



**Wyoming Adult Education
SEA: Wyoming Community College Commission**

Policy #07132020: Temporary Approval of Distance Learning Curricula

Date: July 13, 2020

Section I: Federal Mandates and Guidance

National Reporting System

The National Reporting System (NRS) has outlined guidance on how Adult Education programs in the United States may record proxy hours for distance learning. This guidance mandates that all students who enroll in a distance learning class must have at least 12 contact hours before they can be counted for Federal reporting purposes. Contact hours for distance learners can be a combination of actual contact and contact through telephone, video, teleconference, or online communication, where the participant and program staff can interact and through which participant identity is verifiable. In-person contact time is not required to obtain the initial 12 hours of contact.

Office of Career and Technical Education

OCTAE Program Memorandum 20-3 establishes that States may give permission to local programs to provide online learning to students in lieu of classroom instruction on a short-term emergency basis. In addition, States have been granted flexibility in modifying/changing distance learning policies to include additional curricula as needed.

OCTAE Program Memorandum 20-5 provides guidance on how distance learning proxy hours may be awarded for participants in corrections. This guidance states “States may use the same distance learning methods for adult education instruction in correctional facilities that they are using in the community, although this may be limited due to the lack of internet access inside of correctional facilities. OCTAE released a policy brief in 2015, titled Educational Technology in Corrections,⁹ that provides information and recommendations on using technology inside of correctional facilities.

Separately, the Department has provided guidance for institutions participating in the Second Chance Pell experiment regarding the opportunity to use distance learning to continue serving incarcerated students receiving Pell grants through this experiment.¹⁰ The Department reminded Second Chance Pell participants that distance learning requires regular and substantive interaction between instructors and students, and that telephonic communication or emails relayed by correctional program staff on behalf of students and from instructors to students are sufficient means to achieve the substantive interaction requirement as long as those interactions are provided regularly, on a scheduled basis, and initiated by the instructor.”

Section II: State Mandates and Guidance

Wyoming Community College Commission

The State has required that local providers submit a Virtual Learning Plan which outlined requests for the addition of new distance learning curricula. The State has met these requests and has placed them into the State’s Distance Learning Policy which will be submitted to OCTAE in

December 2020. If approved, new curricula and their subsequent proxy hours for distance education will become effective July 1, 2021.

The State recognizes that the COVID-19 pandemic has created hardship on many local programs in the delivery of effective instructional practices. Furthermore, the State realizes that the addition of requested new distance learning curricula is needed immediately for use in FY 20/21 as the pandemic continues to prevent a return to normal practices. As a result, the State will temporarily allow the use of additional distance learning curricula as outlined in Section III of this policy for FY 2020/21.

Local providers who utilize these new curricula will be required to log proxy hours as outlined in Section IV of this policy.

Section III: State Approved Distance Learning Curricula for FY 20/21

The following pages details distance learning curricula for use in FY 20/21. New curricula which has not yet been approved by OCTAE is clearly marked as State approved only. Local programs may use any of these curricula with students for FY 20/21; however the tracking of proxy hours for these students must follow the mandates outlined in Section IV of this policy.

Title	Audience	Model	Criteria for Awarding Proxy Hours	Delivery Mode	Notes and Contact Information	Description														
Aztec: -HiSet Prep -TASC Prep -Work Ready -Becoming a US Citizen -Learning Financial Literacy -Bridge Series -Foundation Series	ABE/ASE	Clock time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. The system times students out after a preset period of inactivity.	online	Supplementary hard copy workbooks and/or other supplementary materials provided by Aztec and completed by students cannot be counted as proxy hours. Aztec Software 51 Commerce Street Springfield, NJ 07081 800-273-0033/913-258-0011 http://www.aztecsoftware.com/aztec/	Aztec assists adult learners with assessing and remediating their learning needs. Aztec’s focus is to help identify a learner’s deficiencies, remediate those deficiencies, and prepare the learner with the life skills essential for his/her post-secondary experience. Build a Solid Foundation is aligned with TABE levels E & M. Building a Bridge to a Brighter Future is aligned to TABE level D and Pre HSE.														
Bring Your ‘A’ Game (New: State approved)	ABE/ASE	Clock time	The system records clock time for the eLearning modules, but the quiz at the end of the modules is mastery. The chart below, produced by the manufacturer indicates how proxy hours are to be awarded. <small>TASK AND TIME COMPLETION FOR BRING YOUR ‘A’ GAME ANYWHERE</small> <table border="1" data-bbox="569 776 903 883"> <thead> <tr> <th>Task</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Engaging in ten 20-minute eLearning modules</td> <td>3 ½ hours</td> </tr> <tr> <td>Completing three 10-item online knowledge checks</td> <td>1 ½ hours</td> </tr> <tr> <td>Posting to discussion boards (original posts, responses to classmates’ posts, responses to responses) following the completion of each eLearning module</td> <td>2 ½ hours</td> </tr> <tr> <td>Facilitated virtual discussion sessions with instructor</td> <td>5 hours</td> </tr> <tr> <td>Completing final 35-question certification exam</td> <td>1 hour</td> </tr> <tr> <td>Total</td> <td>13 ½ hours</td> </tr> </tbody> </table>	Task	Time	Engaging in ten 20-minute eLearning modules	3 ½ hours	Completing three 10-item online knowledge checks	1 ½ hours	Posting to discussion boards (original posts, responses to classmates’ posts, responses to responses) following the completion of each eLearning module	2 ½ hours	Facilitated virtual discussion sessions with instructor	5 hours	Completing final 35-question certification exam	1 hour	Total	13 ½ hours	online	Each learning module takes approximately 20 minutes with additional time on top for asynchronous or live discussion which is conducted either virtually through Zoom or similar technologies or face to face. The Center for Work Ethic Development 2907 Huron Street, Suite 200 Denver Colorado, 80202 303.433.3243 Josh Davis (jdavies@workethic.org)	Bring Your ‘A’ Game curricula is used to build the seven foundational workplace skills of Work Ethic. Curricula utilizes research-based instructional design with the goal of not just developing skills but creating lasting behavioral change.
Task	Time																			
Engaging in ten 20-minute eLearning modules	3 ½ hours																			
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Posting to discussion boards (original posts, responses to classmates’ posts, responses to responses) following the completion of each eLearning module	2 ½ hours																			
Facilitated virtual discussion sessions with instructor	5 hours																			
Completing final 35-question certification exam	1 hour																			
Total	13 ½ hours																			
Burlington English	ESL	Clock time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	online	Supplementary hard copy workbooks and/or other supplementary materials provided by Burlington English and completed by students cannot be counted as proxy hours. BURLINGTON ENGLISH INC. 4800 N. Federal Hwy, Suite E207 Boca Raton, FL 33431 https://www.burlingtonenglish.com/ Phone: (561) 672 7826 Fax: (561) 672 7827 Email: info@BurlingtonEnglish.us 1(855) USA-BURL / 1(855) 872-2875	Burlington English offers 50 English language courses plus online training.														

<p>Common Core Achieve</p> <p>(New: State approved)</p>	<p>ABE/HSE</p>	<p>Teacher Verification /Mastery</p>	<p>Proxy hours are awarded upon completion of each chapter. Instructor verifies completion level and awards hours as follows:</p> <p>Up to eight proxy hours are awarded for completion of each chapter :</p> <ul style="list-style-type: none"> •Completion at 75% or higher:8 hours •Completion at 60-74%: 6 hours •Completion between 50-60%: 4 hours •Completion at less than 50%: 2 hours 	<p>print</p>	<p>Textbooks include:</p> <p>Common Core Achieve: Science ISBN: 9780021400157</p> <p>Common Core Achieve: Reading and Writing. ISBN: 9780021432561</p> <p>Common Core Achieve: Social Studies. ISBN: 9780021355648</p> <p>Common Core Achieve: Mathematics ISBN: 9780021432578</p> <p>McGraw Hill Education PO Box 182605 Columbus, Ohio 43218 1-800-338-3987</p>	<p>Common Core Achieve is a blended test-prep program that helps adult learners prepare for high school equivalency exams more quickly and retain more of what they learn. The text is aligned to the CCRS and is built upon the new standards and assessment targets for high school equivalency examinations. Contextualized skill instruction engages learners while preparing them for success on the HSEC, postsecondary credentials and family-sustaining careers.</p>
<p>Common Core Basics</p> <p>(New: State approved)</p>	<p>ABE/HSE</p>	<p>Teacher Verification /Mastery</p>	<p>Proxy hours are awarded upon completion of each chapter. Instructor verifies completion level and awards hours as follows:</p> <p>Up to eight proxy hours are awarded for completion of each chapter :</p> <ul style="list-style-type: none"> •Completion at 75% or higher:8 hours •Completion at 60-74%: 6 hours •Completion between 50-60%: 4 hours •Completion at less than 50%: 2 hours 	<p>print</p>	<p>Textbooks include:</p> <p>Common Core Basics: Science Core Subject Module ISBN-13 : 9780076575527</p> <p>Common Core Basics: Mathematics Core Subject Module ISBN-13 : 9780076575190</p> <p>Common Core Basics: Writing Core Subject Module ISBN-13 : 9780076575220</p> <p>Common Core Basics: Social Studies Core Subject Module ISBN-13 : 9780076575213</p> <p>Common Core Basics: Reading Core Subject Module ISBN-13 : 9780076575206</p> <p>McGraw Hill Education P.O. Box 182605 Columbus, OH 43218 800-338-3987</p>	<p>Common Core Basics helps students build the essential test readiness skills necessary to master the 2014 GED® and/or HiSET exam. The curriculum builds key skills, strategies, and content knowledge for high school equivalency exams in the areas of Reading, Writing, Math, Science, and Social Studies.</p>

Crossroads Café	Beginning Low to Intermediate High ESL	Mastery	Students receive 10 proxy hours for each of the 26 units if they master each of the unit activities and tests with at least 70% proficiency.	online, video, print	Access to videos: https://www.ket.org/series/XRDC/ KET Adult Learning, 600 Cooper Drive Lexington, KY 40502-2200 800.354.9067, fax 859.258.7396.	Crossroads Café is a video and workbook series that includes 26 lessons focusing on English Language skills development for ESOL learners.
Edmentum - PLATO courseware	ABE/ASE	Clock time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. The system times students out after a preset period of inactivity.	online	Supplementary hard copy workbooks and activities provided by Plato and completed by students cannot be counted as proxy hours. http://edmentum.com	Plato Courseware provides proven online curriculum, personalized instruction, and assessments to prepare your adult learners for college and career success. Our solutions enhance the learning process with the quality, flexibility, interactivity, and online access that are vital to prepare your adult learners for the next step in their career or education. You can easily search for courses and content by instructional objective and subject area. This enhanced organizational structure makes finding appropriate content for all types of learners easier than ever.
English Discoveries	ESL	Clock time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. The system times students out after a preset period of inactivity.	online	http://englishdiscoveries.net/	English Discoveries is an interactive online education software program for ESL students.
Easy English	Low Beginning ESL to High Intermediate ESL	Clock time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. The system times students out after a preset period of inactivity.	online	Supplementary hard copy workbooks and/or other supplementary materials provided by Easy English and completed by students cannot be counted as proxy hours in TEAMS. www.easyenglish.com	Easy English has English level test, ESL classes, Reading and Listening tests, games in grammar, vocabulary, pronunciation and spelling.
Essential Education - HiSET Academy	ABE/ASE	Clock time	System tracks time on task for each activity completed and times students out after preset period of inactivity.	online	Supplementary hard copy workbooks and/or other supplementary materials provided by Essential Education and completed by students cannot be counted as proxy hours. http://essentialed.com 800-931-8069	Essential Education's instructional programs (HiSET Academy, GED Academy) feature a built-in assessment that creates a customized learning plan for each student, then adjusts the plan automatically as the student learns.

<p>Integrated Digital English Acceleration (I-DEA)</p> <p>(New: State approved)</p>	<p>ESL</p>	<p>Mastery / Clock time</p>	<p>The system tracks clock time for graded quizzes. Graded discussions require 80% learner mastery. Instructors determine how much time to assign to lessons by utilizing a system Action Log which outlines students' time spent on specific tasks.</p>	<p>Online</p>	<p>I-DEA modules are embedded into a Learning Management System, such as Canvas and students are directed to the Canvas login page at canvas.instructure.com.</p> <p>Instructors, utilize https://www.sbctc.edu/colleges-staff/programs-services/i-dea/default.aspx to build their courses on the LMS system.</p>	<p>I-DEA uses a flipped classroom model. Students complete pre-work through the web-based Canvas LMS on a device of their choice such as smartphone, tablet, laptop, or desktop computer. Pre-work contains pertinent vocabulary, grammar points, and other content to prepare students for the next day's face to face lesson.</p>
<p>KAHN Academy</p>	<p>ABE/ASE</p>	<p>Clock time</p>	<p>Teacher must set up a classroom for the students, then time can be tracked on task per student.</p>	<p>online</p>	<p>www.kahnacademy.org</p> <p>Khan Academy P.O. Box 1630 Mountain View, CA 94042</p>	<p>The online system provides a complete array of course work including Math, science & engineering, history, reading, economics and test prep. Articles and videos support learning.</p>

<p>New Readers Press Scoreboost for HiSET</p> <p>(New: State approved)</p>	<p>ABE/ASE HSEC students</p>	<p>Teacher Verification / Mastery</p>	<p>Up to eight proxy hours are awarded for completion of each booklet in the series as follows:</p> <ul style="list-style-type: none"> •Completion at 75% or higher:8 hours •Completion at 60-74%: 6 hours •Completion between 50-60%: 4 hours •Completion at less than 50%: 2 hours <p>Instructors may award partial proxy hours for completing individual units within each booklet, but may not exceed 8 hours for the entire booklet.</p>	<p>print</p>	<p>Booklets in Series include:</p> <ol style="list-style-type: none"> 1) Sentence Structure, Usage, & Mechanics: ISBN #: 978-1-56420-688-6 2) Essay Writing & Organizational Skills ISBN#: 978-1-56420-109-6 3) Number Operations, Decimals, Fractions, Proportions, & Percent's: ISBN#: 978-1-56420-108-9 4) Measurement & Geometry ISBN#: 978-1-56420-107-2 5) Algebraic Concepts ISBN#: 978-1-56420-100-3 6) Data Analysis, Probability & Statistics ISBN#: 978-1-56420-106-5 7) Graphic Skills for Science & Social Studies: ISBN#: 978-1-56420-687-9 8) Critical Thinking for Reading, Science, And Social Studies ISBN#: 978-1-56420-686-2 <p>New Readers Press 1-800-448-8878 https://www.newreaderspress.com/</p>	<p>Each of these booklets contains approximately 40 pages of targeted lesson strategies, which include a review of the strategy, practice by example, and practice questions. All questions model the thinking processes and the TESTWISE feature offers test taking tips.</p>
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<p>New Readers Press Scoreboost for TABE</p> <p>(New: State approved)</p>	<p>ABE/ASE HSEC students</p>	<p>Teacher Verification / Mastery</p>	<p>Up to eight proxy hours are awarded for completion of each booklet in the series as follows:</p> <ul style="list-style-type: none"> •Completion at 75% or higher: 8 hours •Completion at 60-74%: 6 hours •Completion between 50-60%: 4 hours •Completion at less than 50%: 2 hours <p>Instructors may award partial proxy hours for completing individual units within each booklet, but may not exceed 8 hours for the entire booklet.</p>	<p>Print</p> <p>Booklets in Series include:</p> <p>Level E: <u>Reading:</u> ISBN#: 978-0-929631-68-4 <u>Language:</u> ISBN#: 978-0-929631-50-9 <u>Math 1:</u> Number & Operations, Base Ten & Fractions: ISBN#: 978-0-929631-69-1 <u>Math 2:</u> Operations & Algebraic Thinking ISBN#: 978-0-929631-70-7 <u>Math 3:</u>Geometry, Measurement & Data ISBN# 978-0-929631-71-4</p> <p>Level M: <u>Reading:</u> ISBN#: 978-0-929631-73-8 <u>Language:</u> ISBN#: 978-0-929631-72-1 <u>Math 1:</u> Numbers & Operations ISBN# 978-0-929631-74-5 <u>Math 2:</u> Measurement, Data & Geometry ISBN#: 978-0-929631-75-2 <u>Math 3:</u> Algebraic Thinking & Statistics ISBN# 978-0-929631-76-9</p> <p>Level D: <u>Reading:</u> ISBN#: 978-0-929631-78-3 <u>Language:</u> ISBN#: 978-0-929631-77-6 <u>Math 1:</u> Number Systems & Function ISBN#: 978-0-929631-79-0 <u>Math 2:</u> Ratios & Proportional Relationships ISBN#: 978-0-929631-80-6 <u>Math 3:</u> Geometry, Measurement & Data ISBN#: 978-0-929631-81-3 <u>Math 4:</u> Statistics & Probability ISBN#: 978-0-929631-82-0</p> <p>Level A: <u>Reading:</u> ISBN#: 978-0-929631-84-4 <u>Language:</u> ISBN#: 978-0-929631-83-7 <u>Math 1:</u>Numbers, Quantities, & Geometry ISBN#: 978-0-929631-85-1 <u>Math 2:</u>Algebra, ISBN#:978-0-929631-86-8 <u>Math 3:</u> Linear, Quad. & Exponential Models, ISBN#: 978-0-929631-87-5</p> <p>New Readers Press: 1-800-448-8878 https://www.newreaderspress.com/</p>	<p>The series utilizes strategies aligned to the College and Career Readiness standards with examples depicting the strategy within the context of a text question. Guided practice activities activate critical thinking skills as student implement the strategy while independent practices provides learners with the opportunity to reinforce the concept.</p>
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<p>Prealgebra & Intermediate Algebra, 2nd Edition by Elayn Martin-Gay Workbook</p>	<p>ABE/ASE</p>	<p>Teacher Verification / Mastery</p>	<p>Participants receive proxy hours for completing each workbook unit as follows:</p> <ul style="list-style-type: none"> • Completion at 75% or higher: 8 hours per unit • Completion at 60-74%: 6 hours per unit • Completion between 50-60%: 4 hours per unit • Completion at less than 50%: 2 hours per unit <p>Note: Participants must complete one of the post tests at the end of each unit at 70% to receive an additional 1 proxy hour for the unit.</p>	<p>print</p>	<p>Unit 1: Whole Numbers-pages 1-93 Unit 2: Integers & Introduction to Solving Equations-pages 95-159 Unit 3: Solving Equations & Problem Solving- pages 161-210 Unit 4: Fractions & Mixed Numbers- pages 212-327 Unit 5: Decimals-pages 329-410 Unit 6: Percent-pages 413-487 Unit 7: Graphs & Triangle Applications- pages 489-551 Unit 8: Geometry & Measurement-pages 553-645 Unit 9: Equations, Inequalities, & Problem Solving-pages 648-723 Unit 10: Exponents & Polynomials-pgs 725-798 Unit 11: Factoring Polynomials-pages 801-868 Unit 12: Rational Expressions-pages 870-943 Unit 13: Graphing Equations & Inequalities- pages 946-1052 Unit 14: Systems of Equations-pages 1055-1102 Unit 15: Roots & Radicals-pages 1105-1158 Unit 16: Quadratic Equations-pages 1160-1223</p> <p>Publisher: Martin-Gay, University of New Orleans, Lakefront ISBN-13: 978-0321602459 ISBN-10: 0321602455</p>	<p>The workbook supplements the textbook used in the Adult Education managed classroom environment.</p>
<p>Reading Horizons Elevate</p>	<p>ABE/ESL</p>	<p>Clock time</p>	<p>The system tracks the time spent in each area of the program. The time on task for each activity is counted as proxy hours. Reports show time on tasks within lessons, library, and vocabulary sections. The system times students out after 10 minutes of inactivity.</p>	<p>online</p>	<p>Reading Horizons Corporate Headquarters 60 North Cutler Drive, Suite 101 North Salt Lake, Utah 84054 http://readinghorizons.com info@readinghorizons.com 800-333-0054 (Toll Free) 801-295-7088 (Fax)</p>	<p>Reading Horizons teaches beginning, readers, struggling readers, and English Language Learners.</p>

Rosetta Stone	Beginning Low ESL to Intermediate High ESL	Clock time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. The system times students out after a preset period of inactivity.	online	Supplementary hard copy workbooks and/or other support materials provided by Rosetta Stone and completed by students cannot be counted as proxy hours. Rosetta Stone 1621 W. Kent Street, Suite 1200 Arlington, VA 22209 http://www.rosettastone.com	Rosetta stone prepares the student to use real world language.
Steck Vaughn Complete Test Preparation for the 2014 GED Test (New: State approved)	ABE/ASE	Teacher Verification /Mastery	Participants receive proxy hours for completing each chapter in the text as follows: <ul style="list-style-type: none"> • Completion at 75% or higher: 8 hours • Completion at 60-74%: 6 hours • Completion between 50-60%: 4 hours • Completion at less than 50%: 2 hours <p>Note: Participants must complete one of the post tests at the end of each unit at 70% to receive an additional 1 proxy hour for the chapter.</p>	print	Paxen Publishing Customer Service 2194 Highway A1a, SITE 208 Indian Harbour Bch, Florida 32937 www.paxenpublishing.com 1.866.547.1895 ISBN: 978-544-252349-9	Textbook is a comprehensive program of the skills, instruction, practice, and self-assessment needed to prepare for success on a high school equivalency examination. Each content area has an entry test at the beginning to assess a learner's initial strengths/weaknesses and a comprehensive test at the end assesses the student's preparedness for the actual HSE.
Teknimedia	ABE/ASE, HSEC, and ESL	Clock time	System must track time and log out participants after preset period of inactivity.	online	Teknimedia	Supplementary hard copy workbooks and/or other support materials provided by Teknimedia cannot be counted as proxy hours.
The Official Guide to the HiSET Exam (New: State approved)	ABE/ASE, HSEC	Teacher Verification /Mastery	Participants receive proxy hours for completing each chapter in the text as follows: <ul style="list-style-type: none"> • Completion at 75% or higher: 8 hrs • Completion at 60-74%: 6 hours • Completion between 50-60%: 4 hrs • Completion at less than 50%: 2 hours <p>Note: Participants must complete one of the post tests at the end of each unit at 70% to receive an additional 1 proxy hour for the chapter.</p>	Print	Educational Testing Services (ETS) ISBN: 9780071845847	The text is authorized by Educational Testing Service and contains authentic HiSET exam questions, descriptions and explanations of every test section, official scoring information, and strategies to help students be successful on the test.

TypingWeb	ESL, ABE, workplace	Clock time	System tracks time and logs participants out after present period of inactivity	online	https://www.typing.com/.	This is a free tool that tracks participant hours that they spend on the computer typing, and it will measure their progress. The program offers certifications that the participants can take. There is a variety of tests that the participants can take to watch their progress.
United States History & Geography (New: State approved)	ABE/ASE, High level ESL	Teacher Verification /Mastery	Participants receive up to 2.5 proxy hours for completing each lesson from the textbook along with a 10-20 minute instructional video. Hours are only awarded if 70% accuracy is achieved with each lesson. Video: .5 hours Workbook: 2 hours if 70% mastery is achieved.	print	<p>Lesson 1: Colonizing America-Before Columbus: pages 1-3 & 10-13</p> <p>Lesson 2: Founding the 13 Colonies: pages 16-22</p> <p>Lesson 3: Population & Economy: pages 23-28</p> <p>Lesson 4: The Colonies Fight for Their Rights pages 38-43</p> <p>Lesson 5: The Revolution Begins: pages 44-51</p> <p>Lesson 6: The Declaration of Independence: pages 52-62</p> <p>Lesson 7: The Confederation & A New Constitution: pages 63-67 & 76-78</p> <p>Lesson 8: Ratifying the Constitution: pages 81-85</p> <p>Lesson 9: The Constitution-Connections to Today: pages 87-97</p> <p>Lesson 10: Early Industry: pages 145-149</p> <p>Lesson 11:The Land of Cotton: pages 150-154</p> <p>Lesson 12:The Spirit of Reform: pages 164-169</p> <p>Lesson 13:The Abolitionist Movement: pages 174-179</p> <p>Lesson 14:Sectional Conflict Intensifies: pages 210-218</p> <p>Lesson 15: The Civil War: pages 221-226</p> <p>Lesson 16: The Civil War: pages 226-244</p> <p>Lesson 17: Reconstruction: pages 247-253</p> <p>Lesson 18: Urban America, Immigration: pages 304-311</p> <p>Lesson 19: WWI & Its Aftermath: pgs. 376-382</p> <p>Lesson 20: A World in Flames: WWII: pags 376-382</p> <p>Lesson 21: The Civil Rights Movement- 1954-1968: pages 571-586</p> <p>McGraw Hill Publishing Company ISBN 978-0-07-660865-2 P.O. Box 182605 Columbus, OH 43218 800-338-3987</p>	Text is a high school leveled textbook aligned with the Common Core Standards.

USA Learns	Low Beginning to High Intermediate ESL	Clocktime	The system tracks the time on task for each activity. The time on task is counted as proxy hours. The system times students out after a preset period of inactivity	online	www.usalearns.org Sacramento County Office of Education PO Box 269003 Sacramento, CA 95826 408.449.1010	USA Learns is a free multi-course program that helps students learn beginning to intermediate English. The courses include videos, interactive activities, games, and quizzes to improve English skills in listening comprehension, vocabulary, grammar, spelling, pronunciation, reading, writing, speaking and life skills. A placement test is also available.
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Section IV: State Requirements for Tracking Proxy Hours

Participants who are enrolled in any of the curricula outlined in Section III of this policy must complete a Career Services course prior to enrollment. The Career Services course may be completed online, through telephone communications, virtually, face to face, or through a combination of delivery modes and must include a valid assessment for pre-test purposes. Instructors and/or local program staff must be able to identify participant identity during all aspects of the Career Services course. All hours for the Career Services course must be entered into LACES as regular contact hours before enrolling in distance learning, and may not be included as distance learning hours.

In accordance with NRS protocols for the recording of proxy hours for distance learning, all hours earned through any of the distance learning curricula outlined in Section III of this policy must be recorded in LACES as distance learning hours. These hours must be entered weekly. Until OCTAE approval is received on the new curricula, State approved print-based materials must utilize an Excel spreadsheet showing the following:

1. Name of local program
2. Name of student
3. Curricula used
4. Hours awarded
5. Date awarded
6. Instructor signature

Most of the “**new**” print based materials outlined in this policy indicate that “up to 8 proxy hours” may be awarded; however, local directors may, after reviewing actual hours a participant spends working on these materials, award a lesser number of hours if deemed necessary.

Corrections:

Adult Education participants who are enrolled in a corrections facility and have restricted internet connection may utilize the print based curricula outlined in Section III of this policy providing that participant identify is verifiable and consistent monthly interaction is maintained between Adult Education staff and the participant. Interaction between AE staff and the participant can be conducted virtually, through telephone communiques, in-person visits, or through the submission of mailed in documents in which identify has been verified by Corrections staff.

Section V: Requests for Additional Curricula for Distance Learning

Local programs that wish to add new curricula to the list of approved distance learning platforms, must complete the application form, found in the Appendix. The State will make every effort to accommodate local program requests; however, submission of the application does not necessitate approval.



Wyoming Distance Education Application for New Distance Education Curriculum Approval

Please submit this form to diane.mcqueen@wyo.gov

Name of Program	Date submitted
Name of Local AE Program Director	
Email	Phone

New Curriculum for Approval

Publisher:	Curriculum Information – Instructional Model
Curriculum Product Name:	<p>___ Clock Time Model: assigns contact hours based on the elapsed time that a student is connected to or engaged in an online or stand-alone software program that tracks time.</p> <p>___ Teacher Verification Model: assigns a fixed number of hours of credit for each assignment based on teacher determination of the extent to which a student engaged in, or completed, the assignment.</p> <p>___ Learner Mastery Model: assigns a fixed number of hours of credit based on the student passing a test on the content of each lesson. Students work with the curriculum and materials and take a test when they feel they have mastered the material. A high percentage of correct answers (typically 70%-80%) earn the credit hours attached to the material.</p>
Contact Name:	
Telephone:	
Email:	
Website: (where applicable)	

Cost

Approximate cost per student \$	Approximate cost to the program \$
Other information about cost or pricing:	

Audience

Type of Course	Instructional Content e.g. speaking, listening, social studies
Adult Education (Literacy, HSE, etc)	
English as a Second Language	
Workforce	
Bridge Programming	
Transitions	
Other (Please specify)	

Additional Information

Is the curriculum aligned to the Career-Readiness Standards or the English Language Proficiency Standards?
Describe the anticipated impact/effectiveness with adult students.
Describe the anticipated ease of use for the student.
What reports are available for teachers to monitor attendance and progress? (Please attach a sample)
Is training provided with the curriculum? If yes, who will provide the training?

Only applicable if you are seeking approval for a Learner Mastery or Teacher Verification Model

How do you plan to administer assessment and provide feedback in frequent cycles as the student progresses through each stage of the curriculum? (Learner Mastery). How many proxy hours will be assigned per proof of mastery through assessment?
What types of activities are included for the teacher verification model? What amount of proxy hours will be assigned per activity? What is your rationale as to what assignments are worth what amount of proxy hours? (Teacher Verification)
What online platform will you be using?
Please attach a full course syllabus

WCCC Approval

Approved <input type="checkbox"/> yes <input type="checkbox"/> no	Date
Typed Name: _____ Title: _____	
Comments:	