



Comprehensive Adult Student Assessment Systems

How to Complete the IELCE Report 2021-22

Presented by
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March 2022

Please type your name and agency into the chat box
After the meeting, please register at
<https://www.caadulthoodtraining.org/> (if you haven't already)

www.casas.org

casas@casas.org

1-800-255-1036

Goals and Objectives

- By the end of this session participants will be able to:
 - Complete the 2021-22 IELCE report effectively

Getting to Know You

- Did you complete an IELCE Report in 2020-21?
- Did you complete and IELCE Plan in 2019-20?

Type Yes or No in the chat

IELCE Report

- Purpose:
 - Report the implementation of IELCE programs July 1, 2021-June 30, 2022
 - Include implementation April 30-June 30
 - Report the planning of new IELCE programs for PY 2022-23 (Optional)
- 2021-22 Report
 - Same as 2020-21
 - Always use Chrome when entering IELCE Report
- Who should complete the report:
 - Administrator, ELC Coordinator, Lead teacher with collaboration of ESL, CTE and Support Services staff

IELCE Report Access

- Access IELCE Report at:
 - www.casas.org
 - CA EL Civics or Civic Participation and IELCE pages



The screenshot shows the CASAS website interface. At the top is the CASAS logo and a search bar. Below the logo is a navigation menu with links: Home, Product Overviews, Training and Support, Education Providers, Workforce Development, and a partially visible 'B'. A large blue banner for 'Training & Support' features a dotted pattern and the text: 'Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.' Below the banner is a breadcrumb trail: 'Home > Training and Support > CASAS Peer Communities > California Adult Education Accountability and Assessment > California'. On the left side, there is a list of links: 'California Remote Testing', 'EL Civics Exchange', and 'California Integrated English Literacy and Civics Education Report'. A large red arrow points to the 'California Integrated English Literacy and Civics Education Report' link. To the right of this list is a section titled 'California EL Civics' with two paragraphs of text explaining the program's funding and purpose.

CASAS

Search >>

Home Product Overviews Training and Support Education Providers Workforce Development B

Training & Support

Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.

Home > Training and Support > CASAS Peer Communities > California Adult Education Accountability and Assessment > California

California Remote Testing

EL Civics Exchange

California Integrated English Literacy and Civics Education Report

California EL Civics

The English Literacy and Civics (EL Civics) is funded under The Workforce Innovation and Opportunity Act (WIOA, 2014). The purpose of the EL Civics program is to providing and increasing access to English Literacy programs linked to civics education.

This funding is for "integrated English literacy and civics education services to help individuals who are low-literate and/or have limited English proficiency to effectively participate in education, work, and civic life."

IELCE Report Access

- Access IELCE Report at: [IELCE Report](#)

[Home](#) > [Training and Support](#) > [CASAS Peer Communities](#) > [California Adult Education Accountability and Assessment](#) > [California EL Civics](#) > [California Integrated English Literacy and Civics](#)

[California Remote Testing](#)

[EL Civics Exchange](#)

[California Integrated English Literacy and Civics Education Report](#)

[California Citizenship Preparation](#)

[California Civic Participation and IELCE](#)

Integrated English Literacy and Civics Education (IELCE) Report Summary of Content

The California Department of Education, Adult Education Office, requires all Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) Section 243 funded AEFLA grantees to submit an Integrated English Literacy and Civics Education (IELCE) Report. The report can be accessed on the CASAS website and is due April 30.

The report includes:

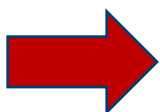
1. Assurances

- a) Contact information for the submitter of the Report

a) Part B: (Qualitative)

- Describe how your agency tracks attendance in the IELCE/IET program within your agency.
- If your IELCE/IET program partnered with other agencies, describe how attendance was tracked.

Note: Only agencies receiving Section 243 IELCE funding need to complete the IELCE Report



[Integrated English Literacy and Civics Education Reports](#)

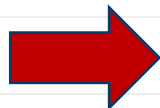
[View your agency's 2018-19 IELCE Plan and 2018-19 Plan Review](#)

IELCE Report Access

- Access IELCE Report at:
 - www.casas.org Civic Participation and IELCE page

IELCE Report Instructions

- You should submit a response if your agency is funded for California WIOA, Title II: AEFLA Section 243 IELCE.
- Double check that your agency name is correct at the top of the page on the survey navigation bar. If your agency name is incorrect, contact CASAS Tech Support at techsupport@casas.org or 1-800-255-1036 (option 2).
- Your responses are automatically saved as you navigate between pages and periodically as you enter data.
- If you need assistance, contact CASAS Tech Support.
- Due date for report submission is April 30, 2022.



Enter 2021-2022 IELCE Report →
Read/Access 2020-2021 IELCE Report →
Read/Access 2019-2020 IELCE Report →

IELCE Report Page 1

Integrated English Literacy and Civics Education Report

Welcome, Lori

[Log out](#)

[Testing 243 agency #1 \(AgencyID 12472\)](#)

[← Back](#)

Page 1 of 4

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Part I: IELCE Implementation for 2021-2022

1. Assurances for the Section 243 Integrated EL Civics Program of the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA)

1. The Integrated EL Civics program meets the Integrated Education and Training requirement of being part of at least one career pathway. (REFERENCE: 34 CFR 463.38(b))
2. The career pathways are designed to meet the following requirements of the Integrated EL Civics program. (REFERENCE: 34 CFR 463.73(b))
 - a. Prepare for and place adult English language learners in unsubsidized employment within in-demand industries and occupations leading to economic self-sufficiency
 - b. Integrate with the local workforce development system and its functions to carry out program activities

IELCE Report Page 1 continued

I have read all assurances and certify that we will comply with the requirements of the Section 243 Integrated EL Civics program of the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) program as a condition of funding and that, to the best of my knowledge, the information contained in this document is correct and complete.

Name and Title

Signature

Date Signed 2/12/2022

IELCE Report Page 2

Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the “+Add” button to add another program.

+ Add

(new)

Program Type	
Industry Sector	
Career Pathway	
Training Program	
Credential Type	
Specific Certification	
Teaching Model ?	

IELCE Report Page 2

Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the "+Add" button to add another program.

+ Add (new)

Program Type

Industry Sector



Building and Construction Trades
Business and Finance
Education, Child Development, and Family
Health Science and Medical Technology
Hospitality, Tourism, and Recreation
Information and Communication Technology

Career Pathway

Training Program

Credential Type

Specific Certification

Teaching Model ?

IELCE Report Page 2

Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the "+Add" button to add another program.

+ Add (new)

Program Type

Industry Sector

Career Pathway

Training Program

Credential Type

Specific Certification

Teaching Model ?

Health Careers

Auto Body Repair

Business Information

IELCE Report Page 2

Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the "+Add" button to add another program.

+ Add (new)

Program Type

Industry Sector

Career Pathway

Training Program

Credential Type

Specific Certification

Teaching Model ?

Pharmacy Technician
Community Health Worker Training
Home Health Care Aide
Structural Repair and Refinishing
Administrative Assistant Training

IELCE Report Page 2

Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the "+Add" button to add another program.

+ Add (new)

Program Type

Industry Sector

Career Pathway

Training Program

Credential Type

Specific Certification

Teaching Model ?



California Dept of Consumer Affairs Cert.
Short-Term Vocational Credit Certificate
Local Agency CTE Program Certificate
that meets CDE Standards
Pre-Apprenticeship or Apprenticeship
CCTC Childcare Development Program
Other

IELCE Report Page 2



Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the “+Add” button to add another program.

+ Add (new) 

Program Type

Industry Sector	
Career Pathway	
Training Program	
Credential Type	
Specific Certification	 <div> Business Information Worker Stage I Cert. Rolling Hills Small Business Planning Cert. Medical Terminology Certificate Certified Pharmacy Technician (CPhT) Certified Compounded Sterile Prep Tech (CSPT) </div>
Teaching Model 	

IELCE Report Page 2

Part I: IELCE Implementation for 2021-2022

2. Integration of the IET Components

Enter training programs using the form below. Click on the “+Add” button to add another program.

+ Add (new)

Program Type

Industry Sector

Career Pathway

Training Program

Credential Type

Specific Certification

Teaching Model ?

Co-Teaching

- An ESL teacher and a workforce training teacher are teaching in the same classroom.

Alternating Teaching

- Learners are co-enrolled in two different but coordinated and concurrent courses.

[IELCE CDE Slides](#)

IELCE Report Page 2 continued

IET Components



Workforce Training Courses



Workforce Preparation Activities



Literacy (ESL) Courses

Add Workforce Training Course

Course Title



Hours per week

Number of weeks

Total hours

ELL Enrollment

Comments

Characters remaining: 500

Close

Save New

Click the Add button above to add a Workforce Preparation Activity to this program.

Click the Add button above to add a Literacy (ESL) Course to this program.

- **Course Title:** Use actual course name:
Certified Nurse Assistant
Health Care Essentials
- Add any training courses that are part of the Training Program
For example:
Training Program: Pharmacy Tech
Course Titles:
Medical Terminology
Pharmacy Tech 1

IELCE Report Page 2 continued

IET Components

[+ Add](#) Workforce Training Courses

[+ Add](#) Workforce Preparation Activities

[+ Add](#) Literacy (ESL) Courses

Add Workforce Training Course

Course Title



Hours per week

Number of weeks

Total hours

ELL Enrollment



Comments

Characters remaining: 500

Close

Save New

Click the Add button above to add a Workforce Training Course to this program.

Click the Add button above to add a Literacy (ESL) Course to this program.

- **ELL Enrollment:** Only ESL students should be listed

IELCE Report Page 2 continued

IET Components

[+ Add](#) Workforce Training Courses

[+ Add](#) Workforce Preparation Activities

[+ Add](#) Literacy (ESL) Courses

Add Workforce Training Course

Course Title

Hours per week

Number of weeks

Total hours

ELL Enrollment

Comments



Characters remaining: 500

Close

Save New

Click the Add button above to add a Workforce Training Course to this program.

Click the Add button above to add a Literacy (ESL) Course to this program.

- **Comments:** Include any information that will be helpful to the reviewer in evaluating your program
 - number of terms course held
 - dates course will be held
 - Teacher is certificated CTE and ESL teacher
 - Co-teaching model
 - CTE teacher teaches 6 hour per day training course
 - ESL teacher teaches 2 hour per day in training course

IELCE Report Page 2 continued

IET Components

+ Add Workforce Training Courses
+ Add Workforce Preparation Activities
+ Add Literacy (ESL) Courses

Click the Add button above to add a Workforce Training Course to this program.

Add Workforce Preparation Activity

Click the Add button above to add a Literacy Course to this program.

Course Title

Civic Objectives

Select...
▼

Hours per week

Number of weeks

Total hours

ELL Enrollment

Comments

Characters remaining: 500

Close
Save New

- 243 funded civic objectives taught in course(s) as part of single set of learning objectives

IELCE Report Page 2 continued

IET Components

+ Add

Workforce Training Courses

+ Add

Workforce Preparation Activities

+ Add

Literacy (ESL) Courses

Click the Add button above to add a Workforce Training Course to this program.

Click the Add button above to add a Workforce Preparation Activity to this program.



Add Literacy (ESL) Course

Course Title

Civic Objectives

Hours per week

Number of weeks

Total hours

ELL Enrollment

Comments

Characters remaining: 750

Close Save New

IELCE Report Page 2 continued

The image displays three side-by-side screenshots of the 'IET Components' form. Each section has a blue header and a white body with various input fields and buttons.

- Add Workforce Training Course:** Includes fields for Course Title, Hours per week, Number of weeks, Total hours, ELL Enrollment, and a Comments box (500 characters remaining). Buttons: Close, Save New.
- Add Workforce Preparation Activity:** Includes fields for Course Title, Civic Objectives (dropdown), Hours per week, Number of weeks, Total hours, ELL Enrollment, and a Comments box (500 characters remaining). Buttons: Close, Save New.
- Add Literacy (ESL) Course:** Includes fields for Course Title, Civic Objectives (dropdown), Hours per week, Number of weeks, Total hours, ELL Enrollment, and a Comments box (750 characters remaining). Buttons: Close, Save New.

Example Courses

Workforce Training	Workforce Prep	Adult Literacy (ESL)	Teaching Model
Bus. Office Skills	Bus. Office Skills	Bus. Office Skills	Co-Teaching
Bus. Office Skills	Bus. Office Prep.	Bus. Office Prep.	Alt. Teaching
Bus. Office Skills	Bus. Office Prep.	ESL 4	Alt. Teaching
Bus. Office Skills	ESL 4 *	ESL 4	Alt. Teaching

*option not suggested

IELCE Report Page 2 continued

• Co-Teaching Example

Workforce Training Courses

Workforce Preparation Activities

Literacy (ESL) Courses

1 - Electrician	
Hours per week	22
Total weeks	38
Total hours	836
ELL Enrollment	6
Comments	The electrician course is divided into four quarters of nine to ten

1 - Electrician	
Objectives	48, 50, 36, 47
Hours per week	4
Total weeks	38
Total hours	152
ELL Enrollment	6
Comments	

1 - Electrician	
Objectives	48, 50, 36, 47
Hours per week	4
Total weeks	38
Total hours	152
ELL Enrollment	6
Comments	The ESL Literacy course is divided into four quarters of nine

IELCE Report Page 2 continued

•Co-Teaching Example

Workforce Training Courses

1 - Introduction to Health Careers (Medical Terminology)	
Hours per week	6
Total weeks	16
Total hours	96
ELL Enrollment	6
ESL students typically attend	

Workforce Preparation Activities

1 - Introduction to Health Careers (Medical Terminology)	
Objectives	71
Hours per week	3
Total weeks	16
Total hours	48
ELL Enrollment	6
COAAP 71.1	

Literacy (ESL) Courses

1 - ESL (Intermediate Low 2 and above)	
Objectives	48, 23
Hours per week	4.5
Total weeks	18
Total hours	81
ELL Enrollment	6

IELCE Report Page 2 continued

- Alternate Teaching Example

Workforce Training Courses

1 - Professional Business Office Technology

Hours per week 3

Total weeks 10

Total hours 30

ELL Enrollment 6

...

Workforce Preparation Activities

1 - Prep for Success

Objectives 13

Hours per week 3

Total weeks 10

Total hours 30

ELL Enrollment 2

Literacy (ESL) Courses

1 - Intermediate ESL

Objectives 13

Hours per week 9

Total weeks 10

Total hours 90

ELL Enrollment 17

IELCE Report Page 2 continued

• Alternate Teaching Example

Workforce Training Courses

1 - Career Readiness Paraeducator Certification Program

Hours per week 10
Total weeks 18
Total hours 180
ELL Enrollment 2

This course runs a full semester and is offered for two

Workforce Preparation Activities

1 - Advanced ESL VESL Bridge

Objectives 48
Hours per week 8
Total weeks 19
Total hours 180
ELL Enrollment 16

Vocational ESL is offered two semesters -

Literacy (ESL) Courses

1 - Intermediate/Advanced English Language

Objectives 48
Hours per week 16
Total weeks 20
Total hours 320
ELL Enrollment 16

The class is offered full

IELCE Report Page 2 continued

- Alternate Teaching Example

Workforce Training Courses

Workforce Preparation Activities

Literacy (ESL) Courses

1 - Certified Nurse Assistant

Hours per week 8

Total weeks 15

Total hours 120

ELL Enrollment 4

This is a CTE class and the ESL students receive

1 - ESL for Certified Nurse Assistant

Objectives 47, 48

Hours per week 8

Total weeks 15

Total hours 120

ELL Enrollment 4
This course

1 - ESL for Certified Nurse Assistant

Objectives 47, 48

Hours per week 8

Total weeks 15

Total hours 120

ELL Enrollment 4
This course utilizes both the

IELCE Report Page 2 continued

- Alternate Teaching Example

Workforce Training Courses

1 - 1. In-Home Support Service (IHSS) Provider	
Hours per week	6
Total weeks	15
Total hours	90
ELL Enrollment	135
5 Remote Ed cohorts offered as	
15 cohorts	

Workforce Preparation Activities

1 - Job Readiness: 30 Ways to Shine + CPR/First Aid Training	
Objectives	33
Hours per week	2
Total weeks	3
Total hours	6
ELL Enrollment	98
11 cohorts	

Literacy (ESL) Courses

1 - Vocational ESL for Home Health Aide	
Objectives	33
Hours per week	1.2
Total weeks	15
Total hours	18
ELL Enrollment	135
COAAP 33	
1 cohort	

IELCE Report Page 2 continued

- Alternate Teaching Example
- This model NOT SUGGESTED

Workforce Training Courses

1 - Community Healthcare Worker

Hours per week 6
 Total weeks 12
 Total hours 72
 ELL Enrollment 15
 Comments

Workforce Preparation Activities

1 - Research Educational Opportunities and Training Required to Achieve a Personal Goal (14.5)

Objectives 14
 Hours per week 9
 Total weeks 4
 Total hours 36
 ELL Enrollment 80
 Comments

Literacy (ESL) Courses

1 - ESL Beginning, Intermediate and Advanced Level, AM/PM

Objectives 14
 Hours per week 10
 Total weeks 11
 Total hours 110
 ELL Enrollment 152

AM classes 10

IELCE Report Page 2 continued

Single Set of Learning Objectives (Contextualization)

The single set of learning objectives should identify specific content from the IELCE/IET components (i.e. Adult Literacy (ESL), Workforce Preparation, and Workforce Training) that is organized to function cooperatively. List representative objectives that demonstrate the scope of the English language support for the specific workforce training course.

Characters remaining: 2000

Single Set of Learning Objectives

Business Office Skills

TECHNOLOGY

1. Select and use appropriate MS Office software applications to produce common workplace documents.
2. Describe orally actions used to open, save, close, and print existing files and actions used to access particular features within each software application.
3. Use the Internet to research, evaluate, and integrate information into workplace documents.

COMMUNICATION

1. Compose, send, and respond to various types of office emails (e.g. request, thank you, invitation, and clarification) using appropriate subject line, style, tone, and register.
2. Apply writing conventions in business communications.
3. Use appropriate verbal and non-verbal language to communicate with colleagues and supervisors in an office environment.

[Developing Single Set of Learning Objectives Webinar](#)

IELCE Report Page 2 continued

Workforce Training Providers ?

+ New Provider

Complete the form with the training provider(s) from your agency or another agency. Click +New Provider to add another provider.

Agency Name

Training Coordinator Contact Name

Address

City

State

Zip

Telephone

Email

Save New

Cancel

The Training Provider is the person who can answer questions about the training program

IELCE Report Page 2 continued

- Program Coordination/Support Qualitative
- Suggest answering question each question by number.

Part A (Qualitative):

1. Describe recruitment and support of students (e.g., counseling, navigation, etc.) in the IELCE/IET program.
2. Describe the collaboration among staff of the IELCE/IET components (i.e., Adult (ESL) Literacy, Workforce Preparation and Workforce Training) to develop, implement, and continue to improve the learning objectives and contextualized instruction.
3. Describe how your courses (i.e., Adult (ESL) Literacy, Workforce Preparation and Workforce Training) are conducted concurrently.

IELCE Report Page 2 continued

- Program Coordination/Support Quantitative
- Suggest answering question each question by number.

Part B (Quantitative):

1. Describe how your agency tracks attendance in the IELCE/IET program within your agency.
2. If your IELCE/IET program partnered with another agency or agencies, describe how you tracked attendance.

IELCE Report Page 2 continued

Planning

Indicate whether the program will continue or discontinue for the 2022-2023 Program Year. Then, complete the box below.

Action --Select action--

Save Program

Delete Program

Action Continuing

Action Discontinuing

Changes for next year

Reasons for discontinuing

Characters remaining: 2000

Characters remaining: 2000

IELCE Report Page 3

- Complete if planning new IELCE programs 2022-2023
- Only first section and comments needed

Part II (optional): IELCE Planning for 2022-2023

3. New Programs for 2022-2023

Enter training programs using the form below. Click on the **+Add** button to add another program.

Leaving this section blank indicates that your agency currently is not planning new programs for the next program year.

+ Add

(new)

Program Type

Industry Sector

Career Pathway

Training Program

IELCE Report Page 3 continued

- Complete if planning new IELCE programs 2022-2023
- Only first section and comments needed

Credential Type

Specific Certification

Teaching Model ?

Enter any comments you may have about next year's program (optional).

Include collaborations, timeframes etc.

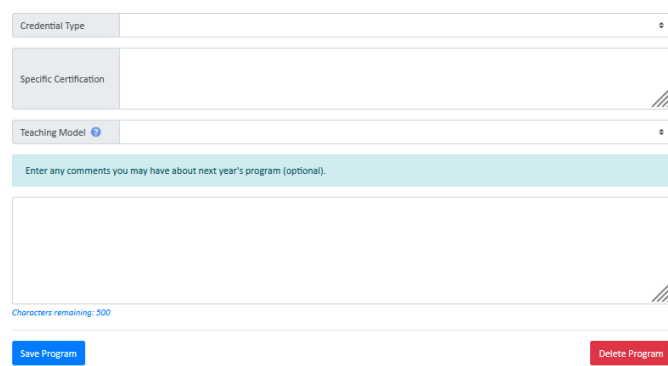
Characters remaining: 500

Save Program

Delete Program

IELCE Report Page 3 continued

- Complete if planning new IELCE programs 2022-2023
- Only first section and comments needed



The screenshot shows a web form for the IELCE Report. It includes three dropdown menus: 'Credential Type', 'Specific Certification', and 'Teaching Model'. Below these is a text area for comments with the placeholder text 'Enter any comments you may have about next year's program (optional)'. At the bottom, there are two buttons: 'Save Program' (blue) and 'Delete Program' (red). A small text label 'Characters remaining: 500' is visible above the 'Save Program' button.

Example comments:

We are developing an internship opportunity in our XXX school readiness (preschool) programs through XXXX College's Work Experience program. The students who take advantage of this opportunity will be co-enrolled in our school's Early Childhood Education Bridge cohort and the college's Work Experience class. These students will get at least 180 hours of ECE work experience which will count toward the 50 days of experience required for their California Associate Teacher Permit..

IELCE Report Page 4

- Suggest Save a PDF (in print options)

Rolling Hills Adult School (AgencyID 4908)

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Part III: Finalizing your Integrated English Literacy and Civics Education Report

4. Review Your Report

Before finalizing your submission, please take the time to review your report. You may return to this application and edit your report until you submit as complete. You may not make any changes to your report once you have submitted as complete. Please print a copy of your report for your records.

 **Submit as Complete**

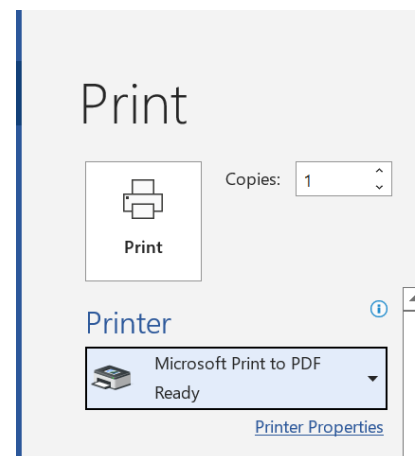
 **Print Copy of Report**

Print Copy of Report: Save to PDF

Save a PDF of your report

Post in central location in your agency

Send to administrators/coordinators



What questions do you have?



Please type in the chat or unmute and ask

Get Your Questions Answered

- EL Civics Network Meeting
 - March 30, 2022, 1-2:30 pm
 - Register at caadultedtraining.org
- Contact your [Program Specialist](#)
- Contact Lori Howard lbhoward@casas.org

California EL Civics Resources

Find all the information you need on the [California Civic Participation and IELCE](http://www.casas.org) webpage at www.casas.org or email ELCivics@casas.org

Webinars

- [EL Civics Basics: Civic Participation and IELCE Requirements](#)
- Planning and Implementing a New IET/IELCE Program
- [Developing a Single Set of Learning Objectives](#)
- [Helping ELLs Move into Careers](#)

California EL Civics Resources continued



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Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.



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California Remote Testing

California Integrated English Literacy and Civics Education Report

California Citizenship Preparation

California Civic Participation and IELCE

California WIOA, Title II: AEFLA/EL

California Civic Participation and IELCE

Civic Objectives and Additional Assessment Plans

- [Pre-approved Additional Assessment Plan List](#)
- [Select Civic Objectives & Additional Assessment Plans \(COAAPs\)](#)
- [Your Agency's civic objectives and AAP selections / Download COAAPs](#)
- [COAAPs Selected by California Agencies](#)

This webinar and accompanying slides will be available on this webpage

Thank you for attending!

Facilitated by

Lori Howard

lbhoward@casas.org

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