

Workforce Training Courses



Integrated Education Training (IET)

'At-A-Glance Guide'

CA Department of Education

Adult Education Office (11/4/2024)

Workforce Preparation Courses

(Irrespective of where they fall in the pathway and/or IRTC categories)



Industry-recognized Training Credentials (IRTC):

- State licensure administered by the California Department of Consumer Affairs
- Locally approved certificates awarded by an entity on the Employment Development Department's Eligible Training Provider List (ETPL)
- Career Development and College Preparation (CDCP) Short-Term Vocational certificates with more than 48 contact hours
- Completion of a short-term vocational credit certificate over six units
- Certificates that meet the minimum threshold for inclusion under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V)
- Certificates earned through a Career Technical Education (CTE) program at a Local Education Agency that meets California Department of Education (CDE) Standards
- Certificates that meet the threshold for Title IV Federal Student Aid
- Certificates earned through Pre-Apprenticeship or Apprenticeship Programs
- Other (Note: Agencies selecting this category must demonstrate that the proposed IET program meets regional labor market needs, courses are of sufficient intensity and quality, and that certificates awarded are recognized regionally or statewide).



Including but not limited to:

- Computer Basics or Computers for ESL
- Vocational ESL
- Digital Literacy
- Financial Literacy
- Bridge Courses
- Google Suite Basics
- Microsoft Office Basics
- Keyboarding
- First Aid/CPR
- OSHA 10
- Career Readiness: soft skills, job preparation, job seeking skills, interviewing skills

Note: The AEO may identify additional introductory courses as workforce preparation.

IRTC Conditions:

- Certificates must be transferable (certificates awarded locally must demonstrate that students are employable beyond the district and that employment opportunities exist beyond their school district). CASAS and the CDE may require supporting documentation.
- Courses within a CTE pathway (Concentrator and Capstone) are acceptable as workforce training except for courses such as those listed above as workforce preparation. CASAS and the CDE may require supporting documentation (e.g., course outline, syllabus, program of study/sequence of courses). Resource Documents: [CTE Standards and Framework](#)
- Case-by-Case determination: CASAS will flag training courses with less than 35 hours and consult with the CDE. The CDE and CASAS will determine whether the proposed training course is of sufficient intensity and quality. Supporting documentation may be required.
- Zero enrollment = No training