

Below are some possible Strategies and Considerations your agency might use to gather information about Instructional Programs & Special Programs.

Item	Notes
Instructional Programs	
ABE (Basic Skills) HS Diploma High School Equivalency (HSE)	<ul style="list-style-type: none"> • For Instructional Program, mark according to your agency's course content, not the student test score(s) that qualify for federal reporting. • It is okay to have ABE enrollees with high pretest scores, and also to have ASE students with scores in the ABE range.
Career Technical Education (CTE) Workforce Preparation	<ul style="list-style-type: none"> • There are no formal requirements for how to distinguish CTE from Workforce Preparation. In general: <ul style="list-style-type: none"> • CTE = longer term class; focused on a specific occupation • Workforce Prep = shorter term class; focused on general work skills (such as workplace safety, job interview skills, etc.) • <i>Workforce Preparation</i> can be marked for students of any age. For older students re-entering the workforce, you can also mark Special Programs = <i>Older Adults</i>
Adults with Disabilities	<ul style="list-style-type: none"> • Instructional Program = AwD is for students with intellectual (developmental) disabilities. • For other students with disabilities enrolled in other programs, mark their program of instruction (ABE, ESL etc.) • TE has an optional field where you can record specific types of disabilities

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	<ul style="list-style-type: none"> • There is a selection under Barriers to Employment, and multiple options under Special Programs, where you can also denote students with disabilities.
Parents Supporting K-12 Success	<ul style="list-style-type: none"> • <i>Parents/K-12 Success</i> should focus on the literacy skills necessary for parents to help their children in school, such as helping with homework and communicating with teachers. • Parenting Skills can be included in this instruction but should not be the focus of the class or program.
Pre-Apprenticeship	<ul style="list-style-type: none"> • <i>Pre-Apprenticeship</i> is an official CAEP program, but (regular) Apprenticeship is not. • Mark this only for students enrolled in instruction that prepares them for Apprenticeship - but not necessarily enrolled.
Citizenship	<ul style="list-style-type: none"> • <i>Citizenship</i> program by itself is not a WIOA II or CAEP program. • All classes under EL Civics Citizenship Preparation should mark Program = ESL. • Mark Program = <i>Citizenship</i> only for classes that are not related to ESL.
Special Programs	
EL Civics (IELCE)	<ul style="list-style-type: none"> • This item is for informal agency use only. To record students in IELCE or any other EL Civics Focus Area, mark it in the TE Class Instance Record under Focus Area.
Jail	<ul style="list-style-type: none"> • These are all for Corrections students, but not required for CA agencies. Mark Section 225 under Funding Sources in the TE Agency Record to document Correctional Education status. • Local (County) jails <i>may</i> mark Jail for their Corrections learners.
State Corrections	
Community Corrections	

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Homeless Program	<ul style="list-style-type: none"> • Mark this only if the student is receiving homeless services from your agency or from another agency that provides homeless support. • Use the option in Barriers to Employment to record each individual student as homeless.
Distance Learning	<ul style="list-style-type: none"> • Mark this only for DL students who receive more than 50% of their instruction remotely.
Special Needs	<ul style="list-style-type: none"> • Mark this if the student is receiving extra support (such as DSPS) from your agency. • May mark this for students with disabilities not enrolled in an Adults with Disabilities class or program. • Use the option in Barriers to Employment to record each individual student as disabled. • Not required, but you may record specific disability types in the TE Student Demographics record. • Marking this field is only required for students completing the CASAS POWER assessment.
Older Adults	<ul style="list-style-type: none"> • May mark this optionally if the student is enrolled in Older Adults program in addition to a WIOA II or CAEP program. • Also optional, but may mark this Special Program in conjunction with Workforce Preparation to denote “Adults 55+ years old and Re-Entering Workforce” for CAEP.
Carl Perkins	<ul style="list-style-type: none"> • Required to mark this at the class or student level for all CTE students receiving federal Perkins funding.
Integrated Education & Training	<ul style="list-style-type: none"> • Mark for students enrolled in Section 243 IELCE that are also receiving certified workforce training. • Required to mark this at the class or student level to denote the 243 student in IET.

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EL Co-Enrollment	<ul style="list-style-type: none"> • This field was used for a CA State grant from 2018-2022. • Agencies may optionally mark this for ESL students Co-Enrolled with a WIOA (or other workforce) partner.
EL Healthcare Pathways	<ul style="list-style-type: none"> • Mark for students enrolled in the CAEP EL Healthcare Pathways grant. • Not required. Just a tracking tool for agencies to monitor results for the grant.