IET: FY22 Approval Forms and Implementation Procedures

Wednesday, May 19, 2021 | 10:00-11:30 am
Training Objectives

- Provide an overview of the FY22 IET approval procedures
- Review and explain the new *Integrated Education and Training (IET) Implementation Plan Approval Request Form*
- Discuss the revisions to FY22 *Single Set of Learning Objectives (SSLOs)*
- Provide a walkthrough of the *Single Set of Learning Objectives (SSLOs) Template* with an example
- Answer questions
FY22 IET Expectations

- All providers are required to have ongoing IET opportunities throughout the fiscal year.
- Essentially, IETs must be operational in each quarter of the year.
Requirements for New IETs

- All newly planned IETs must receive approval from the Office of Adult Education (OAE) before implementation.

- Programs must submit the Integrated Education and Training (IET) Implementation Plan Approval Request Form and the Single Set of Learning Objectives (SSLOs) to oareporting@tcsge.edu and the assigned Grant Program Support Coordinator (GPSC) no later than 45 days of the proposed start date for the IET. OAE will respond within ten business days with approval or needed changes.

NOTE: Since FY22 begins a new grant cycle, all IETs are considered new and need to meet the new requirements.
Changes to the credential(s) for an IET (adding or removing), constitute a new IET and will require submission of an updated *Integrated Education and Training (IET) Implementation Plan Approval Request Form* and the SSLOs for approval to oaereporting@tcsd.edu and the assigned GPSC.
IET Revisions: No Approval

- Changes to the instructional delivery (virtual, hybrid, in-person) or sequence (number of hours of instruction or weeks of instruction) of an approved IET do not require any additional approval from OAE.

- However, the program schedule and SSLOs must be updated to reflect any changes to the sequence of the IET.

- Both the updated SSLOs and the updated schedule should be maintained locally and made available for review by OAE, as requested.
Implementation and Approval Request Form

- All IETs for FY22 are considered new, so the new forms and procedures apply to all IETs.
- Submit the form at least 45 days before the start date.
### Single Set of Objectives (SSLOs)

- All grantees must submit updated SSLOs for IETs.
- The current grantee's SSLOs will need to comply with the new requirements.

Reporting IETs in GALIS

- Prior to the first day of instruction, all IET classes should be created in GALIS and students should be enrolled in the class.
- Programs should upload earned credentials into GALIS within five business days of receipt from the training provider.
Key Reminders

- **All** grantees, including those with approved IET’s for FY21, must submit the *IET Implementation Plan Approval Request Form* for FY22.
- The approval request form must be submitted no later than **45 days** before the start date.
- The **Single Set of Learning Objectives (SSLOs)** must be submitted with the approval request form.
- Submit the request to *oaereporting@tcsg.edu* and the assigned GPSC.
Wrap Up Questions

Evaluation Form: https://forms.gle/JtRsa8jzQGvyuwm76
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GALIS Helpdesk

datacenter@tcsg.edu
or
https://galis2016.tcsg.edu/GalisHelpDeskHelpDeskEmail.aspx