

Directions for completing IET Approval Form

1) ABE Consortia Name:

Check the <http://mnabe.org/contacts-directories> for consortium names.

2) Site Address(es) for IET programming:

List the IET sites. If there is one site for ABE and another site for the training please list both addresses.

3) Name of instructor(s) email address:

Please list the names and emails for the teacher(s) and trainer(s) providing IET.

4) Career cluster/occupation:

To identify the career cluster use the [Career and Technical Education \(CTE\) Career Wheel](#).

To identify the occupation, use the Federal Department of Labor's [O*NET Online tool](#).

5) Culminating postsecondary credential of career pathway:

IET is a part of an [Adult Career Pathway \(ACP\)](#) as defined by WIOA. An ACP must “enable an individual to attain ... at least 1 recognized postsecondary credential”. List the postsecondary credential.

6) Salary range for target job:

The U.S. Department of Labor has a [salary finder](#) on CareerOneStop website.

7) Training partner(s) Organization:

List the partners, if any, which are providing the training component.

8) Employer Partner/s:

List the employers involved with the IET training.

9) Support Services provided (indicate agency providing services):

CareerForce provides the support services listed below for clients.

Supportive services mean services that are necessary to enable an individual to participate in activities authorized under WIOA...

These services may include, but are not limited to, the following:

- (1) Linkages to community services;
- (2) Assistance with transportation;
- (3) Assistance with child care and dependent care;
- (4) Assistance with housing;
- (5) Needs-related payments;
- (6) Assistance with educational testing;
- (7) Reasonable accommodations for individuals with disabilities;
- (8) Referrals to health care;

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(9) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;

(10) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and

(11) Payments and fees for employment and training-related applications, tests, and certifications.

10) Employment placement activities:

Indicate the agency providing placement services.

11) Total weeks:

Enter number of weeks the IET covers.

12) Total hours:

Enter the total number of hours for the IET.

13) Class name(s) in the MN Student Information Database (SiD):

An IET can be one class or several classes offered concurrently. Please list all classes in the IET.

14) Funding for training component:

Identify the intended funding stream(s) that are paying for the training portion of the IET. This could be adult basic education funding, grant funding such as Pathways to Prosperity (P2P) or Minnesota Job Skills Partnership (MJSP), WIOA partner funding such as the dislocated worker program, youth or adult, financial aid such as the Pell grant, etc.

15) Educational Functioning Level:

[Levels identified by the National Reporting System \(NRS\)](#)

16) Single set of Shared Learning Objectives, with standards noted as applicable:

Combine the learning objectives for adult education and literacy, workplace preparation, and training into one set. If this is a new idea for instructors, they may want to watch [Introduction to Designing a Single Set of Shared Learning Objectives for Integrated Education and Training](#).

17) Adult Education and Literacy Instruction:

Identify the activities and materials for this component of the IET.

18) Workplace Preparation Activities:

Identify the activities and materials for this component of the IET.

19) Training Activities:

Identify the activities and materials for this component of the IET.

20) Timeline:

Note which months the IET is offered by entering the percentage of each component.