



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/>

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**TO:** AEPP WIOA and ALE Funded Programs  
**FROM:** Fiormelissa Johnson, NYS Director – Adult Education Programs & Policy (AEPP)  
**SUBJECT:** FY26 Hybrid & Remote Instruction Policies and Guidelines

**FY2025/26 Remote Instruction Application and Procedures:**

FY26 - July 1, 2025, through June 30, 2026

Remote Instruction was available for AEPP WIOA, ALE, and EPE-funded programs beginning July 1, 2024. The information and procedures outlined below expands the existing remote instruction policies which can be implemented as of the date of this memorandum with an approved remote instruction application. The following guidance is specific to WIOA and ALE programs; additional guidance on EPE will also be provided.

**A. Terms and Conditions for Remote Instruction (WIOA and ALE):**

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 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. Programs must provide in-person instruction at a minimum of 50% of the total scheduled class time, with the accompanying 50% remote instruction. Programs are permitted one 100% fully remote course. If the arises and the program needs more than the approved 100% remote instruction course and the need can be demonstrated, the program may request an additional 100% remote course for approval. Demonstrated effectiveness and report card standing will be taken into consideration. Students enrolled in the hybrid model, or 100% remote class must also be pre- and posted. In order to provide remote instruction, a program must be approved by AEPP. If upon reviewing student records a program provided remote instruction without being approved to provide remote instruction, the program will face corrective action. All programs approved to provide remote instruction must correctly code each class in ASISTS.

**B. AEPP Remote Instruction Eligibility\*:**

1. Students must be 16 years of age or older for WIOA/ALE, not enrolled or required to be enrolled in a secondary school.
2. ABE/ASE students must be at **NRS Level 1** on the TABE (11/12 or 13/14) in both Math and Reading to participate in any AEPP Remote Educational Services. 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
3. 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
4. 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

5. ALE ESOL students must be at **NYRS Level 1** on the (2.0 or 3.0) or the BEST Literacy (1.0 or 2.0) participate in any AEPP Remote Educational Services

**C. Remote Instruction Requirements (50/50% Hybrid):**

1. In-person instruction 50% of each scheduled class time along with 50% remote synchronous remote instruction where the teacher is engaged with students on scheduled days and times selected by the program within the same week
2. NRS Level 1 students should be grouped together, have smaller classes, and continuously monitored for progress or one-on-one support
3. 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
4. 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
5. 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 contacted to assist in the removal of barriers
6. 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
7. All synchronous remote instruction requires that students and instructors use a computer, audio and have cameras on during remote classroom instruction
8. 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 the termination of the program's remote option

**D. Remote Instruction Offerings (100% Remote):**

1. ONE (1) 100% completely remote class for eligible\* students, if additional courses needed the program must demonstrate student need and apply
2. Class rosters for the completely remote class may have up to 25 students in attendance at any given time
3. Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week
4. 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 from ASISTS
5. NRS Level 1 students should be grouped together, have smaller classes, and continuously monitored for progress or one-on-one support
6. All performance benchmarks for Post Testing, Measurable Skill Gain, Follow Up Outcomes, and Enrollment 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 the termination of the program's remote option

The AEPP Team, along with the RAEN Directors and STAC Directors, 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 **20<sup>th</sup> of each month** within the fiscal year.

**E. Remote Instruction Funded Consortiums:**

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.

#### **F. Remote Assessment Program Responsibilities and Guidelines:**

AEPP funded programs are allowed to assess students remotely using the approved assessments TABE (11/12 or 13/14) (DRC) and Best Plus 3.0 and Best Literacy 2.0 (CAL). It is the programs responsibility to ensure that students have a computer, a 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.

1. Test Administrators must be certified on the assessment being provided to the student with the most up-to-date trainings
2. The program must ensure that the program or software required by the assessment vendor is available and ready for use
3. 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
4. The assessment administrator must verify the ability, availability, location, and identity of the student
5. Assessments must be safely guarded within the student's file and located within the adult education program. Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. 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 the discontinuing of services and program funds

#### **G. Remote Intake & Case Management Program Responsibilities and Guidelines:**

Robust intake is required for all programs approved for remote instruction. Remote Intake and Case Management will be permitted with conditions as of the date of this memorandum. To be deemed a student, the student must complete 12 contact hours. Data demonstrates that students who were provided 12 or more contact hours are more likely to complete the adult education program and achieve academic gains. Adult Education programs that do not provide consistent and robust intake will not be permitted to offer remote instruction adult education services. All AEPP funded adult education programs must adhere to the following Remote Guidelines listed below:

- a. Be approved to offer remote instruction by applying for remote instruction
- b. Identify the student's technology needs and its appropriateness by assessing the student with the Hybrid Remote Screening Tool
- c. Ensure that the student has a computer with a camera and reliable internet
- d. Complete the AEPP Intake Checklist and maintain it in the student's file
- e. Intake must be conducted via a video conference platform
- f. Adult Education Programs must adapt an electronic signature program such as DocuSign for the completion of the ISRF. The ISRF must indicate if the intake was conducted remotely by selecting the box on the right
- g. Attendance policies must be adhered to as indicated on the [WIOA, ALE, EPE, WEP Attendance Records Requirements](#) MEMO issued on January 10, 2024
- h. Conduct outreach, recruitment, intake, and enrollment for all students
- i. Conduct pre- and post-testing for all participants, regardless of the modality in educational services being provided, in accordance with NYSED's Assessment Policy
- j. Must have a signed (electronic acceptable and signed) Individual Student Record Form (ISRF). The ISRF becomes part of the student folder and is retained by the program for a period of six years in addition to the current year of service. ISRF can be signed electronically by using any of the following approved electronic signature software such as: Adobe Sign, DocuSign, HelloSign, SignNow, PandaDoc, eversign, SignEasy, OneSpan Sign, Zoho Sign, SignRequest
- k. 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. Please note the following required components:

- Fully in-person educational services must be provided to those participants who have little or no access to technology
- 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 required modality permitted for most of the training components of WIOA IET/IELCE or locally approved training programming that require hands-on experience and/or as required by the supervising agency, as in the case of 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
- 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

#### **H. Remote Instruction Program Performance:**

- a. Regardless of the instructional modality a program uses, in-person, hybrid, or one 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
- b. 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 the termination of the program's remote option
- c. Programs should refer to their individual funding grants/contracts for compliance with enrollment expectations

#### **I. Hybrid and Remote Instruction Documents:**

1. Hybrid Remote Education Screening Tool
2. WIOA & ALE Hybrid & Remote Application
3. Remote Assessment PowerPoint Tutorial (will be released soon)
4. Remote Intake Checklist

Any questions or concerns should be directed to the AEPP Regional, RAEN Director or STAC Director:

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