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TO: Adult Education Directors, Districts
Adult Education Directors, Florida Colleges
Adult Education Directors, CBO

FROM: Kevin O'Farrell, Ph.D.

DATE: December 19, 2024

SUBJECT: New Integrated Education and Training Program Request Windows

This memorandum provides key dates and introduces new submission windows for Integrated Education and Training (IET) program requests. Effective immediately, agencies have two annual submission windows designated to request updates to existing IET programs or to request the approval and registration of new IET programs. The two submission windows will take place annually in March and December.

IET Program Requests, 2024-25

As previously announced, to aid the IET program update and registration process, the Florida Department of Education (FDOE) has partnered with the Institute for the Professional Development of Adult Educators' (IPDAE) to facilitate a new online application. The new [IET Request Application](#) launched August 2024 and will remain open through December 31, 2024. Currently, agencies may submit IET program requests solely for implementation in the 2024-25 program year (PY).

After the application closes on December 31, FDOE will officially deploy the new March and December registration windows.

IET Program Request Windows, 2025-26

March 2025 Submission Window: The IET Request Application will reopen on March 1, 2025, for the submission of PY 2025-26 IET program requests. Agencies should submit requests in March 2025 for IET programs intended for 2025-26 PY operation, only. The last day for March submissions will be March 31, 2025.

December 2025 Submission Window: The IET Request Application will reopen on December 1, 2025, for the submission of PY 2025-26 IET program requests. This window is intended for IET programs that were not submitted during the March window but are intended for current PY operation upon state approval. The last day for December submissions will be December 31, 2025.

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

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The chart below outlines future request windows and related dates that agencies may use to request new IET programs.

Request Window	Request Window Dates	Effective PY of Approved IET Program Requests
March 2025	March 1, 2025 – March 31, 2025	2025-26
December 2025	December 1, 2025 – December 31, 2025	2025-26
March 2026	March 1, 2026 – March 31, 2026	2026-27
December 2026	December 1, 2026 – December 31, 2026	2026-27

Please note that moving forward, IET program requests will no longer be submitted with Adult Education Family Literacy Act (AEFLA) continuation grant applications. Requests submitted outside the designated submission windows or as part of the AEFLA continuation grant will not be reviewed.

If you have any questions regarding IET program approvals and submissions via IPDAE’s platform, please contact Catherine L. O’Neil, Director of Integrated Education and Training, at Catherine.ONeil@fldoe.org.

If you have any questions regarding state data reporting, contact Dr. Brittany C. Ross, Director of Research and Evaluation, at Brittany.Ross@fldoe.org.

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cc: Carol Bruner, Bureau Chief for Adult Education, Division of Career and Adult Education