Guide for Completing IET Program Performance Review Checklist

Purpose

This document provides step-by-step instructions to assist agencies in completing the Checklist for Integrated Education and Training (IET) Program Performance Review Checklist. It identifies the resources agencies should reference and explains how to use those resources to respond to each checklist item. The checklist and this guide are intended to support data-informed determinations about whether to continue, adjust or inactivate an IET program.

General Guidance

For each question, review the identified resources and determine the appropriate response.

Mark **Yes** or **No** as directed.

A comment box is available in the checklist if agencies wish to provide additional detail; however, completing this box is optional.

For information on Measurable Skill Gains (MSGs) and related definitions, agencies should reference the **IET Guide** and the **IET Data Reporting Guide**.

Agencies should use IET data from the most recent survey period and may also reference previous submissions to review program performance over time. Agencies should ensure these reports are downloaded from the TIBCO® platform once survey data has been uploaded as they have limited availability.

To determine which IET appendix (P, D or G) applies to their reporting agency type, agencies should consult the **IET Data Reporting Training Guide**.

If your agency determines that it will request to inactivate a program, the completed checklist must be submitted via email to Catherine O'Neil, Director of Integrated Education and Training, at Catherine.O'Neil@fldoe.org.

Inactivation requests may only be submitted via email during the **December** and **March** IET submission windows.

Resources Needed to Complete the Checklist

Before completing the checklist, agencies should gather the following resources for each section:

Checklist Section	Resources to Reference
Section 1. Enrollment Trends	• Local Student Information System (SIS) • IET Data Quality Reports • AEFLA Grant Continuation Submission – Tab H (Columns I, K)
Section 2. Student Outcomes	• Agency's internal MSG benchmarks • IET Data Quality Reports • IET Appendix (P, D, or G)
Section 3. Labor Market Alignment	• Local/regional/state labor market resources (as applicable)
Section 4. Employer & Partner Engagement	• IET Program of Study • Documentation of partnerships • Employer/advisory feedback • Internal program support records
Section 5. Instructional & Operational Capacity	• IET Program of Study • Master Credentials List • Perkins Postsecondary Industry-Recognized Credentials List • CTE Curriculum Frameworks • Adult Education Curriculum Frameworks
Section 6. Strategic Fit	• IET Program of Study • IET Appendix (P, D, or G) • Local strategic plans/priorities (if applicable)
Final Decision	• Completed checklist (Sections 1–6) • IET Program of Study • Any additional documentation reviewed

Section 1. Enrollment Trends

Purpose: Determine whether enrollment levels justify continuation of the IET program.

Checklist Item	Resources	Instructions	Action
1.1 Does this IET program have students enrolled in the current program year?	Local SIS; IET Data Quality Reports	Confirm whether students are actively registered in the current term/program year.	Mark **Yes** if ≥1 student is enrolled; **No** if zero.
1.2 Are enrollment numbers below the minimum threshold established by the agency?	AEFLA Grant Continuation Submission – Tab H (Columns I and K;) IET Data Quality Reports	Review projected enrollment for AGE (Column I) and IELCE (Column K). Compare these projections with actual enrollment from your agency's SIS or IET Data Quality Reports.	Mark **Yes** if enrollment is below desired levels; **No** if it has met or exceeded goals.

Section 2. Student Outcomes

Purpose: Evaluate whether the IET program meets performance expectations and supporting student success.

Checklist Item	Resources	Instructions	Action
2.1 Has the program met the MSG benchmarks the agency established for two or more consecutive years?	Agency's internal MSG benchmarks; IET Data Quality Reports; IET Appendix (P, D, or G)	Review your agency's internal MSG benchmarks. Then review the MSGs reported in the IET Data Quality Reports for the past two or more years. Use the appropriate appendix to support your review. Compare reported MSGs to internal benchmarks.	Mark **Yes** if ≥1 student is enrolled; **No** if zero.
2.2 Are completion rates for the occupational training component aligned with agency expectations?	IET Data Quality Reports; IET Appendix (P, D, or G)	Review outcomes for students in postsecondary programs that allow attainment of MSG 3 (≥360 clock hours or ≥12 credit hours) and/or MSG 4 (OCP completion or registered pre-apprenticeship completion). Use the appropriate appendix to support your review. Compare to agency expectations.	Mark **Yes** if outcomes has remained below desired levels; **No** if it has met or exceeded goals.
2.3 Is the number of students earning industry certifications trending upward, stable, or declining?	IET Data Quality Reports; IET Appendix (P, D, or G)	Review data on industry certifications (MSG 5) earned over the past 2–3 reporting periods. Use the appropriate appendix to support your review. Determine whether the trend is upward, stable, or declining.	Mark **Yes** if industry certification attainment is consistently below the agency's established minimum; **No** if not.

Section 3. Labor Market Alignment

Purpose: Assess whether the IET program continues to align with current labor market demand and industry expectations.

Checklist Item	Resources	Instructions	Action
3.1 Does current labor market data indicate ongoing demand for the targeted occupations?	Agency-selected labor market resources (local, regional, or state)	Review available data to determine whether there is sustained demand for the occupation(s) tied to this IET program.	Mark **Yes** if demand is ongoing; **No** if demand is not evident.
3.2 Are wages and job placement rates for program completers consistent with regional or industry norms?	Agency-selected labor market resources (local, regional, or state)	Review information on wages and job placement rates. Compare these outcomes to regional averages or industry standards.	Mark **Yes** if outcomes are consistent with norms; **No** if they are not.
3.3 Have significant changes in technology or credential requirements affected the occupation?	Agency-selected labor market resources (local, regional, or state)	Determine whether technological changes or updated credentialing requirements have altered employer expectations for this occupation.	Mark **Yes** if significant changes have occurred; **No** if not.

Section 4. Employer & Partner Engagement

Purpose: Determine whether the IET program has sufficient employer and partner involvement to remain viable.

Checklist Item	Resources	Instructions	Action
4.1 Does this IET program have partners who are currently supporting this program?	IET Program of Study; Documentation of partnerships	Review which partners are actively engaged with the program.	Mark **Yes** if partners are providing support; **No** if not.
4.2 Are key industry partners actively supporting work-based learning, job placements, or program input?	IET Program of Study; Employer/advisory committee feedback	Consider whether employers or industry partners are contributing through internships, apprenticeships, job placements, advisory roles, or other program support.	Mark **Yes** if active support is evident; **No** if not.
4.3 Does the program have continued access to necessary equipment, facilities, and instructional expertise?	IET Program of Study; Internal records of program support	Review whether partnerships or agreements are maintaining access to the facilities, equipment, and instructor expertise needed to operate the program.	Mark **Yes** if access is secured; **No** if not.
4.4 Do employers report that the program's curriculum aligns well with workplace needs?	Employer/advisory committee feedback	Consider input from employers, advisory committees, or partner feedback regarding curriculum alignment with workforce requirements.	Mark **Yes** if employers indicate alignment; **No** if not.

Section 5. Instructional & Operational Capacity

Purpose: Determine whether the IET program has the instructional and operational support needed to continue.

Checklist Item	Resources	Instructions	Action
5.1 Are required program materials, facilities, and certifications available and sustainable?	IET Program of Study; Local program records	Review the program of study and local program records to determine whether materials, facilities, and certifications are in place and can be maintained.	Mark **Yes** if resources are available and sustainable; **No** if not.
5.2 Has the program adjusted to updated curriculum frameworks or industry standards?	CTE Curriculum Frameworks; Adult Education Curriculum Frameworks; Master Credentials List; Perkins Postsecondary Industry-Recognized Credentials List	Review the most recent curriculum frameworks, along with the Master Credentials List and Perkins Postsecondary Industry-Recognized Credentials List, to determine whether the program reflects current standards.	Mark **Yes** if the program has adjusted to updates; **No** if not.

Section 6. Strategic Fit

Purpose: Evaluate whether the IET program continues to align with the agency's overall mission, priorities and resource allocation.

Checklist Item	Resources	Instructions	Action
6.1 Does the program align with the agency's current priorities and available resources?	IET Program of Study; IET Appendix (P, D, or G); Local strategic plans/priorities (if applicable)	Review whether the IET program supports current agency goals and can be sustained with existing resources.	Mark **Yes** if the program aligns with priorities and resources; **No** if not.
6.2 Could similar offerings be combined to strengthen program quality and efficiency?	IET Program of Study	Consider whether this program could be merged with other offerings to reduce duplication and improve quality.	Mark **Yes** if combining programs would strengthen efficiency; **No** if not
6.3 Would agency resources have greater impact if redirected to a different IET pathway with higher demand?	IET Program of Study; IET Appendix (P, D, or G); Local strategic plans/priorities (if applicable)	Review whether resources devoted to this program might yield greater results if applied to another IET pathway with stronger student or labor market demand.	Mark **Yes** if resources could have greater impact elsewhere; **No** if not.

Program Performance Review Decision

After completing Sections 1–6 of the checklist, review your responses to determine whether continuation of the IET program is justified. Agencies should consider enrollment trends, student outcomes, labor market alignment, employer and partner engagement, instructional and operational capacity and overall strategic fit. Use this evidence to make a final determination. Retain this decision with the completed checklist and supporting documentation for agency records.