

California WIOA, Title II: Adult Education and Family Literacy Act (AEFLA)

Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE) Frequently Asked Questions

1. What is the difference between Workforce Preparation and Workforce Training in IET?

Workforce Training is career-specific and results in a transferable, industry-recognized training credential, or employment. Workforce Preparation focuses on building foundational skills to support a job or career path. For further information, please refer to California's WIOA, Title II: AEFLA Request for Applications (RFA) for program years 2023–27 at <https://www.cde.ca.gov/fg/fo/r8/wioa23rfa.asp>.

2. Are introductory or preparatory courses, such as Microsoft Office Basics, considered Workforce Training?

No. Standalone introductory, preparatory, or bridge courses are generally categorized as Workforce Preparation. For further clarification and examples, please refer to the [IET At-A-Glance Guidance Document](#).

3. What are the training requirements for an IET program in Business Information Worker/Administrative Assistant/General Office Assistant occupations?

The IET program must include a capstone or final course that results in a transferable, industry-recognized training credential, such as training that prepares students to pass at least two [Microsoft Office Specialist Certification](#) or comparable exams. Additionally, the program must include an internship or externship component to provide students with practical, hands-on experience in a real-world office setting, allowing them to apply their skills, gain work experience, and build connections with potential employers. For more information on work-based learning experience, see the [CTE Model Curriculum Standards](#) for [Information and Communication Technologies](#) (page 7).

4. Is a course considered Workforce Training if it is stackable or offers college credit?

No. Stackability and college credit alone do not qualify a course as Workforce Training. The term stackable refers to credentials that build toward higher-level certificates, degrees, or other credentials. When offered in a pathway, courses that yield stackable credentials may comprise Workforce Training, but the courses must result in a transferable, industry-recognized credential that leads to a specific job.

5. If a student is taking a Workforce Preparation class and an ESL class concurrently, does that qualify as IET?

No. IET requires the intentional concurrency and contextualization of all three components: Adult Education and Literacy, Workforce Preparation, and Workforce Training. The training must result in a transferable, industry-recognized credential, and there should be an integrated syllabus with a single set of learning objectives aligning all three components.

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6. Can a student in an Integrated English Literacy and Civics Education (IELCE) program solely focused on Workforce Preparation and ESL earn Section 243 payment points?

Yes. If the IELCE program offers Workforce Training and some students are enrolled in that training, students not enrolled in the training component may earn lower-level 243 payment points by passing 243-designated Additional Assessments. However, if there is zero enrollment in Workforce Training, the program would be considered English Literacy and Civics Education (ELCE) under Section 231, and students would be eligible to earn only Section 231 COAAP payment points.

7. Is CASAS eWORKs considered Workforce Preparation?

Yes. Since CASAS eWORKs is designed to document and develop employer-validated academic and soft skills and facilitate a transition to the workforce, it is considered Workforce Preparation. To earn payment points, agencies can administer the Additional Assessment for COAAP 52.3, which is 243-approved and aligned with CASAS eWORKs outcomes.

8. If an agency was rated "not adequate" on their IELCE Report and Plan in the previous year, can they revise the plan and offer IELCE in the current year?

Yes. Agencies whose IELCE Report and Plans were rated “not adequate” in the previous year will be required to participate in the Fall Check-in where they will receive Targeted Technical Assistance in revising their plan for implementing a compliant IELCE program. When the IELCE program is deemed adequate, the agency will be eligible to expend Section 243 funds and earn IELCE payment points.

9. If our proposed IET pathway takes longer than one year to complete, can students earn payment points during multiple years of IET enrollment?

Yes. While WIOA mandates annual reporting, IET programs with longer pathways can track and report progress using COAAPs. When enrolled in all three IET components (Adult Education and Literacy, Workforce Preparation, and Workforce Training), IELCE students can earn higher-level Section 243 payment points by passing 243-designated Additional Assessments.

10. Is On-the-Job Training (OJT) allowable as workforce training in IET?

Yes. When On-the-Job Training meets the requirements outlined in WIOA regulations and local workforce development board policies, it is allowable as workforce training in IET programs. OJT as defined in WIOA Title I sec. 3(44) is work-based training provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. The primary purpose of OJT is to provide participants with work-based knowledge and skills upgrade training necessary for the full performance of a specific job. For further information, please refer to the pertinent Code of Federal Regulations at <https://www.ecfr.gov/current/title-20/part-680/subpart-F>.