

FLORIDA'S INTEGRATED EDUCATION AND TRAINING

DATA REPORTING GUIDE



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

PURPOSE OF FLORIDA'S IET DATA REPORTING GUIDE

This guide provides information for adult education data reporters to report Integrated Education and Training (IET) participation and associated student outcomes.

The reauthorization of the federal Workforce Innovation and Opportunity Act (WIOA) in 2014 included for the first time a requirement that states provide IET services. If your agency is a Title II adult education provider with Sec. 231 funds, IET must be offered and, therefore, reported.

Under an IET model, participants receive simultaneous instruction in basic skills such as math, reading, or spoken English, as well as training for workforce preparation, a specific occupation or industry and employability skills. This guide offers information that local programs can use to report IET activities that may occur under the multiple IET program models available.

This guide contains:

- Guidance on reporting approved IET related behaviors such as
 - » IET program enrollment;
 - » postsecondary course enrollment
 - » industry certification earning; and
 - » instructional hours.
- Guidance on IET scheduling that aligns with state and federal reporting requirements
- IET model definitions
- IET reporting resources

For programmatic related IET program questions, please refer to [*Florida's Integrated Education and Training Guide \(PDF\)*](#) located on the Florida Department of Education (FDOE) website.

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DATA REPORTING FREQUENTLY ASKED QUESTIONS (FAQ)

GENERAL QUESTIONS

1. What is an IET Program?

In short, IET is: "...a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement" ([Final WIOA regulations at 34 CFR §463.35](#)).

For more details and other programmatic questions, please refer to [Florida's Integrated Education and Training Guide \(PDF\)](#) located on the Florida Department of Education website and/or contact the Adult Education Bureau.

2. Can a student be in an IET program and not in an adult education program?

No. IET programs may only be offered to adult education students in National Reporting System (NRS) eligible adult education programs. NRS eligible programs include Adult Basic Education (ABE), Adult High School (AHS), Adult English for Speakers of Other Languages (ESOL), English Literacy for Career and Technical Education (ELCATE), and General Educational Development (GED®).

IET is a service approach created specifically for adult education students. All IET students, therefore, must be reported with all appropriate adult education records. All adult education students, however, do not have to participate in an IET program.

3. Do all adult education students have to be in an IET program?

No. IET participation is optional. Agencies should operate traditional adult education programs and courses for students who choose not to participate in IET.

4. Do agencies only report approved IET programs and program outcomes?

Yes. Only approved IET programs should be in operation and reported to the state.

All IET programs must first be approved by FDOE, Adult Education Bureau before commencing.

Only approved IET programs will be assigned a unique IET program number. Once assigned, the IET program number must be reported for all IET students participating in the program beginning 2022-23.

5. Where can I locate my IET program's assigned program number?

Once approved, IET programs are assigned a unique IET program number. All IET program numbers can be located in the IET Program Number appendix which houses all approved IET programs and their respective IET program names, IET program numbers, and approved measurable skill gain components (industry certifications, postsecondary courses, and/or apprenticeship program courses).

In 2022-23, the official appendices will be located in their respective data handbooks. The appendices are updated monthly to reflect any program additions or changes.

WDIS: <https://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml>

CCTCMIS: <https://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml>

CBO: Data handbook available upon request.

6. When are agencies required to begin reporting the new data element, IET Program Number?

Reporting on the new data element, IET Program Number, will begin 2022-23. Specifically,

- CCTCMIS (FCS): Term 1E/2B (summer end-of-term/fall beginning-of-term)
- WDIS (District): Survey F/G
- CBO (CBO): Survey 11

7. Will the IET Program Number appendix be updated as agencies get new IET programs approved by the Department? Who do we contact for additional credentials or updates to IET programs?

Updates to the IET Program Number appendices are made monthly. For programmatic changes to existing IET programs, approvals for new IET

programs, or updates to the IET Program Number appendix, contact the FDOE Adult Education Bureau team.

Rachel Ludwig, Director of Professional Development, Rachel.Ludwig@fldoe.org

8. May students enroll in more than one IET program during the same term?

Adult Education students may enroll in more than one IET program during the same term. However, for any student in this scenario, follow the reporting guidance in the [Data Reporting](#) section below.

9. May students take adult education courses and IET workforce preparation activities such as a postsecondary course or other related instruction in different terms?

No. Federal law says that IET is "...a service approach that provides adult education and literacy activities **concurrently** and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement" ([Final WIOA regulations at 34 CFR §463.35](#)).

This means that IET program enrollment, and any associated instruction, including for postsecondary course(s) and/or industry certification(s) approved as a part of the IET program, must be taken at the same time as adult education program enrollment. All IET-related enrollments (adult education and workforce related activities) must occur during the same term(s).

10. Can an adult education course be attached to more than one IET program?

Yes. An adult education course may be attached to more than one IET program, however students should be reported with their respective IET program numbers.

DATA REPORTING

11. What measurable skills gains (MSG) may IET students earn?

There are five MSG types available to adult education students.

1. Educational Functioning Level (EFL) Gain;
 - i. Pre and posttest gains
 - ii. Awarding of Carnegie Unit Credit
 - iii. Entry into a postsecondary education or training program after program exit
2. Secondary school diploma or equivalent attainment;
3. Postsecondary transcript;
 - i. Postsecondary credits
4. Progress Toward Milestone;
 - i. Apprenticeship program – Coming 2023-24
5. Passing a technical or occupational knowledge-based exam.
 - i. Industry certifications

Traditional adult education students may earn gains one and two, only. MSG types three, four, and five are *additionally* available to IET students, only. Details on IET related MSG reporting is located below in their respective sections. Select [Postsecondary Credits](#) or [Industry Certifications](#) to access information in these sections.

12. How should the IET program number be reported?

Since IET delivery occurs in an adult education course, IET program numbers must be tied to the adult education course that provides the contextual adult education and workforce preparation learning. See the chart below that outlines on which format/record type to report the IET program number.

- IET program number
 - » The IET program number should be attached to the adult education course responsible for IET instruction only.

Sector	IET Reportable Information	Format/Record
WDIS	IET Program Number	AGE Student Course Format
CCTCMIS	IET Program Number	Course Information (Record Type 6)
CBO	IET Program Number	Adult Course Format

Instructional Hour Reporting & Scheduling

13. How should IET participation be scheduled and reported?

Contextual adult education and workforce instruction must occur in the adult education course. As such, IET delivery is tied to and reported at the course level.

Scheduling

Adult education students should be scheduled in a manner that allows for clear delineation between IET and non-IET adult education participants. Local agencies may use scheduling processes that are most beneficial to them. See question [14](#) for guidance on instructional hour reporting as it relates to scheduling.

Reporting

IET participants are adult education students and should be reported with all typical adult education records. Additionally, IET students should be reported with their:

- IET program number
 - » The IET program number should be attached to the adult education course responsible for IET instruction only.
- Postsecondary course number (if applicable)
- Industry certification code (if applicable)

14. How should agencies report IET related instructional hours?

IET requires adult education and workforce related instruction to occur concurrently and contextually. Given the multiple IET program models and scheduling options, see the chart below for instructional hour reporting

guidance based on IET program model and scheduling used. See the [IET Program Models](#) section for detailed model descriptions.

Course Schedule for IET Program	Example	Instructional Hours Reporting	IET Model(s)
Delivery of all instruction in a single AGE (adult general education) Course	<p>Students are scheduled for a single AGE course that teaches AGE content and career technical education (CTE) content that is not separately reportable during a single block of time.</p> <p>EX: ABE Mathematics; M, W, F, 8:00 AM – 11:00AM. ABE and CTE content are taught during this same block of time.</p>	<p>All instructional hours scheduled may be reported for AGE in accordance with the requirements in Rule 6A-10.0381, Florida Administrative Code (F.A.C.). Instructional hours procedures for AGE must be followed.</p>	<p>Fully Integrated/ Co-teaching</p> <p>One Instructor</p>
Delivery of Instruction in a separate AGE and CTE course that meet in the same block of time	<p>Students are scheduled for a single AGE course that teaches AGE and CTE course content that is separately reportable during the same block of time.</p> <p>EX: ESOL; T, Th 2:00 PM –6:00 PM. ESOL and Welder Assistant 1 (PMT0071) curricula are taught during this same block of time.</p>	<p>CTE and AGE hours may not be double reported for the same block of time and must be scheduled and reported as separate courses.</p> <p>Instructional hours in the AGE course only may be reported for AGE in accordance with the requirements in Rule 6A-10.0381, F.A.C. Instructional hours procedures for AGE must be followed.</p> <p>*This includes reportable CTE content taught through Continuing Workforce Education (CWE).</p>	<p>Fully Integrated/ Co-teaching</p> <p>One Instructor</p>

Course Schedule for IET Program	Example	Instructional Hours Reporting	IET Model(s)
Delivery of instruction in separate AGE and CTE courses that meet in separate blocks of time	<p>Students are scheduled for the AGE course and CTE course on different days and/times.</p> <p>EX: ABE RLA; M, W, F, 10:00 AM – 12:00PM. Basic Healthcare Worker (HSC0003), T, Th, 8:45 AM -10:00 AM. ABE and CTE content are separate.</p>	<p>Instructional hours in the AGE course only may be reported for AGE in accordance with the requirements in Rule 6A-10.0381, F.A.C. Instructional hours procedures for AGE must be followed.</p> <p>*This includes reportable CTE content taught through Continuing Workforce Education (CWE).</p>	Partially Integrated

15. How are hours for post-testing calculated for students enrolled in IET programs?

All IET related instruction may be locally documented and used to determine post-test eligibility. This includes IET related CTE and AGE instructional hours that are separately state reportable. Please follow the guidance outlined in question [14](#) for guidance on how to report instructional hours to the state.

Postsecondary Credits

16. What postsecondary enrollment may be approved for IET program inclusion?

To earn the postsecondary transcript MSG, IET students must be fully enrolled in a postsecondary CTE *program*, and a transcript must be provided as documentation that the participant is making “sufficient progress” in the program. To “provide a transcript”, agencies must report any earned postsecondary credits in their respective data reporting system (WDIS, CCTCMIS, CBO).

"Sufficient progress" is defined by Office of Career, Technical, and Adult Education (OCTAE) as:

Full-time

A student who enrolled full-time in the postsecondary program must complete a minimum of 12 credit hours per semester (or equivalent) or 360 clock hours per semester (or equivalent) in the program of postsecondary enrollment.

Part-time

A student who is enrolled part-time in the postsecondary program must complete a total of at least 12 credit hours or 360 clock hours over the course of two consecutive semesters (or equivalent) during the program year (July 1-June 30) in the program of postsecondary enrollment.

This means that postsecondary programs of enrollment must be at least 12 credit hours/360 clock hours in length to be able to generate the MSG. To ensure accurate MSG calculation, verify that the IET Program Number appendix includes the postsecondary program of enrollment name, postsecondary program/CIP number, and all courses associated with the postsecondary program of enrollment. Additionally, each course listed must include course name, Statewide Course Numbering System (SCNS) code and credit/clock hour length.

See questions [5](#) & [7](#) for information about the IET Program Number appendix.

Finally, FDOE encourages programs to consider employment needs in their region when developing IET programs and their related credentials. Therefore, postsecondary program and postsecondary course enrollment opportunities that do not meet the MSG credit/clock hour threshold may be approved. If approved, they cannot be used toward the calculation of the postsecondary transcript MSG but will serve as added value for the student. All approved postsecondary programs and postsecondary courses, even those that do not meet the MSG threshold, should be reflected in the IET Program Number appendix and reported.

17. If my approved IET program includes postsecondary (SCNS) course enrollment, how is that information reported?

Please see the chart below that outlines which format/record postsecondary courses are to be reported.

Sector	IET Reportable Information	Format/Record
WDIS	Postsecondary course	Career and Technical Education Student Course Schedule Format
CCTCMIS	Postsecondary course	Course Information (Record Type 6)
CBO	Postsecondary course	Supplemental Format

18. Can a Continuing Workforce Education/non-credit course be approved for use in an IET program?

Due to the inclusion of IET as an eligible program type for the Open Door Grant Program, Rule 6A-20.045(2)(d), non-credit instruction that prepares students to sit for an industry certification on the Master Credential List may be approved for use in an IET program. As such, IET programs may include this type of instruction. Enrollment in non-credit instruction cannot yield a postsecondary credit MSG due to its inability to produce postsecondary, transferrable credit tied to postsecondary program enrollment. An IET MSG may be earned, however, when an eligible and approved industry certification is earned by an IET student as a result of the non-credit enrollment.

19. What CTE program code/CIP code should be reported for any postsecondary course(s) taken as part of an IET program?

Districts – The WDIS CTE Student Course Schedule format requires the reporting of a valid CTE program code with any course reported. Districts are therefore required to report a CTE program code when reporting a valid SCNS postsecondary course taken by adult education IET students. If an IET student has been fully admitted into the postsecondary CTE program by an institution, report that program’s program code. If the institution has not fully admitted the student into a postsecondary program and there are multiple programs in which the course could be offered, the institution should select a program number that is valid for that course and the best CTE program code choice based on the IET program of study.

NOTE: The program number reported may be used in other accountability measures and program summary reports as if the student were admitted.

If the student is taking non-credit coursework, no postsecondary SCNS course should be reported.

Florida College System (FCS) Institutions – The FCS Student Database, currently, does not require the reporting of a valid CTE program CIP number with a course record. However, for IET reporting purposes colleges must report as follows, depending on the enrollment status of the student to a CTE program:

- Full postsecondary program enrollment – If the student is enrolled in a postsecondary CTE program, submit a program record (record type 4) with the postsecondary CIP of that CTE program AND a course record with the postsecondary course identifier (record type 6).
- Not enrolled in postsecondary program – If the student is not enrolled in a postsecondary CTE program but enrolled in a CTE postsecondary course with a valid SCNS course number, submit a course record with the postsecondary course identifier (record type 6) of that CTE course.

If the student is taking Continuing Workforce Education (CWE) non-credit coursework, please note that it is not possible to link non-credit coursework to a student's program of study. As outlined in question [18](#), non-credit coursework can only yield the IET industry certification MSG.

Industry Certifications

20. What Industry Certifications may be approved for IET program inclusion?

Measurable skill gains for industry certification earning may only occur if an industry certification appears on either of the following lists.

- [Master credential list](#)
- [Perkins recognized postsecondary credential list](#)

Programs are encouraged to consider employment needs in their region when developing IET programs and related credentials. Therefore, industry certifications not on these lists may also be approved for inclusion in an IET program. If approved however, they cannot be used toward the calculation of the IET industry certification MSG but will serve as added value for the student.

Please ensure that all approved industry certifications for your agency's IET program are accounted for in the IET Program Number Appendix. See questions [5](#) & [7](#) for information about the appendix.

21. How are industry certifications that are approved as part of my IET program reported?

Please see the chart below that outlines on which format/record type industry certifications are to be reported.

Sector	IET Reportable Information	Format/Record
WDIS	Industry Certification	Supplemental Information Format
CCTCMIS	Industry Certification	Industry Certification Information Record Format (Record Type 9)
CBO	Industry Certification	Supplemental Format

22. What CTE program code/CIP code should be reported for the industry certification earned as part of an IET program?

Districts – The WDIS Supplemental Information format requires the reporting of a valid CTE or AGE program code. Districts are therefore required to report a CTE or AGE program code when reporting industry certifications taken by adult education IET students. This can be done as follows:

Enrollment scenario resulting in Industry Certification attainment in the IET program	Required reporting for Industry Certifications
Student was enrolled in a postsecondary CTE program or course (SCNS) for workforce-related instruction.	Report the same CTE program code that would have also been reported with the postsecondary CTE program or course enrollment on the CTE Student Course Schedule format. See question 19 . This should be reported along with the industry certification code earned by the student on the Supplemental format.

Enrollment scenario resulting in Industry Certification attainment in the IET program	Required reporting for Industry Certifications
Student earned an industry certification through adult education course enrollment only.	Report the student's AGE program code on the Supplemental Information format along with the industry certification earned by the student. This is the same AGE program code that would have also been reported on the AGE Student Course format.
Student earned an industry certification through a non-credit course that served as the workforce-related instruction.	Report the student's AGE program code on the Supplemental Information format along with the industry certification earned by the student. This is the same AGE program code that would have also been reported on the AGE Student Course format.

FCS institutions - The FCS Student Database currently does not require the reporting of a valid program CIP number with an industry certification record for all program types (e.g., for CWE courses only, a valid CIP number is not required). However, FCS institutions must report the most appropriate program CIP for IET students earning industry certifications. For IET students earning industry certifications, report the program CIP using one of the following ways:

Enrollment scenario resulting in Industry Certification attainment in the IET program	Required reporting for Industry Certifications
Full postsecondary program enrollment	If the student was enrolled in a postsecondary CTE program that provided the industry certification instruction, report the program CIP of the postsecondary CTE program of enrollment on the Industry Certification Information Record (Record Type 9).

Enrollment scenario resulting in Industry Certification attainment in the IET program	Required reporting for Industry Certifications
Not enrolled in postsecondary program but taking postsecondary courses.	If the student was not admitted in a postsecondary CTE program but enrolled in a postsecondary CTE course with a valid SCNS course number that provided the instruction to test for the industry certification, report the adult education program number in which the IET student is enrolled in.
Student earned an industry certification through a non-credit course that served as the workforce-related instruction.	If the student was taking CWE non-credit coursework that provided the workforce-related instruction to test for the industry certification, report the adult education program number in which the IET student is enrolled in on the Industry Certification Information Record (Record Type 9).

23. How should industry certifications earned after the term and/or reporting year be reported?

Industry certification test taking can lag beyond the term of IET enrollment; however, all approved certifications must be earned and reported in the same reporting year (July 1 -June 30). To receive credit for the industry certification MSG, the industry certification must be reported by the time final NRS data is collected - early September.

Industry certifications reported in the next year may be picked up depending upon the student’s enrollment status in IET that year.

24. Are Florida College System institutions allowed to report industry certifications for both IET and Fundable Industry Certifications purposes?

Industry certifications earned through IET program participation may be reported for IET purposes and for fundable industry certification purposes.

The level of industry certifications approved for inclusion on the postsecondary fundable list is high, however, if an adult education student earns an industry certification that has been approved as both part of the IET program AND is on the fundable list, both uses are appropriate. For additional information on fundable industry certifications, please contact Lisa Cook, Associate Vice Chancellor of Fiscal Policy, directly at Lisa.Cook@fldoe.org.

OTHER QUESTIONS

25. What happens if an IET student finishes one IET component before the next? For example, a student completes the adult education program before the approved workforce related instruction.

Due to the federal definition of an IET program as "...a service approach that provides adult education and literacy activities **concurrently** and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement" ([Final WIOA regulations at 34 CFR §463.35](#)); both IET components must be provided and completed at the same time/within the same reporting period.

If an IET program is designed as outlined above, this should be a rare occurrence. However, if somehow an IET student completes their adult education program before the workforce preparation activities specifically, the student will no longer be considered an IET program participant and any postsecondary credits or industry certifications earned will not count as an IET gain.

Fortunately, this does not have a completely negative impact on such a student's ability to produce MSGs. For example, if an IET student completes their adult education program and the next term (if the term is still within the NRS program year) is still found enrolled in a postsecondary course or apprenticeship program, a traditional EFL MSG for being found enrolled in postsecondary education after exit and within the program year would additionally be earned.¹ Furthermore, if such a student earned an industry certification or other postsecondary credential within one year after exit from their adult education program, they are counted on NRS Table 5, Primary Indicators of Performance, for attaining a postsecondary credential while enrolled or *within one year after exit*.²

26. Can Adult High School (AHS) programs utilize IET?

There are no restrictions on which NRS eligible adult education programs may utilize IET. AHS programs are unique because they consist of students who need

1 An EFL gain can be earned in one of three ways. 1) EFL gains through pre and post-test 2) Adult High School credits earned; and 3) Enrollment in a postsecondary education after exit and by the end of the program year.

2 A postsecondary credential on this table includes industry certifications.

various credit amounts across various subject areas to complete their adult education program. As previous guidance has outlined, IET instruction must be integrated, contextualized and reported at the course level, therefore AHS IET programs require thoughtful program planning. While AHS programs may use IET, a very intentional program design is required to ensure that IET guidelines are met.

If your agency has or is considering an AHS IET program, please contact the Adult Education Bureau to discuss your IET program plans, if desired. This is not required but offered as a service to streamline program planning.

27. ELCATE programs already integrate concurrent CTE course enrollment. Does this mean that ELCATE students are IET students?

Yes. The ELCATE framework was created for ESOL students at levels 5 and 6 who are also in IET programs. Therefore, only level 5 and 6 ESOL students participating in an approved IET program may and must be reported with the ELCATE program number.

IET may also be offered to ESOL students at levels 1-4. In such a case, report students with the ESOL program number.

**Please note that this is specific guidance for the 22-23 reporting year. FDOE is working to streamline and simplify ESOL and related IET frameworks.*

28. GED®I programs already integrate simultaneous CTE course enrollment. Does this mean that GED®I students are IET students?

Yes. The GED®I framework was created for GED students in IET programs. Please report GED students in IET programs with the GED®I program number.

IET PROGRAM MODELS

Fully Integrated Instruction/Co-Teaching Model

Student is enrolled in an adult education course that delivers the adult education basic skills through contextualized instruction and learning activities aligned with a specific occupation(s) or postsecondary CTE program. **The fully integrated instruction pairs an occupational instructor with an adult education basic skills instructor within the classroom to provide a cohesive presentation of both the basic skills and occupational content.** In addition to classroom instruction, students must be provided with a range of educational supports that enhance the likelihood of success, such as counseling, advising, financial aid, case management, and other types of classroom supports. Instruction must be based on a single set of learning objectives and occur simultaneously.

Partially Integrated Instruction Model

In this model, an adult education teacher and other qualified individual providing specific skills training occurs at different times. This model allows for greater flexibility in scheduling between occupational skills training and adult education instructors. Students are given the opportunity to learn basic skills that are applicable, contextualized and aligned to the specific occupational program area. Instruction must be based on a single set of learning objectives and occur simultaneously.

One Instructor Model

The three components – **adult education basic skills instruction, workforce preparation activities, and workforce training are provided by one instructor.** The instructor has expertise in basic skills instruction as well as the occupational area. Instruction must be based on a single set of learning objectives.

Employer/Community Partners

Participants are with a community partner in local or regional workforce development area. Instruction must be based on a single set of learning objectives.

IET REPORTING RESOURCES

For additional Adult Education and IET reporting resources, please see the *Adult Education Program & Accountability Performance Resources* webpage.

<https://www.fldoe.org/academics/career-adult-edu/adult-edu/resources.stml>.

APPENDIX

REPORTABLE IET COMPONENTS CHART

Sector	IET Reportable Information	Format/Record
WDIS	IET Program Number	AGE Student Course Format
	Postsecondary course	Career and Technical Education Student Course Schedule Format
	Industry Certification	Supplemental Information Format
CCTCMIS	IET Program Number	Course Information (Record Type 6)
	Postsecondary course	Course Information (Record Type 6)
	Industry Certification	Industry Certification Information Record Format (Record Type 9)
CBO	IET Program Number	Adult Course Format
	Postsecondary course	Supplemental Format
	Industry Certification	Supplemental Format