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MEMORANDUM

TO: District Adult Education Directors
Florida College System Adult Education Directors

FROM: Henry Mack, Chancellor, Career and Adult Education 

DATE: September 25, 2020

SUBJECT: **Instructional Hours Reporting Procedures for Adult General Education Programs and Online Delivery**

The Florida Department of Education adopted amended procedures for instructional hours reporting in adult general education programs based on changes to WIOA federal laws effective July 1, 2017, with a [Technical Assistance Paper](#) published to assist in the local implementation of those procedures, including asynchronous online delivery of instruction. Then, on March 23, 2020, the Florida Department of Education issued Emergency Order No. [2020-EO-01](#) in response to the current COVID-19 pandemic. This order and later directives spoke of transitioning in-person instruction to online delivery environments.

In transitioning to online delivery, adult education providers have requested some flexibility in the calculation of instructional hours for online instruction, specifically for online delivery where the instruction is not asynchronous, i.e., where students are expected to attend online instruction at regularly scheduled times, completing all instructional interactions, materials, assessments and assignments within the scheduled class time. This modality is referred to as synchronous online delivery.

Working in conjunction with adult education providers, the Division of Career and Adult Education developed the following models of online delivery. Also included in the table below are the instructional hours reporting procedures required for each model in addition to the Technical Assistance Paper with the respective changes. It also incorporates a summary of waivers applied as a result of the Emergency Order referenced above. For ease the Technical Assistance Paper can be found here: <http://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-.stml> .

Henry Mack
Chancellor of Career and Adult Education

Online Delivery Models	Model Details	Instructional Hours Reporting Procedures
synchronous online delivery	All instructional interactions, materials, assessments, and assignments are provided during regularly scheduled class times. The course instruction is provided in a manner complimentary to an in-class environment.	<ul style="list-style-type: none"> • The ten-hour minimum threshold applies. • Students are mandatorily withdrawn after six consecutive absences. • After the ten-hour minimum threshold is met, <u>scheduled hours</u> are reported. • Attendance and class-participation expectations are identical to an in-person environment.
hybrid delivery	Any combination of synchronous and asynchronous delivery. All students are expected to attend regularly scheduled instructional interactions in combination with asynchronous activities completed in an online curriculum delivery system.	<ul style="list-style-type: none"> • Separate course sections would have to be established with one assigned to synchronous activity and the other to asynchronous activity.
asynchronous online delivery	All instructional interactions, materials, assessments, and assignments are completed on the student's own schedule, with the work of students and instructors occurring at different times.	<ul style="list-style-type: none"> • The ten-hour minimum threshold applies. • Students are not required to be mandatorily withdrawn for nonattendance. • <u>Instructional contact hours</u> are reported and not scheduled hours. • Proxy-assignment of instructional hours to an education activity is not permitted.

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This policy will remain in effect as long as the provisions associated with EO-20-01 are in effect. If you have any policy questions regarding these procedures, you may contact Tara Goodman at 850-245-9002. For technical assistance on school district data submissions, please contact Nand Divate at Nandkumar.Divate@fldoe.org. For technical assistance on Florida College System data submissions, please contact Kimberly Pippin at Kimberly.Pippin@fldoe.org.

HM/ps

Attachment

cc: District Reports Coordinators
Florida College System Reports Coordinators