

Remote Education Guidelines

**PRESENTED BY: ADULT EDUCATION PROGRAMS &
POLICY, NYSED**

Aris Bird
Accountability Office
April 2025



REMOTE & HYBRID INSTRUCTION

1

Hybrid instruction was permitted to approved programs starting July 1, 2024.

2

It has been extended through June 30, 2026.

3

Upon approval from AEPP, may be conducted immediately.





Who is Eligible for Remote
or Hybrid Instruction?



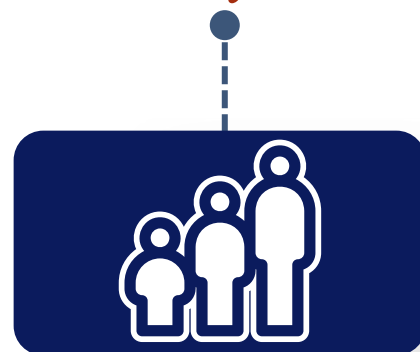
Eligibility

AEPP Hybrid and Remote Instruction

**WIOA
Funded Programs**

**ALE
Funded Programs**

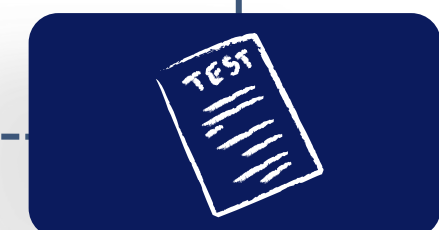
Students must be 16 years of age or older, not enrolled or required to be enrolled in a secondary school.



ABE/ASE students must be at NRS Level 1 on the TABE (11/12 or 13/14)



ESOL students must be at NRS Level 1 on the Best Plus (2.0 or 3.0) or the Best Literacy (1.0 or 2.0) to participate in AEPP Remote Educational Services.

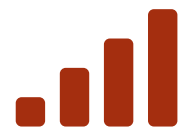


ALE ABE students must be at NYRS level 1 on the TABE (11/12 or 13/14) in both Math and Reading to participate in any AEPP Remote Educational Services.



EPE FUNDED PROGRAMS

EPE TRADITIONAL FUNDED PROGRAMS



Adult Basic Education
(ABE): NRS Levels 1-4



Adult Secondary
Education (ASE): HSE
Test Preparation NRS
Levels 5&6



English as a Second
Language (ESL): NRS
Levels 1-6



Family Literacy:
Incorporate activities
that include interactive
literacy activities
between parents and
their children. Parents
must be EPE eligible and
attend teacher led
instruction.

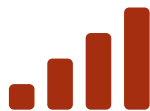


EPE FUNDED PROGRAMS

EPE *DISTANCE* EDUCATION FOR ADULT PROGRAMING



English as a Second
Language (ESL): NRS
Levels 1– 6



Fast Track Grasp Packets
(Giving Ready Adults a
Study Program): NRS
Levels 4, 5 & 6– HSE
Readiness is required.



Family Lit eracy:
Incorporate activities
that include interactive
literacy activities
between parents and
their children. Parents
must be EPE eligible and
attend teacher - lead
instruction.



Career and Technical
Education (CTE):
NYSED/K- 12 Accredited
Course – all programs
must seek approval.
(Microsoft
Office/Computer
Based/Non- Allied Health
or required in person
instruction by
supervising agency)



SMART (Skills to Make
Adults Ready to Succeed):
NRS Levels 1, 2, 3, 4

EPE FUNDED PROGRAMS

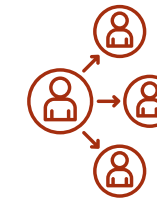
EPE IN - PERSON TUTORING FOR ADULT PROGRAMING



In - person tutoring is strictly for students enrolled in Distance Education programs.



Tutoring may be offered one on one or in a classroom setting.



Students may not be co-enrolled in traditional and Distance Education programs concurrently. (The exception **IS** the tutoring).



The purpose of the in - person requirement is that students are already enrolled in distance education and if the student is not progressing remotely, the student should be offered traditional instruction in - person.



Students may receive up to three (3) hours of in - person tutoring per week. (Maximum 12 hours per month).



These hours are claimed at the traditional rate and must be **documented** in ASISTS.

TERMS & CONDITIONS FOR REMOTE

HYBRID & INSTRUCTION

Pre-Test

Students must be pre-tested.

Post-Test

Students must be post-tested at the appropriate time.

ISRF

Students must have completed and signed an ISRF.

Apply

Program must apply for hybrid or remote instruction.

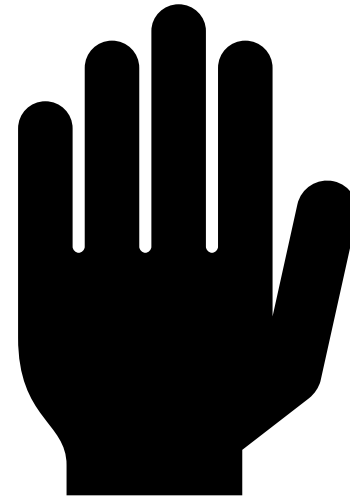
Approved

Program must be approved by AEPP before implementing remote instruction.

ASISTS

Approved programs must correctly code remote/hybrid classes in ASISTS.





Post-Testing Reminder

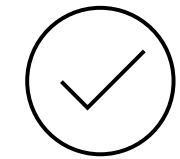
Intensity of Program	Post Test Schedule
Six to Nine hours per week	Posttest after 40 – 60 contact hours
Ten or more hours per week	Posttest after 60 – 80 contact hours
Volunteer Tutorial Program	Posttest after 30 contact hours for students receiving services from a volunteer tutor



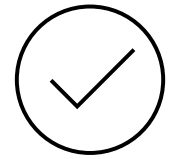
TERMS & CONDITIONS FOR

HYBRID

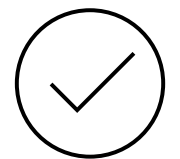
INSTRUCTION



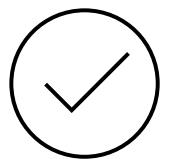
Programs must provide in-person instruction at a minimum of 50% of the total class time with the accompanying 50% remote instruction.



Programs are allowed one (1) 100% fully remote course. If a program needs more than one 100% fully remote course, they must demonstrate a need and apply for approval from AEPP.



Students receiving hybrid services must have 12 hours of robust intake contact hours with the program before they can achieve student status for Federal and State reporting.



The Initial 12 contact hours for remote instruction learners can be any combination of in-person contact and contact through electronic modalities that can support video or any other synchronous online platform, where the participant and program staff can interact and through which participant identity is verifiable and documented and attendance recorded.





Not Approved?

**IF UPON REVIEWING STUDENT
RECORDS, AEPP/AUDITOR/NRS IDENTIFIES THAT A
PROGRAM PROVIDED REMOTE OR HYBRID INSTRUCTION
WITHOUT AEPP APPROVAL THE PROGRAM WILL FACE
CORRECTIVE ACTION.**



GETTING STARTED

EPE, WIOA, ALE



Application



Intake



Case
Management

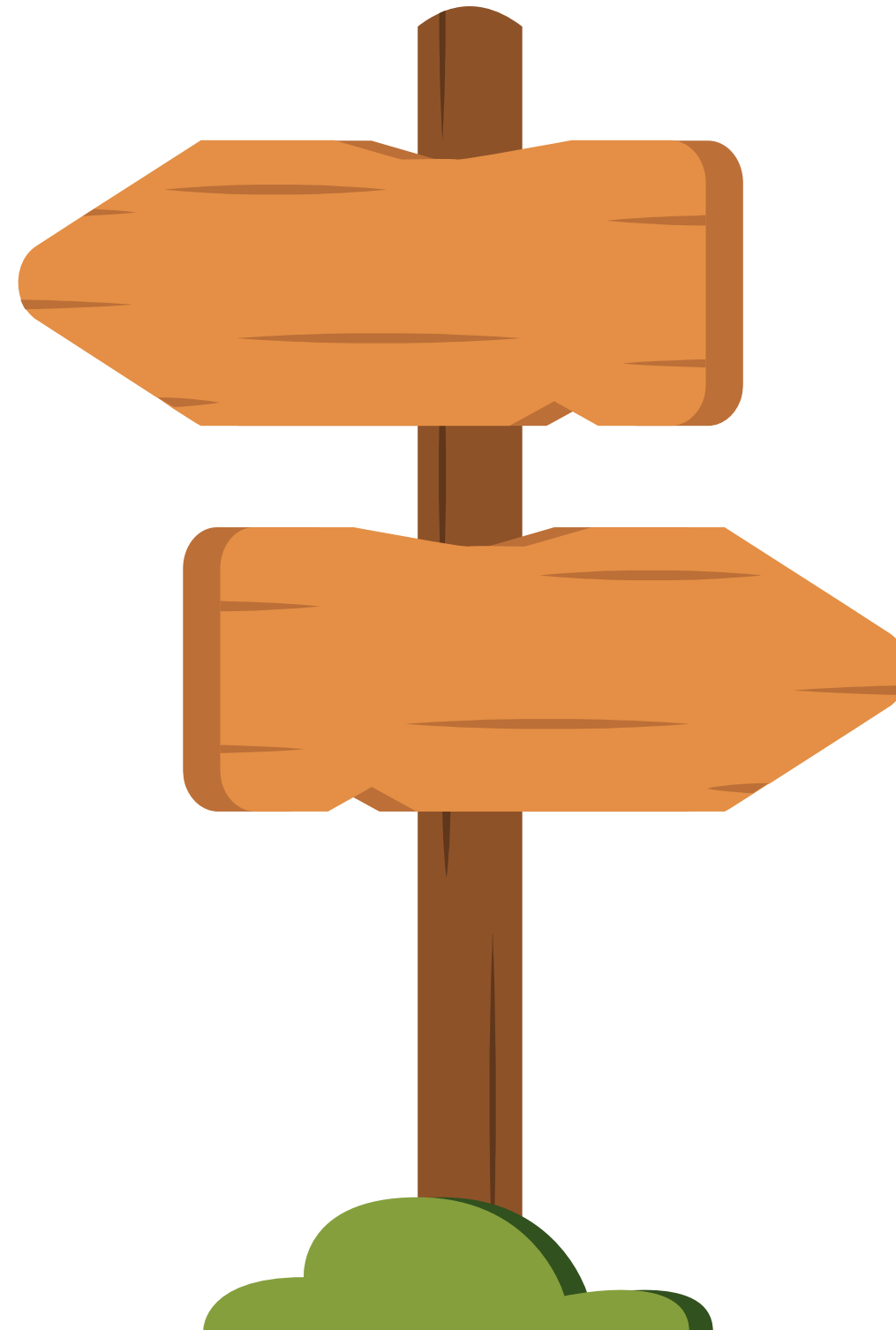


Assessment



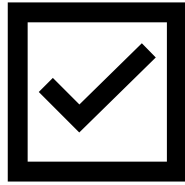
APPLICATION

EPE, WIOA, ALE



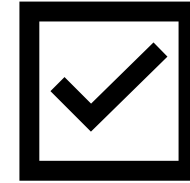
COMPLETING

EPE APPLICATION



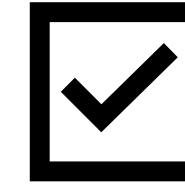
Training

Instructors and
program managers
attended EPE
Distance Education
Training



ISRF

Ability to have
students sign ISRF
electronically



Plan

Plan to distribute
packets.



Platform

Platform that will be
used for class that
covers entire class.



Files

Ability to securely
maintain student
digital files.



EPE HYBRID & REMOTE INSTRUCTION APPLICATION



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Adult Career & Continuing Education Services (ACCES)
Adult Education Programs & Policy (AEPP)
89 Washington Avenue, EBA 480
Albany, NY 12234
Tel. 518 474-8940
<http://www.acces.nysed.gov/aepp/>

Updated: March 2025

Hybrid & Remote Instruction Application EPE – AEPP Funding

Program: _____ AEPP Project Number: _____
Program Director: _____ Address: _____
Email: _____ Instructor: _____

Applicable to EPE only programs:

EPE Distance Education programs must apply using the most-up-to-date Hybrid and Remote Instruction Application (Updated March 2025). If approved, per the program's EPE allocation letter, the program must be administered as directed in the current EPE Manual and adhere to any policy updates issued by AEPP. Updates have been made in the support of students; adult education programs must carefully review guidelines. If a program is deemed not to have sufficient experience with remote instruction, the program will be required to attend digital literacy training provided by the RAENs. The Hybrid and Remote Screening Tool must be completed as well and filed.

- Did the instructor and program manager attend the EPE Distance Education Training supported through the RAEN? Yes ☐ No ☐
 - If so, please explain:

- Does your adult education program use an AEPP approved electronic signature software to enable students to sign the ISRF electronically? Yes ☐ No ☐
 - If so which one/s:

Adobe Sign ☐ - DocuSign ☐ - HelloSign ☐ - SignNow ☐ - PandaDoc ☐ - eversign ☐
SignEasy ☐ - OneSpan Sign ☐ - Zoho Sign ☐ - SignRequest ☐
- Does your adult education program have experience conducting the following activities remotely?
Intake: Yes ☐ No ☐ ☆ Assessment: Yes ☐ No ☐ ☆ Case Management: Yes ☐ No ☐
- How will the student packets be distributed?
Emailed ☐ ☆ Google Classroom ☐ ☆ Mailed ☐ ☆ In-Person ☐ ☆ Other _____
- If paper packets are being used, how will packets be returned for review by the teacher?

6. What is the name of the platform that will be used for hybrid or remote instruction? Does the membership cover the entire duration of the class?

7. Who will manage the digital student files and how will they be securely maintained?

Hybrid and Remote Instruction Table						
AEPP Education Literacy Services	50% Hybrid <input type="checkbox"/>	100% Remote <input type="checkbox"/>	# of Classes & NRS Level	# Students to be served	# Contact Hours projected	Class Start & End Date
Adult Basic Education (ABE) NRS Levels 1 – 4						
Adult Secondary Education (ASE) NRS Levels 5 – 6						
English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)						
EPE Educational Programming Table						
Employment Preparation Education	Services Provided <input type="checkbox"/>	# of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date	
Fast Track GRASP Packets (Giving Ready Adults a Study Program) – NRS Levels 4, 5 & 6						
SMART (Skills to Make Adults Ready to Succeed) – NRS Levels 1, 2, 3, and 4						
Family Literacy - Incorporate activities that include interactive literacy activities between parents and their children						
Career & Technical Education (CTE) – NYSED/K-12 Accredited Course Requests	Type of CTE Provided					
Total						

Program Attestation

I hereby certify that I am the agency's representative (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 the items and guidelines provided 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 and Remote Educational Services to participants.

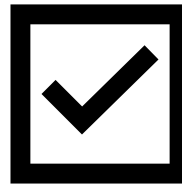
Agency's Representative _____ Printed Name _____ Title _____ Date _____



COMPLETING

WIOA/ALE

APPLICATION



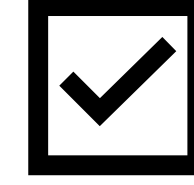
Training

Experience providing digital literacy to students.



ISRF

Ability to have students sign ISRF electronically



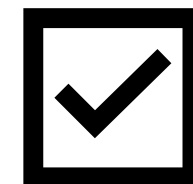
Plan

Method to distribute & collect materials.



Platform

Platform that will be used for classes that covers entire class.



Files

Ability to securely maintain student digital files.



WIOA & ALE APPLICATION

HYBRID & REMOTE INSTRUCTION

Hybrid & Remote Instruction Application
WIOA & ALE – AEPP Funding

Program: _____ AEPP Project Number: _____
Program Director: _____ Address: _____
Email: _____ Instructor: _____

Applicable to WIOA & ALE only programs

WIOA and ALE funded programs must apply using the most up to date Hybrid and Remote Instruction Application (Updated March 2025). If approved, per the program's Hybrid & Remote Instruction approval letter, the program must be administered as directed by the policy updates issued by AEPP. Updates have been made in support of students. Adult education programs must carefully review guidelines. If a program is deemed not to have sufficient experience with remote instruction, the program will be required to attend digital literacy training provided through the RAENs.

1. Does your adult education program have experience with digital literacy and supporting students in a remote instructional setting? Yes ☐ No ☐
1. If so, please explain:
- _____
- _____
- _____
2. Does your adult education program use an AEPP approved electronic signature software to enable students to sign the ISRF electronically? Yes ☐ No ☐
1. If so which one/s:
- Adobe Sign ☐ - DocuSign ☐ - HelloSign ☐ - SignNow ☐ - PandaDoc ☐ - everSign ☐
- SignEasy ☐ - OneSpan Sign ☐ - Zoho Sign ☐ - SignRequest ☐
3. Does your adult education program have experience conducting the following activities remotely?
- Intake: Yes ☐ No ☐ ☆ Assessment: Yes ☐ No ☐ ☆ Case Management: Yes ☐ No ☐
4. How will the student resources be distributed?
- Emailed ☐ ☆ Google Classroom ☐ ☆ Mailed ☐ ☆ In-Person ☐ ☆ Other _____

5. If paper packets are being used, how will packets be returned for review by the teacher?
- _____
- _____
6. What is the name of the platform that will be used for hybrid or remote instruction? Does the membership cover the entire duration of the class?
- _____
- _____
7. Who will manage the digital student files and how will they be securely maintained?
- _____
- _____

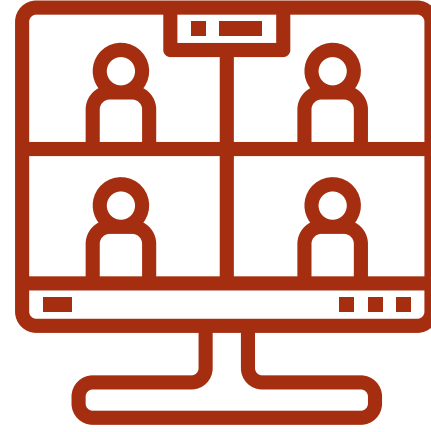
Hybrid and Remote Instruction Table						
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English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
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Total						

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Agency's Representative _____ Printed Name _____ Title _____ Date _____





Remote Intake & Case Management

EPE, WIOA, ALE

ROBUST INTAKE IS REQUIRED FOR ALL
PROGRAMS APPROVED FOR REMOTE
INSTRUCTION.



REMOTE INTAKE & CASE MANAGEMENT GUIDELINES

12 HOURS

To be deemed a student, the student must complete 12 robust contact hours.

STATISTICS

Data demonstrates students who were provided 12 hours or more contact hours are more likely to complete the adult education program and achieve gains.

CAUTION

Adult Education programs that do not provide consistent and robust intake will not be permitted to offer remote instruction and adult education services.



REMOTE INTAKE & CASE MANAGEMENT

REQUIREMENTS

1 Intake must be conducted via a video conference platform.

2 Complete the AEPP Intake Checklist and maintain in the student's file.

3 Ensure that the student has a computer with a camera and reliable internet.

4 Apply to provide remote instruction.

5 Be approved by AEPP to provide remote instruction.

6 Identify the student's needs and its appropriateness by assessing the student with the Hybrid Remote Screening Tool.

Include in student folder for a period of 6 years plus current year.





STUDENT HYBRID

SCREENING

TOOL

☐ Does the student have a quiet place to work?

☐ Does student have the time to attend classes?

☐ Is student willing to spend periods of time on the computer?

☐ Does the student have a computer available to them?

☐ Does the student have an email account?

☐ Does student know how to use a web browser? (Firefox, Google)

☐ Does the student have internet?


☐ Does the student have a camera and audio on their computer?

☐ Will the student attend in person classes?



HYBRID & REMOTE

SCREENING TOOL



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

Adult Career & Continuing Education Services (ACCES)
Adult Education Programs & Policy (AEPF)
89 Washington Avenue, EBA 460
Albany, NY 12234
Tel. 518 474-8940
<http://www.acces.nysed.gov/aepf/>

**AEPP HYBRID/REMOTE EDUCATION
SCREENING TOOL**

Student's Name:		Contact:	
Email:	Start Date:	End Date:	
Course:			
Program Name:			
Program Address:	Case Mgr/Intake:		

**Must be completed with the student and maintained in the student file*

Your answers to the questions below will help you and the program decide if Hybrid/Remote Education may work well for you.

For each question, choose only one (1) answer from the choices listed for that question.

1. At home, I have a quiet place where I can connect to my teacher's remote class:

☐ Rarely available
☐ Sometimes available
☐ Always available

2. I am someone who:

☐ Sometimes gets busy with other things and puts things off until the last minute.
☐ I may need to be reminded to get things done on time.
☐ Always gets things done on-time or ahead of time.

3. When I think about all the things I do in a typical week (e.g., work, family, social activities, etc.), the amount of time I have each week for my education class is:

☐ Less than 6 hours
☐ 6-9 hours
☐ 10 hours or more

4. I am willing to attend in person classes part of each week:

☐ Yes
☐ No

5. I can communicate effectively without face-to-face interaction with my classmates or my instructor:

☐ Yes
☐ No

6. Feeling that I am part of a class is:

☐ Very important to me
☐ Somewhat important to me
☐ Not important to me

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Updated March 2025

7. Discussions in a class are:

☐ Very useful to me. I almost always take part in class discussions.
☐ Somewhat useful to me. I sometimes take part in class discussions.
☐ Not very useful to me. I don't usually take part in class discussions.

8. When an instructor gives out directions for an assignment, I prefer to:

☐ Have the directions explained to me.
☐ Try to follow the directions on my own, then ask for help if I need it.

9. When I have a writing assignment for class or work, I think of my writing skills as:

☐ Weak. I find it hard to express myself in writing.
☐ Average. I can express myself fairly well in writing, but sometimes have difficulty.
☐ Good. I am comfortable expressing myself in writing.

10. My access to the internet:

☐ I have regular access to a computer at home (Desktop Personal Computer, Laptop Computer, or Tablet) that is connected to the Internet.
☐ I have easy, regular access, near my home, to a computer (Desktop Personal Computer, Laptop Computer, or Tablet) that is connected to the internet.
☐ My only internet access is my cell phone.

11. I have an email account, and I know how to send email and open email I receive:

☐ Yes
☐ No

12. I know how to attach documents to an email before I send it:

☐ Yes
☐ No

13. I know how to use a Web browser, like Fire Fox or Google Chrome:

☐ Yes
☐ No

14. I am familiar with and know how to use a word processing program, like Microsoft Word:

☐ Yes
☐ No

15. I can copy and paste text from one document to another:

☐ Yes
☐ No

16. I can save, find, and open a file on my computer:

☐ Yes
☐ No

17. I know how to create and how to use file folders on my computer:

☐ Yes
☐ No

18. I am able to download, upgrade, and install software on my computer:

☐ Yes
☐ No

19. I am willing to spend several hours at a time working on my computer:

☐ Yes
☐ No

20. People have different reasons for taking a remote class. For each reason listed below, check Yes or No to indicate whether it is a reason why you are interested in joining this hybrid class:

I live too far from this or any adult education program

☐ Yes ☐ No

I need to take care of my family when classes are held at school

☐ Yes ☐ No

I work at a job during the times classes are held at school

☐ Yes ☐ No

I can only study nights or weekends

☐ Yes ☐ No

I don't have transportation to get to classes

☐ Yes ☐ No

I have medical problems that make it hard for me to attend classes

☐ Yes ☐ No

I learn better by myself, rather than in a group

☐ Yes ☐ No

I like using computers and I thought this might be a good way to learn

☐ Yes ☐ No

I don't feel comfortable in a classroom, I like studying alone

☐ Yes ☐ No

21. In the last five (5) years, have you taken an in-person class in an adult literacy program where you studied reading, writing, or math?

☐ Yes
☐ No

22. About how far away is the nearest adult literacy program from where you live? (Check one please)

☐ Less than 5 miles
☐ 6 -10 miles
☐ More than 10 miles

23. If this class was not available to study at home, would you take a class in person instead?

☐ Yes
☐ No


Student Hybrid/Remote Education Agreement

I agree to participate in hybrid or remote instruction and to abide by the policies as described by the adult education program. If I have any questions or concerns, I will address them with the program. I also commit to completing the program and the course assignments to the best of my ability.

Signature

Student's Signature

Date



Page 2 of 3

Page 3 of 3

REMOTE INTAKE & CASE MANAGEMENT

ISRF REQUIREMENTS

All students must have an ISRF form completed and signed.

Adult Education Programs must adapt an electronic signature program such as DocuSign for the completion of the ISRF.

Options for Digital Signature: DocuSign, Adobe Sign, HelloSign, SignNow, Pandadoc, eversign, SignEasy, OneSpan, Zoho Sign, SignRequest

The ISRF must indicate if the intake was conducted remotely by selecting the box on the right of the document.

Must be stored securely digitally in the student's folder and accessible by request for AEPP/audit



First Name*: M.I. Last Name*:
Birth Date*: Original Program Start Date*:
Address*: City*: State*: Zip*:
Home Phone: Mobile Phone:

e-mail:
Emergency Contact: Name/Relationship of Contact:

Social Security #: OR: ☐ Student was asked for SS# and cannot/will not provide.

NOTE: Data matching for Employment-related outcomes will not be available if SS# is not recorded. Manual follow-up will be required after exit.

Gender* (Required): ☐ Male ☐ Non-Binary/Gender Non-Conforming ☐ Female ☐ Did Not Answer
Employment Status* (Required): ☐ Employed Full Time ☐ Employed Part Time ☐ Employed but Received Notice of Termination ☐ Military Separation Pending ☐ Unemployed & Seeking Employment ☐ Not Available for Employment ☐ Inmate
Race/Ethnic Identity* (Required): Choose ONE: ☐ Hispanic/Latino/a ☐ Non-Hispanic/Latino/a AND Choose all that apply (Must Choose AT LEAST ONE): ☐ Native Hawaiian ☐ Native American ☐ Alaskan Native ☐ Asian ☐ Pacific Islander ☐ African American ☐ Afro-Caribbean ☐ African ☐ Latino/a ☐ White (not Latino/a)

WIOA Co-Enrollment* (Required): (Definitions available in the ISRF Instruction Guide.)
Student is currently receiving additional WIOA Services: ☐ Yes ☐ No
> If Yes, which type(s)? ☐ Title 1(e.g. DOL, Job Zone, UI) ☐ Title 3(e.g. Youth Empl) ☐ Title 4(e.g. ACCES-VR, TANF)

Educational Background* (Required):
Highest Grade completed in US Highest Grade completed in NY State? Last School Attended (If NYS)?
Highest Credential Obtained: > Location Obtained: ☐ In US ☐ In Other Country (make one selection only, indicating highest credential obtained)
> Credential Obtained: ☐ Sec School Diploma ☐ HSE Diploma ☐ Some Post-secondary ☐ Post-Sec or Prof Degree

Years of Schooling in Other Countries
School-aged Children:
Is the student a parent or guardian of a child/children under 21? ☐ Yes ☐ No
Is the Student a Single Parent? ☐ Yes ☐ No
If yes to either question above, enter the number of children at each level:

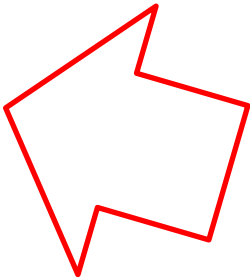
Transportation/Child Care/Dependent Care Assistance: ☐ Yes ☐ No If yes, which? ☐ Transport ☐ Child Care ☐ Dependent Care

Barriers to Learning/Employment*: (Please answer all items Yes or No)
Self-reported by student. Definitions available in the ISRF Instruction Guide.
Y N Y N
☐ Homeless ☐ Unsuccessful Outcome on HSE Subtest(s)
☐ Already has HS Diploma or ☐ Non-Native English Speaker
☐ Equiv in US or US Territory ☐ Ex-Offender
(incl. Puerto Rico, Guam, etc.) ☐ Youth in Foster Care/ Aged out of System
☐ Displaced Homemaker ☐ Cultural Barriers to Learning
☐ Disabled ☐ Long-Term Unemployed
☐ Low Income ☐ Exhausting TANF within 2 years
☐ Migrant/Seasonal Worker ☐ Single Parent
☐ Learning Disabled ☐ Low Levels of Literacy
☐ Runaway Youth ☐ English Language Learner

Form Completed By: (Please Print):
Student Signature:
Date:

Where did you hear about this program?* (Required):
Was the Ad for the local prog or a NYSED/AEPP Ad?
Check all that apply, minimum one answer.
State: ☐ Local: ☐
☐ Ad on bus ☐ Ad on train
☐ Ad on subway ☐ Social media (Facebook, Instagram, Twitter)
☐ Radio ad ☐ Flyer
☐ Other (please specify)

Release of Information: By participating in this state and/or federally funded adult education and/or family literacy program, I agree to the release of the information contained in my program records, including, but not limited to, social security number, assessment results and attendance, to the New York state Department of Education (NYSED). Required information for learner participation is indicated with an asterisk (*). This information may include follow-up with employment data and other educational records and will be used in aggregated or non-personally identifiable form, for reporting as required by state and federal laws. This information may also be used for research and analysis purposes during this year and/or subsequent years. Information provided will remain secure. Unless otherwise noted, only NYSED, its authorized contractors or the local program will have exclusive access to this information.



Click Remote Intake Here!

INDIVIDUAL STUDENT RECORD FORM (ISRF)

Updated March 2025



REMOTE INTAKE & CASE MANAGEMENT

REQUIREMENTS



Conduct outreach, recruitment, intake and enrollment for all students.



Conduct pre and post-testing for all participants, regardless of the modality in educational services being provided, in accordance with NYSED's Assessment Policy.



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 the service being provided as determined by the respective funding source.



REMOTE INTAKE & CASE MANAGEMENT

REQUIREMENTS



Attendance policies must be adhered to as indicated on the WIOA, ALE, EPE, WEP Attendance Records Requirements Memo issued on January 10, 2024.



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.



Fully in-person educational services must be provided to those participants who have little or no access to technology.



In-person instruction is the required modality permitted for most of the training components of WIOA IET/IELCE or locally approved training agency programming that require hands-on experience and/or as required by the supervising agency, as in the case of the Allied Health Programs.

Computer-based training such as Microsoft Office may be provided remotely upon approval by AEPP. Demonstrated student success in hybrid/remote instruction is required before approval is considered.





Remote Instruction Program Performance

EPE, WIOA, ALE



PERFORMANCE ACCOUNTABILITY REQUIREMENTS

- ➔ Regardless of the instructional modality a program uses, in -person, hybrid or one completely remote class, the program will be held to AEPP state performance benchmarks in the areas of Measurable Skill Gain (MSG), Post-Test Rates, Follow Up Outcomes and Enrollment.
- ➔ Programs should refer to their individual funding grants/contracts for compliance with enrollment expectations.



PERFORMANCE ACCOUNTABILITY REQUIREMENTS

POOR PERFORMANCE

- ➔ AEPP funded Adult Education Programs that do not adhere to the Hybrid Policies and do not demonstrate effectiveness for student performance and attainment will not be permitted to offer remote instruction.
- ➔ Continuous poor performance that does not demonstrate student gain and progress may lead a program to Corrective Action, which may result in termination of program's remote option.



REMOTE INSTRUCTION

FUNDED CONSORTIUM

AEPP Remote Instruction is available to EACH consortium member per contractual agreement with AEPP. Should a program be funded to support multiple agencies, EACH agency may apply for and receive approval for AEPP Remote Instruction.

Example : Program ABC receives a WIOA Area 1 award

Program ABC consists of three consortium member agencies

- **Agency One**
- **Agency Two**
- **Agency Three**

If Program ABC is approved, EACH of the three consortium member agencies may offer AEPP Hybrid Instruction to their students per the aforementioned guidelines



100% REMOTE REQUIREMENTS

EPE, WIOA, ALE

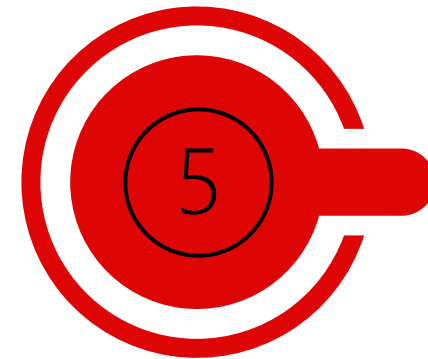
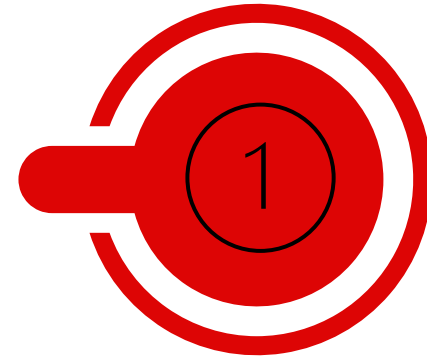
- ❑ One (1) 100% completely remote class for eligible students, if additional remote courses are needed the program must demonstrate student need and apply.
- ❑ The class roster for the remote class may have up to 20 students in attendance at any given time. If the program is approved for a class size waiver, the class roster may have up to 35 students listed, with a maximum average daily attendance of 25 students
- ❑ Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week. If the program is approved for a class hour waiver, the class can be for a minimum of four (4) hours per week and a maximum of 40 hours per week.
- ❑ NRS Level 1 students should be grouped together, have smaller classes, and continuously monitored for progress or one-on-one support.

This fully remote class must be synchronous online instruction where the teacher is engaged with students on scheduled days and times selected by the program and published on the PIF generated by ASISTS.

The link must be valid and made available to the RAEN/AEPP for access at anytime and submitted to the RAEN Office by the 20th of each month



In-person instruction 50% of each scheduled class time along with 50% remote synchronous instruction where the teacher is engaged with students on scheduled days and times selected by the program within the same week.

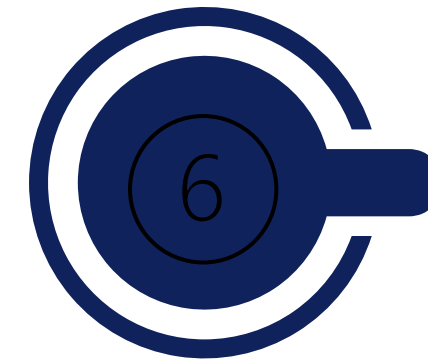


Students must actively attend both the remote and in-person classes. If students miss 3 consecutive classes of either modality, they should be transferred to traditional classroom programming. If the student does not participate in remote or in person classes, the student must be contact to assist in the removal of barriers.

NRS Level 1 students should be grouped together, have smaller classes, and continuously monitored for progress or one-on-one support.



50/50% Remote Instruction



All students included in Remote Instruction must have a signed Hybrid Remote Screening Tool in their student folders. The form must be completed with the help of the program.

Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week and published on the Program Information Form (PIF) generated from ASISTS.

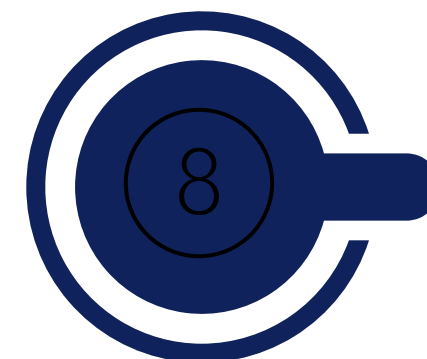
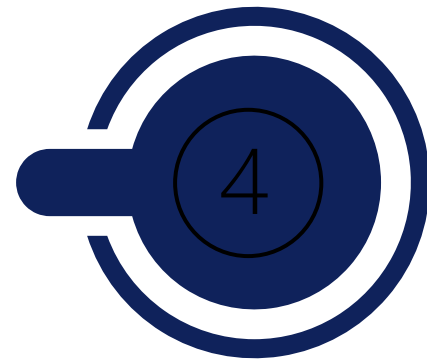


Requirements WIOA/ALE



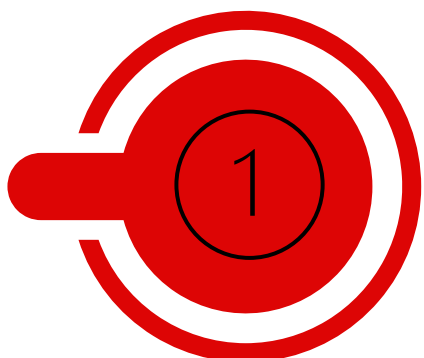
All synchronous remote instruction requires that students and instructors use a computer, audio and have cameras on during remote classroom instruction.

The maximum number of active students may not exceed 25 students per class. Special consideration must be taken for Level 1 students that may require additional support.



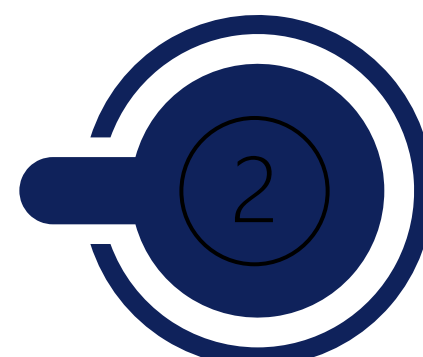
All performance benchmarks for Post-Testing, Measurable Skill Gain, and Follow Up Outcomes must be met. Continuous poor performance that does not demonstrate student gain and progress may lead a program to Corrective Action, which may result in termination of the program's remote option.

In-person instruction 50% of each scheduled class time along with 50% remote synchronous instruction where the teacher is engaged with students on scheduled days and times selected by the program within the same week.



Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week. If the program is approved for a class hour waiver, the class can be for a minimum of four (4) hours per week and a maximum of 40 hours per week.

NRS Level 1 students should be grouped together, have smaller classes, and continuously monitored for progress or one-on-one support.

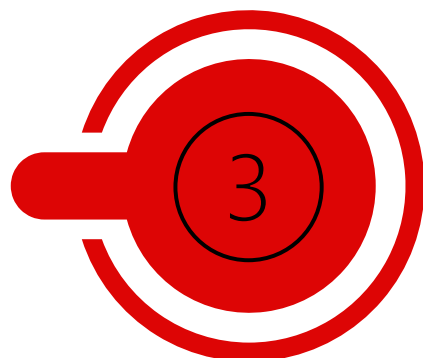


50/50% Remote Instruction Requirements



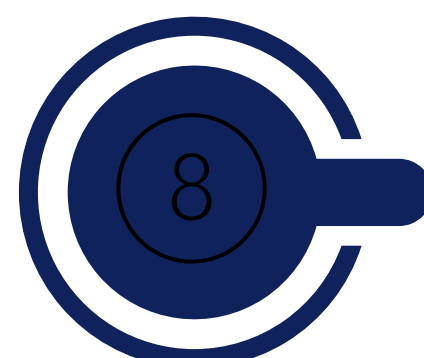
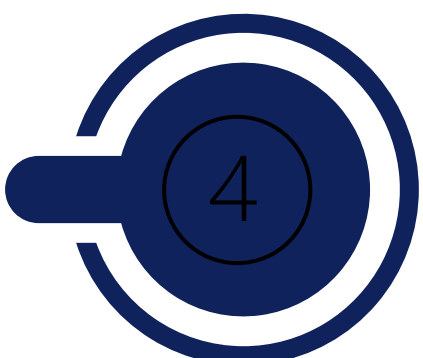
Each class must be published in the Program Information Form (PIF) generated from ASISTS.

Class roster for hybrid classes may have up to 20 students in attendance at any given time. If the program is approved for a class waiver, the class roster may have up to 35 students listed, with a maximum average daily attendance of 25 students.



Students must actively attend both the remote and in-person classes. If a student misses 3 consecutive classes of either modality, they should be transferred to traditional classroom programming.

All students included in Remote Instruction must have a signed Hybrid Remote Screening Tool in their student folders. The form must be completed with the help of the program.



All performance benchmarks for Post-Testing, Measurable Skill Gain, and Follow Up Outcomes must be met. Continuous poor performance that does not demonstrate student gain and progress may lead a program to Corrective Action, which may result in termination of the program's remote option.

RECORD RETENTION FOR REMOTE ASSESSMENT

The state Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in the monitoring of programs, shall have access to the Records during normal business hours at the adult education program.

Patterns of record violations and evidence of fraud may result in discontinuing of services and program funds.



REMOTE ASSESSMENT GUIDELINES

- ❑ AEPP funded programs are allowed to assess students remotely using the approved assessments DRC's TABE (11/12 or 13/14) and CAL's Best Plus (2.0 and 3.0) and Best Literacy (1.0 and 2.0).
- ❑ It is the program's responsibility to ensure that students have a computer, working camera, reliable internet and digital literacy skills necessary to achieve academic success.
- ❑ Programs must review the Remote Assessment Tutorial PowerPoint prior to assessing students remotely.



REMOTE ASSESSMENT REQUIREMENTS

1 Test Administrators must be certified on the assessment being provided to the student with the most up -to -date trainings.

3 The program must ensure that the program or software required by the assessment vendor is available and ready for use.

5 The assessment administrator must use a computer, audio and camera to assess students, and the student must have a computer, audio and camera to be assessed.

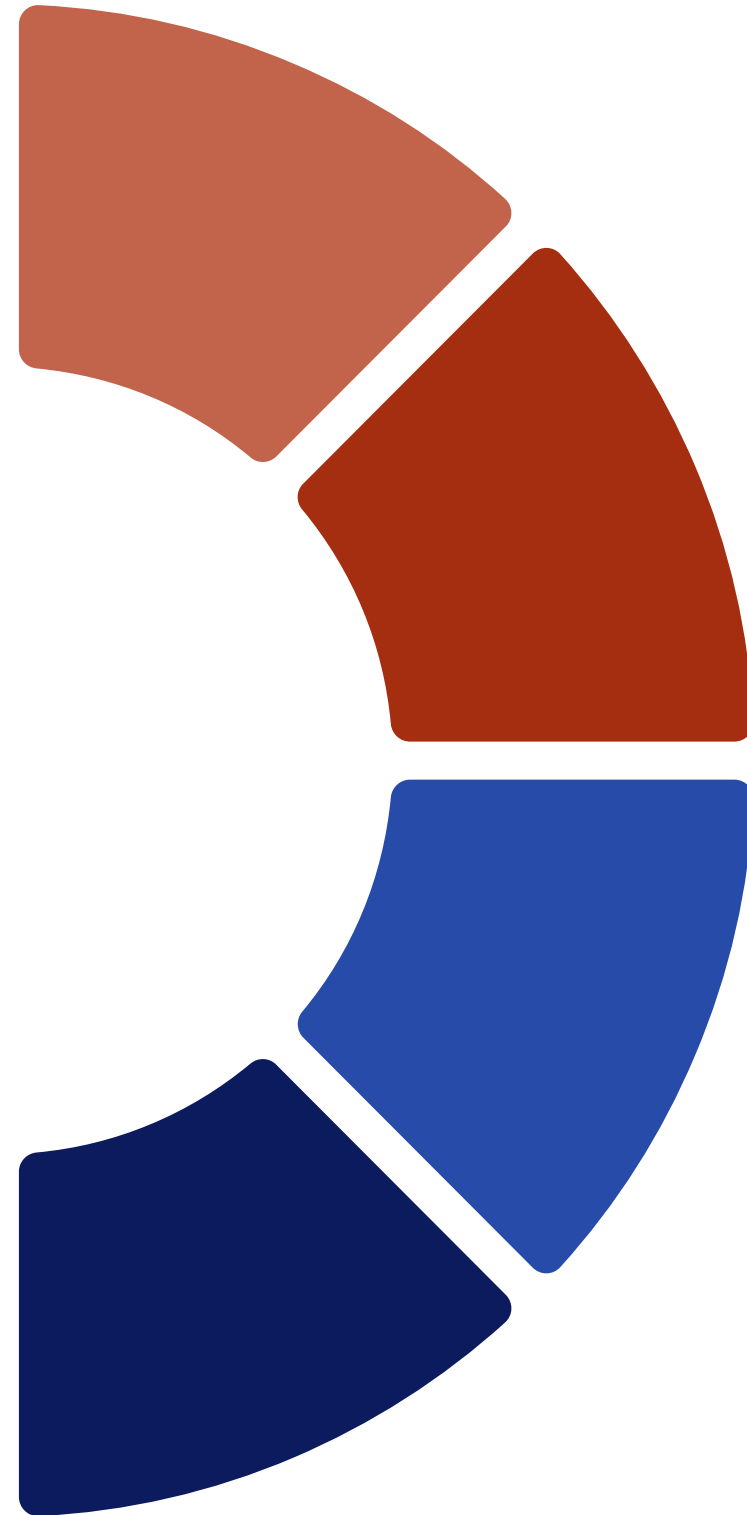


2 The assessment administrator must verify the ability, availability, location, and identity of the student.

4 Assessments must be safely guarded within the student’s file and located within the adult education program.



TABE 13/14 Level L



For TABE 13/14 – Level L is not available at this time

Level E replaces Level L until Level L is available

Both TABE Level L and Level E cover content in NRS Level 1 and 2. TABE Level E allows for scoring into NRS Level 3

Level L and Level E generate a lowest possible scale score even with zero questions answered correctly. Any student that is assigned a Level L, or E will have at least an NRS score of 1



REMOTE ASSESSMENT ADMINISTERING TABE

Set up TABE Remotely

Step 1: In the DRC Insight Portal

- a. Click My Applications
- b. Click Test Management
- c. Click Manage Test Sessions
- d. A test monitoring code will be automatically generated.

Note: test monitoring must be set up for each test session you wish to monitor.

Step 2: Create a new code.

The Code will be valid until 11:59pm on the day the session was created. To create a new code or extend the date, click generate new code. This code can be activated for up to 5 days.

- a. If the code expires while students are taking the test, students can continue taking the test and a new one may be generated. When the proctor logs in under the new code, the students under the old code will not show up and will need the new code the next time they login.

Step 3: Settings

At the Restricted Access drop down menu

- a. Select True – this will place a student in the waiting room once they have submitted their valid code until the proctor admits them to the test.

Step 4: Students Login

Step 5: Students put in monitoring code into the prompt.

DRC BEACON

DATA RECOGNITION
DRC
CORPORATION

Sign in to DRC INSIGHT with the Username and Password provided to you.

Username: AYOUNG17

Password:

Sign In

Back

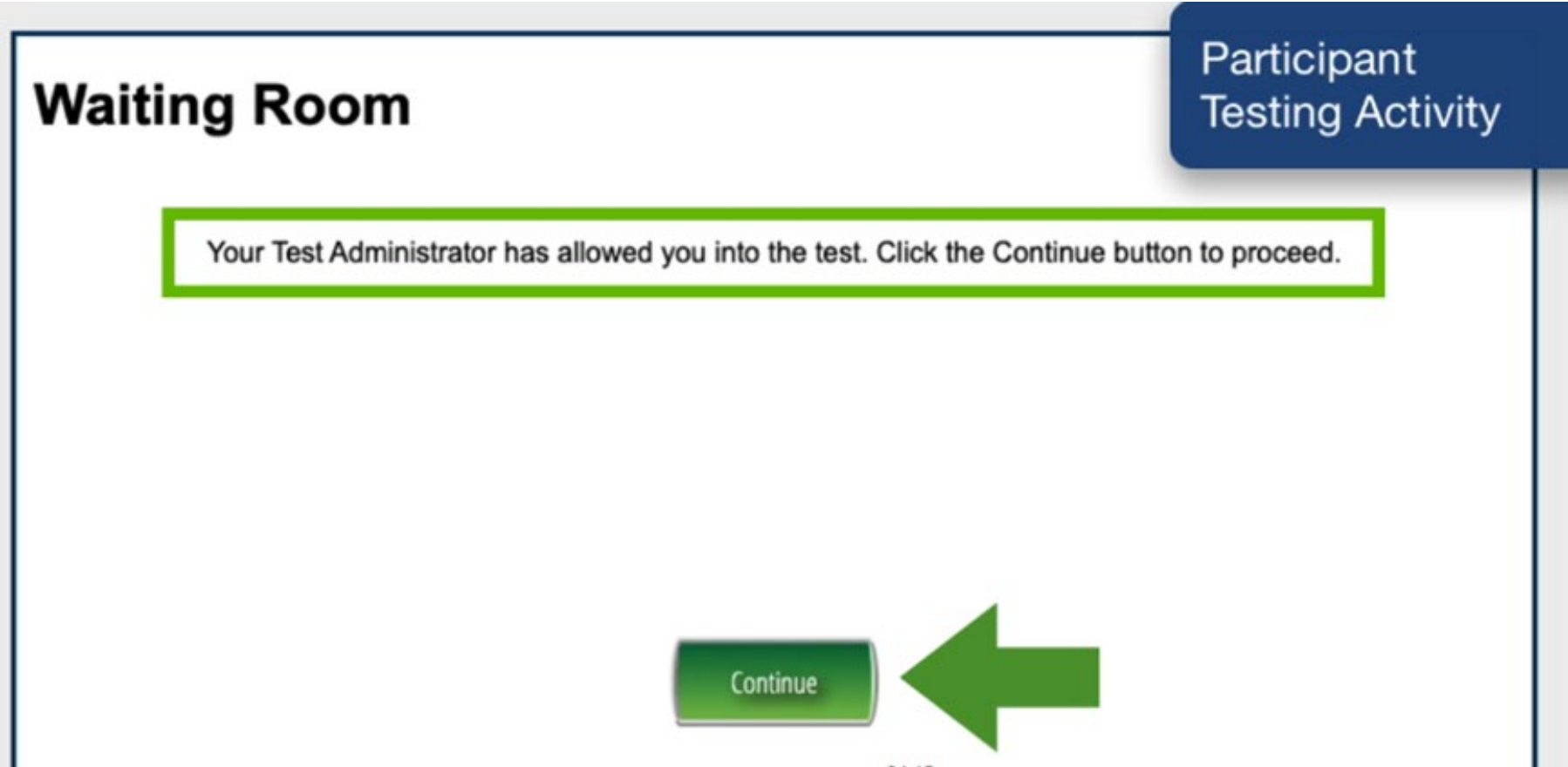
v2021.02 revision 1.0

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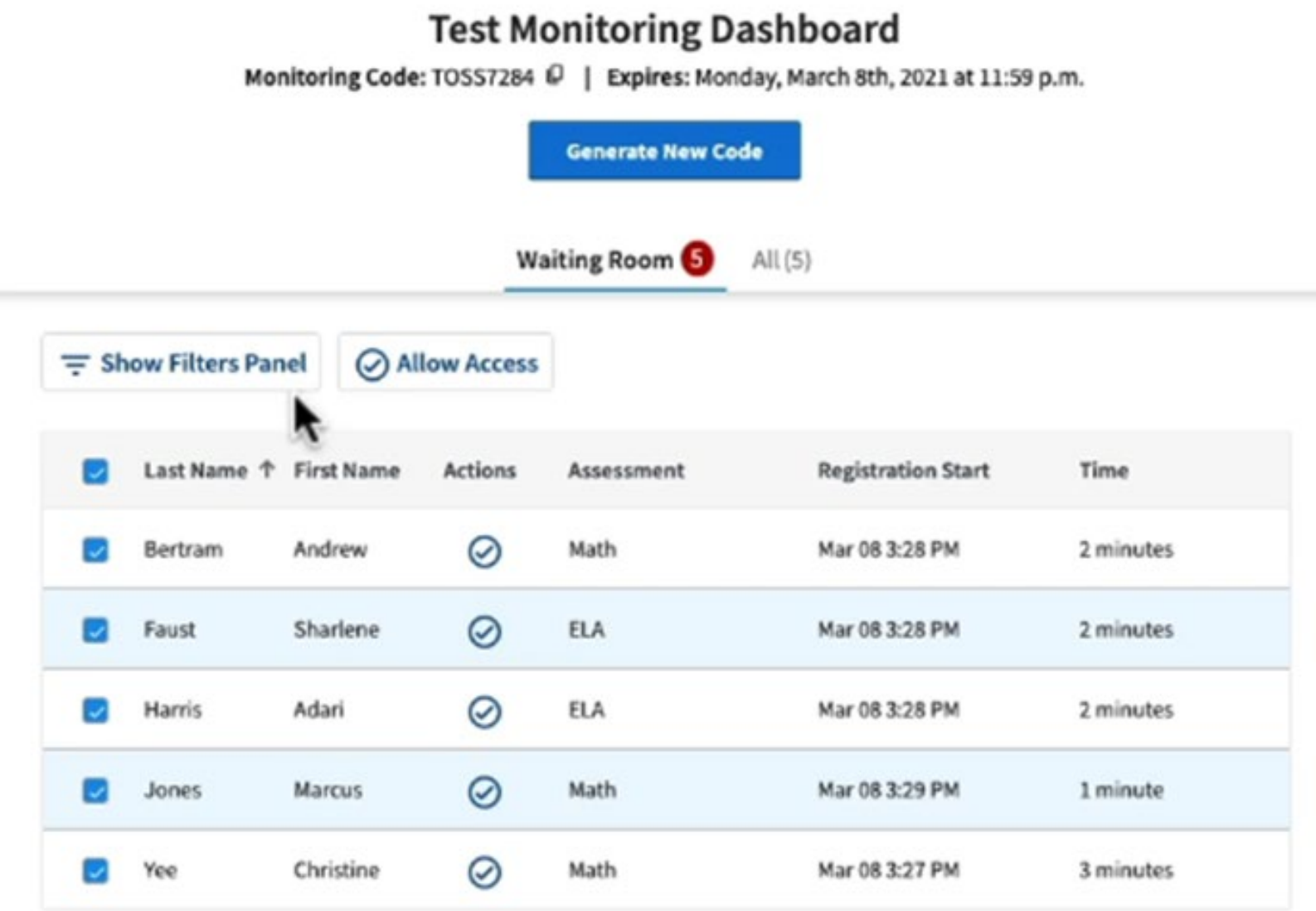
REMOTE ASSESSMENT ADMINISTERING TABE

Set up TABE Remotely

Step 6: Students are in the waiting room.



Step 7: Students must be admitted to the test.



REMOTE ASSESSMENT ADMINISTERING TABE

Set up TABE Remotely

As participants navigate through the test – their progress is updated in real time on the dashboard.

- a. Proctors are unable to see the test questions or answers, just the test question number.
- b. Proctors can filter their view between Math or ELA or all.

Hide Filters Panel

Allow Access

Filters Panel

Clear All Filters

Name

Assessment

Math

Deselect All

☐ ELA

☒ Math

☒

Last Name

↑

First Name

Actions

Assessment

Status

Navigation

Progress

Registration Start

☐

Bertram

Andrew

Math

Active

Grade 5 Math:
Question: 10 / 36

9 / 36

Mar 08 3:28 PM

☐

Jones

Marcus

Math

Active

Grade 5 Math:
Question: 3 / 36

2 / 36

Mar 08 3:29 PM

☐

Yee

Christine

Math

Active

Grade 5 Math:
Question: 7 / 36

5 / 36

Mar 08 3:27 PM

The Test Monitoring Dashboard

Test Monitoring Dashboard

Monitoring Code: T0SS7284 | Expires: Monday, March 8th, 2021 at 11:59 p.m.

Waiting Room

All (5)

Active

monitoring code has been registered & participant is actively testing

Waiting

in waiting room, awaiting access from Test Monitor

Inactive

no navigation for at least 5 minutes

Paused

test has been paused by participant

Exited

test has been exited, test has not been submitted

Completed

all parts of test are complete & submitted

The Test Monitoring Dashboard

REMOTE TABE 13/14 **RESOURCES**



Video: Click here

[Test Monitoring Application \(Var2_v5\) on Vimeo](#)

**QR Code to TABE Remote Instruction
Guidance**



REMOTE ASSESSMENT **BEST PLUS** GUIDANCE


Test Administrator Requirements:

- Best Plus Test Administrator must be Certified
- Computer with internet, audio and camera.
- Camera must be on.
- Students must be tested 1 on 1.
- Must verify the student is the correct student.

Student Requirements:

- Computer with internet, audio and camera.
- May not use Cell Phone, Tablet or iPad.
- Camera must be on.
- Must be in New York State.

Preparation:

- Select the appropriate video-conferencing software.
- Ensure the test is administered in a quiet environment.
- Camera and audio must be on for both student and administrator.
- Answer sheet must  be readily available.

REMOTE ASSESSMENT **BEST PLUS GUIDANCE**

During the Test:

- At the end of each question prompt, the test administrator should look into the camera to provide the student with a visual cue that it is their turn to speak.
- To administer picture description tasks, click on the image to maximize it
- Screen share only the software so the examinee can see the image.
- Provide the verbal prompt and listen to the examinee's response.
- Stop screen sharing once the examinee has finished responding, then minimize the image.

To administer Audio-Based summary tasks In Part B of Best Plus 3.0, share **audio only**.

Do not share the screen with the examinee.

It is recommended that the administrator be familiarized with how to share audio only in the selected video-conferencing software prior to administering the test

Note:

- **Reference pages 71-74 of the Best Plus 3.0 Test Administrator Guide.**
- **For details on how to virtually administer the Audio-Based Summary tasks in Part B of Best Plus 3.0, reference page 82 of the TAG.**

REMOTE INSTRUCTION **ACTIVITY**

Scenario Activity

Student 1

- Has a computer with camera.
- Has access to the internet.
- Is comfortable using a web-browser and google meet.
- Is willing to sit at the computer for periods of time.

Student 2

- Has access to a loaned program computer.
- Has the ability to go to the library for internet.
- Able to communicate effectively without face-to-face interaction.
- Has average writing skills.

Student 3

- Has a cellphone.
- Does not have a quiet place to work.
- Is not showing progress in traditional classes.



Which student(s) could be eligible for remote/hybrid instruction?

POST TRAINING QUIZ

1. Name 2 documents that MUST be in the student folder to be eligible for hybrid or remote instruction?
2. What are 3 requirements that a student must have to be eligible to be a remote or hybrid student?
3. What are the four required performance standards?
4. When must web links be available for AEPP/RAEN?
5. Which WIOA IET/IELCE training components can be provided remotely?
6. How long must student documents be kept?



POST TRAINING QUIZ ANSWERS

1. Hybrid Screening Tool & Electronically Signed IS RF
2. Computer, Camera, Internet
3. Enrollment, MS G, Post-Test, Follow-up Outcomes
4. By the 20th of every month. Always current.
5. Computer-based training such as Microsoft Office with approval of AEPP.
6. 6 years plus the current year



AEPP CONTACTS

Region	Regional Associate Manager
Capital North	Lisa Pearson
Central Southern Tier	Guillermina Martino
Finger Lakes	Miranda Prime
Hudson Valley	Kimberly Malcom
Long Island	Kimberly Malcom – Marcello Bianco
New York City – WIOA	Diane Schrader
New York City – NYC ALE	Guillermina Martino – Marcello Bianco
West	Deborah Parrow

