



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

January 9, 2024

TO: AEPP Funded Programs

FROM: Fiormelissa Johnson, NYS Director – Adult Education Programs & Policy (AEPP)

SUBJECT: FY25 Hybrid Instruction

AEPP is pleased to announce a new pilot designed to integrate Hybrid Instruction in AEPP funded programs for the fiscal year beginning July 1, 2024 through June 30, 2025 for all WIOA and ALE funded programs. Should a funded program choose to offer AEPP Hybrid Instruction, the program must provide in-person instruction 50% of each scheduled class time along with 50% remote synchronous instruction where the same teacher is engaged with students on scheduled days and times selected by 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. ([Hybrid Application](#))

In addition, each program may choose to offer ONE (1) 100% completely remote class to eligible* students. Class rosters for the completely remote class may have up to 25 students in attendance at any given time. Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week. The 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 from ASISTS.

For EPE Distance Education, programs must have applied via the FY25 EPE application to provide these services as outlined in the EPE Manual. If approved under EPE, 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 for EPE Distance Education. Remote, synchronous tutoring may be a part of this application and would require 50% in person tutoring along with 50% remote synchronous tutoring at scheduled days and times published on the PIF generated from ASISTS. If a program chooses, ONE (1) tutoring class may be 100% completely remote per the guidelines listed above. All classes must be coded correctly and published on the Program Information Form.

The AEPP Team along with the RAEN Directors and STAC Directors (ALE only) will continue to monitor all hybrid and remote classes regularly. Web links for these classes must be published and submitted to the respective RAEN Office by the 20th of each month within the fiscal year.

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. All pre and post testing must be administered in person. Programs must provide in-person instruction at a minimum of 50% of total scheduled class time for AEPP Hybrid Instruction. Students enrolled in the 100% remote class must also have all pre and post testing administered in person. ([Hybrid Setup Instructions](#))

A. Adult Hybrid Education *Student Eligibility

- Students must be 16 years of age or older for WIOA/ALE, 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 (or TABE 13/14) and above to participate in any Hybrid Educational Services.
 - ESOL students must be at least NRS Level 2 on the BEST Plus 2.0 (or BEST Plus 3.0) or the BEST Literacy 1.0 (or BEST Literacy 2.0) and above to participate in AEPP Hybrid Educational Services
- Students must be 21 years of age or older, not enrolled or required to be enrolled in a secondary school to be eligible for any EPE Distance Education Hybrid Instruction.

B. Program Responsibilities and Guidelines:

- Conduct outreach, recruitment, intake, and enrollment for all students, regardless if they are EPE Distance Education, in-person, hybrid or remote participants
- 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 (ISRF). The ISRF becomes part of the student folder and retained by the program for a period of six years in addition to the current year of service
- Must include a copy of the Hybrid Education screening tool administered to identify potential students and their capacity to participate in any remote or hybrid instruction. The AEPP Hybrid Education screening tool becomes part of the student folder and retained by the program for a period of six years in addition to the current year of service
- 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

C. Program Performance

- Regardless of the instructional modality a program uses, in-person, hybrid, or the one 100% completely remote class, the program will be held to the AEPP state performance benchmarks in the areas of Measurable Skill Gain, Post Test Rates, Follow Up Outcomes, and Enrollment

- 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 qualify for future offerings of Hybrid Instruction.
- Programs should refer to their individual funding grants/contracts for compliance with proposed service enrollment

For questions regarding Hybrid Instruction, please contact your respective regional:

- NYC Region – Kimberly Malcolm Kimberly.Malcolm@nysed.gov
- Hudson Valley – Diane Schrader Diane.Schrader@nysed.gov
- Long Island – Diane Schrader Diane.Schrader@nysed.gov
- Capital North Country – Lisa Pearson Lisa.Pearson@nysed.gov
- Finger Lakes – Lisa Pearson Lisa.Pearson@nysed.gov
- West – Lisa Pearson Lisa.Pearson@nysed.gov
- Central Southern Tier – Robert Renda Robert.Renda@nysed.gov

cc: AEPP Regional Associates, NYSED
Accountability Office
RAEN Regional Centers