with NYSED's Assessment Policy
- Must have a signed (electronic acceptable) Individual Student Record Form

- Must include a copy of the Hybrid Education screening tool administered to identify potential student and their capacity to participate in any remote, synchronous instruction
- In-person educational services must be provided to those participants who have little or no access to technology
- In-person educational services must be provided to those lower-level learners, as outlined above.
- Student attendance, regardless of the modality in educational services being provided, must be adhered to in accordance with NYSED’s data entry policy and must be recorded in ASISTS, backed by written documentation signed by the teacher
- In-person instruction is the ONLY modality allowed for the training component of WIOA IET/IELCE and EPE approved CTE programming.
- Student files MUST contain all required documentation per modality of educational services enrolled in. It is the program’s responsibility to ensure that they are familiar with the required documentation per the modality of service being provided as determined by the respective funding source.
- All tutoring must be done either in-person or synchronously (Teacher led at a particular date & time). Both modalities must be provided to all participants regardless of their educational service modality (In-person or hybrid)

C. Program Performance

- Regardless of the instructional modality a program uses, hybrid or in-person, the program will be held to the AEPP state performance benchmarks in the areas of Measurable Skill Gain, Post Test Rates, and Follow Up Outcomes
- Programs should refer to their individual funding grants/contracts for compliance with proposed services enrollment

In the following table, please provide the projected number of students to be served with hybrid educational services and projected number of contact hours expected.

Hybrid Education Literacy Services	Number of Distance Education Students to be served	Number of Contact Hours projected
Adult Basic Education (ABE) NRS Levels 2 – 4		
Adult Secondary Education (ASE) NRS Levels 5 – 6		
English as a Second Language (ESL) Beginning Levels (NRS levels 2 – 4)		
English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)		
Total		

Program Attestation:

I hereby certify that I am the agency’s Chief Administrative Officer (Program Director, District Superintendent, Superintendent) and on behalf of the agency I agree to the requirements and terms of approval. I acknowledge that all of the items and guidelines, as stated above, will be adhered to and my agency will remain in compliance as such. I understand that issues of non-compliance could result in AEPP revoking my request to provide Hybrid Educational Services to participants.

Chief Administrative Officer’s Signature Printed Name Title Date

AEPP Regional Associate’s Signature Printed Name Title Date