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## **MEMORANDUM**

**TO:** District Adult Education Directors  
College Adult Education Directors  
Reports Coordinators

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** July 22, 2022

**SUBJECT:** **Clarification on Reporting of Integrated Education and Training Measurable Skills Gains**

Since March 2022, the Florida Department of Education (FDOE) Division of Career and Adult Education has communicated via conferences, webinars and other convenings, information about the additional Measurable Skills Gains (MSGs) that Adult Education students can earn through participation in Integrated Education and Training (IET) programs. For 2021-2022 and 2022-2023, MSGs through IET program participation may be earned through industry certification and postsecondary credit attainment.

**In light of further review and guidance from the United States Department of Education (USDOE), we are issuing a change in guidance on the MSG opportunity related to postsecondary credit attainment.**

**Postsecondary Credit Attainment** – Previous guidance stated that earning any postsecondary credit from a course that was transferrable and in the Statewide Course Numbering System (SCNS) would equate to a MSG. Per the Office of Career, Technical and Adult Education, this standard is too low and must be higher than originally conveyed. Upon clarification from the USDOE, to earn this specific MSG, an IET student must:

1. Be enrolled in a postsecondary program;
2. Earn 12 credit hours or 360 clock hours per semester (or equivalent) or, for part-time students, a total of at least 12 credit hours or 360 clock hours over the course of two consecutive semesters (or equivalent) during the program year (July 1 – June 30).

Programs of postsecondary enrollment, therefore, must be at least 12 credit hours/360 clock hours in length to generate the MSG. The postsecondary program name, postsecondary program/Classification of Instructional Program (CIP) number, and all courses associated with the postsecondary program of enrollment must be included in the IET Program Number Appendix. Course information includes each course name, SCNS code and credit/clock hour length.

Kevin O'Farrell, Ph.D.  
Chancellor of Career and Adult Education

Clarification on Reporting of Integrated Education and Training Measurable Skills Gains  
July 22, 2022  
Page Two

Please note this information must be present in the appendix to ensure MSG calculation. The 2022-23 IET Program Number appendix located in the data reporting handbooks (Workforce Development Information System (WDIS), Community College and Technical Center Management Information Systems (CCTMIS), Community Based Organization (CBO) will reflect this updated format.

Again, if your agency plans to utilize this IET program model, please confirm that your information is accurately reflected in the 2022-23 IET Program Number appendix.

Fortunately, many institutions providing postsecondary instruction as part of their IET program are already using this model of full postsecondary program enrollment in programs that meet the credit/clock hour threshold. This does not mean, however, if your agency was/is not, that this is “wrong”. Any postsecondary credit earning is significant and meaningful to the path of our adult education students. This activity will continue to be applauded and, if utilized, should also be reflected in the IET program number appendix and reported even if it does not generate additional measurable skill gains. Please also see attached *Florida’s Integrated Education and Training Data Reporting Guide* that we hope provides additional clarity, where needed.

If you have any questions regarding IET MSGs or general data reporting please contact, Dr. Brittany C. Ross, Director of Research and Evaluation at [Brittany.Ross@fldoe.org](mailto:Brittany.Ross@fldoe.org). If you have questions regarding information listed for your IET program in the IET Program Number Appendix (<https://www.fldoe.org/academics/career-adult-edu/adult-edu/resources.shtml>), please contact Rachel Ludwig at [Rachel.Ludwig@fldoe.org](mailto:Rachel.Ludwig@fldoe.org).

Regards,

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