




Adult Career and Continuing Education Services  
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Albany, NY 12234  
(518) 474-8940; FAX: (518) 486-1751  
<http://www.acces.nysed.gov/aepp/>

TO: WIOA IET and IEL/CE Funded Programs

FROM: Fiormelissa Johnson, Director, Adult Education Programs & Policy (AEPP),  
NYSED 

SUBJECT: Guidance for IET and IEL/CE Funded Programs

**WIOA Funded Projects**  
**AEPP Guidance for all IET and IEL/CE Funded Programs:**

With WIOA RFP 21-004 adult literacy and high school equivalency preparation projects for FY23 and corresponding enrollment deliverables underway, we offer the following information for vocational training components leading to workforce credentials/certificates in New York State for WIOA-funded IET and IELCE programs under WIOA RFP21-004.

The following guidance is clarification to all IET and IEL/CE WIOA funded projects. We ask that you review both the attached spreadsheet and this document to further understand AEPP expectations for the delivery and documentation of industry related credentials and certificates approved by AEPP for FY23. These credentials and certificates will be added to the ASISTS database for each individual program listed on the following spreadsheet.

After reviewing, if you have any questions or concerns regarding this information, please reach out to your AEPP Regional via email outlining your concerns and the department will respond in a timely manner. Send all email inquiries to [WIOA@nysed.gov](mailto:WIOA@nysed.gov) with a copy to your AEPP Regional.

This guidance regarding workforce vocational training is universal to all regions and all WIOA projects funded in New York State:

- All WIOA IET and IEL/CE vocational training for workforce credentials must be offered in person and face- to- face
  - Remote online workforce credential training is not permitted under AEPP and WIOA regulation and policy
- All IEL/CE workforce credential training must run concurrently with WIOA-funded contextualized literacy instruction for ESL learners
- ALL IET workforce credential training must run concurrently with WIOA-funded contextualized literacy instruction for literacy learners
- All IET and IEL/CE participants must be co-enrolled in literacy classes and in pursuit of a high school equivalency diploma



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- The training component for any workforce credential **cannot be paid** from WIOA funds; rather it must be funded independently from a different funding source secured by the program
  - The funded program must show evidence of the funding source to AEPP upon request
- WIOA IET and IEL/CE funding is restricted to contextualized literacy instruction and case management only
- Programs desiring to add additional credentials and certificates must seek to amend their current contractual obligation. The funded program must demonstrate the need for the desired industry recognized credential or certificate in their WIOA area including the opportunity for employment

After reviewing this email, please let your AEPP Regional know if you require further assistance. If the training you are planning to or already are providing does not appear on the attached spreadsheet, please contact AEPP immediately for further assistance. Please send all communication via email to: [WIOA@nysed.gov](mailto:WIOA@nysed.gov) with a cc to your AEPP Regional Associate. Any inquiry for eligibility of Apprenticeship programs may also be directed to [WIOA@nysed.gov](mailto:WIOA@nysed.gov)

The table below provides further description of some of the more prevalent credentials/certificates approved for IET and IEL/CE in FY23. Again, should the training component you are currently providing not conform to the following description, please send an email to your AEPP Regional for further direction. This table does not include all approved AEPP workforce credentials/certificates, this is a subset representing those appearing often in the attached list of approved credentials/certificates.

Credential/Certificate	Guidance	# of Required Hours (the hours listed Do Not Include Contextualized Literacy)
<b>Commercial Driver's License (Class B)</b>	CDL programs must adhere to all guidelines and requirements for training completion and licensure in New York State and the New York State Department of Motor Vehicles. No modifications are permitted.	Hours vary by funding source
<b>Carpentry, Construction, Electrical, Forklift</b>	All these programs must adhere to all guidelines and requirement for training completion and licensure in New York	Hours vary by funding source



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<b>Operation, HVAC, and Plumbing</b>	State. A caution that for IEL/CE, all participating ESL students must be eligible for these respective licenses.	
<b>Culinary: ServSafe</b>	<p>WIOA IELCE Culinary programs in New York State are approved to offer <b>ServSafe</b> training for the IET or IEL/CE vocational training component.</p> <p>Please note ServSafe Food Handler training is one of <u>five components</u> of the ServSafe curriculum, and WIOA-funded participants must successfully complete all five ServSafe components for recognized ServSafe credential and NRS Measurable Skill Gain to include:</p> <ul style="list-style-type: none"> <li>• ServSafe Manager</li> <li>• ServSafe Food Handler (Note: The New York City Food Handler stand-alone certificate issue by the NYC Department of Health is not recognized for WIOA workforce credential and NRS Measurable Skill Gain in New York State)</li> <li>• ServSafe Alcohol</li> <li>• ServSafe Allergens</li> <li>• Serv-Safe Workplace</li> </ul> <p>All instruction for these modules must be provided in person. Certified ServSafe instructors must directly instruct students as opposed to overseeing their online participation for each module.</p>	Must be a minimum of 100 contact hours in length, no exceptions
<b>Esthetician and Nail Technician</b>	WIOA IET and IEL/CE Esthetician and Nail Technician program must adhere to all guidelines and requirements for licensure in New York State	Hours vary by funding source and training provider
<b>Hospitality &amp; Tourism</b>	WIOA IET and IEL/CE Hospitality programs in New York State are approved to offer the Guest Service Gold Certified curriculum for the Hospitality Management Diploma. Instructors for this program must	Hours vary by funding source



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	<p>be certified by the American Hotel and Lodging Educational Institute. The curriculum must be that identified by the AHLEI. More information can be found at the following website: <a href="https://www.ahlei.org/academic/college-university/curriculum-series/">https://www.ahlei.org/academic/college-university/curriculum-series/</a></p>	
<b>Medical Arts and Medical Billing</b>	<ul style="list-style-type: none"> <li>• CNA (Certified Nursing Assistant)</li> <li>• HHA (Home Health Aid)</li> <li>• PCA (Personal Care Attendant)</li> <li>• CMA (Clinical Medical Assistant)</li> <li>• Dental Assistant</li> <li>• Phlebotomy</li> <li>• Medical Billing and Coding</li> </ul> <p>All the above programs must adhere to all guidelines for education and direct service requirements leading to a New York State licensure</p>	Hours vary by funding source
<b>Technology, Digital, and other Internet Computing</b>	<ul style="list-style-type: none"> <li>• IC3 Certiport</li> </ul> <p>WIOA funded IET and IEL/CE providers must offer all three IC3 applications. WIOA participants must successfully complete all three IC3 applications to achieve the recognized IC3 credential and NRS Measurable Skill Gain (MSG). <u>IC3 includes:</u></p> <ul style="list-style-type: none"> <li>• IC3 Digital Literacy GS6</li> <li>• IC3 Digital Literacy GS5</li> <li>• IC3 Fast Track</li> </ul>	Must be a minimum of 150 contact hours in length, no exceptions
<b>Microsoft Office Suite (MOS)</b>	<p>WIOA IET and IEL/CE providers must offer all five MOS applications. WIOA participants must successfully complete all 5 MOS applications to earn the recognized MOS credential and NRS-MSG. <u>Microsoft Office Suite:</u></p> <ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Microsoft Outlook</li> <li>• Microsoft Publisher</li> </ul>	Must be a minimum of 100 contact hours in length, no exceptions



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
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	<ul style="list-style-type: none"><li>• Microsoft PowerPoint</li></ul>	
<b>Please note:</b>	<u>Google Certificate</u> – Google training and related Google certificates are not recognized for IET or IEL/CE workforce credential/certificate or MSG in New York State	N/A

Cc: AEPP Regional Team, NYSED  
Accountability Office  
RAEN Regional Centers