



How to submit an Integrated Education and Training (IET) Approval Form

Classes should not be tagged as IET in the Student Information Database (SiD) until the IET Approval Form and IET Approval Form Single Set of Learning Objectives (SSLOs) have been approved by MDE.

1. Locate the following forms at <http://mnabe.org/career-pathways/iet>.
 - IET Approval Form Directions
 - IET Approval Form
 - IET Approval Form Single Set of Learning Objectives (SSLOs)
 - IET Definitions and Resources
2. Submit the IET Approval Form and the IET Approval Form Single Set of Learning Objectives (SSLOs) to Carly Voshell cvoshell02@hamline.edu, ATLAS Transitions Coordinator, for review. Use Microsoft Word. PDFs and Google Docs will not be accepted. Allow two weeks for review of the SSLOs.
3. Once ATLAS has reviewed the forms, and any recommendations or suggested changes have been made to the form, then it can be submitted to the Minnesota Department of Education (MDE).
4. Submit the IET Approval Form and the approved SSLOs to Neill Allard Neill.Allard@state.mn.us, Communications and Administrative Support Specialist, at MDE.
5. IET Approval Forms are reviewed by MDE in the order they were received. Allow up to two months for the IET Approval Form to be reviewed.
6. MDE will send one group email to the individual who completed the form, the consortium manager, the adult education instructor and the training instructor. The email will state if it has been approved or list the changes needed in order to approve the IET.
7. If changes are needed, it is the responsibility of the person who completed the form to make the changes and resubmit to MDE.