PROGRAM MEMORANDUM 26-10

DATE: October 26, 2026
TO: Adult Education Program Directors
FROM: Nick Moore, Chief Adult Education and Learning Officer
SUBJECT: Issuance of the Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE) Policy and Procedures Manual

I. Purpose

The purpose of this memorandum is to issue the Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE) Policy and Procedures Manual (the "Manual") and establish the requirements governing the design, submission, approval, implementation, and evaluation of IET and IELCE programs funded through the Alabama Community College System (ACCS) Adult Education Division. This memorandum identifies the Manual's scope and applicability, outlines responsibilities for implementation, and describes how the Manual will be maintained and updated.

II. Background

The Manual establishes state policies and procedures for IET programs funded under WIOA Title II, section 231, and IELCE programs funded under WIOA Title II, section 243. It addresses federal requirements, program design, partnerships, Measurable Skill Gains (MSG), Program of Study submission and approval, IELCE-specific requirements, recordkeeping, monitoring, and continuous improvement. The Manual adopts the OCTAE-supported LINCS Integrated Education and Training Design Toolkit (revised April 2025) as Alabama's IET design framework. Where the Manual addresses milestones, technical or occupational exams, assessment levels, or data reporting, the Alabama Adult Education Division Policies and Operational Procedures Manual and the State Assessment Policy continue to govern.

III. Policy

Effective as of the date of this memorandum, eligible providers receiving ACCS Adult Education funds that offer or plan to offer IET or IELCE services shall comply with the policies and procedures established in the Manual.

A. Applicability

- The Manual applies to eligible providers receiving ACCS Adult Education funds that offer, or plan to offer, IET services under WIOA Title II, section 231, or IELCE services under section 243.
- The requirements apply to new programs and substantive revisions to previously approved programs.
- Local Adult Education directors are responsible for ensuring that relevant staff and partners understand and follow the requirements applicable to their roles.

B. Program of Study Approval

- Each IET or IELCE program must have a state-approved Program of Study before participants may be enrolled or reported in the program.
- The required Program of Study Form, Curriculum Outline, and supporting documentation must be submitted for review. Approval requires signatures from the Local Director and State Director of Adult Education.
- Substantive changes to an approved program, including changes to the certification type, curriculum, or MSG type, must be submitted for state approval before implementation.

C. Relationship to Other State Policy

- The Manual establishes requirements specific to IET and IELCE program design and implementation.
- The Alabama Adult Education Division Policies and Operational Procedures Manual and the State Assessment Policy govern matters addressed in those documents, including milestones, technical or occupational exams, assessment levels, and data reporting.

D. Availability and Revisions

- The Manual will be made available to program directors electronically and through the ACCS Adult Education Division's website.
- Substantive revisions will be communicated through subsequent program memoranda or other official guidance identifying the affected requirements and applicable effective date.

IV. Rationale

Issuance of a statewide IET and IELCE Policy and Procedures Manual:

- Establishes consistent requirements for designing, submitting, approving, and implementing IET and IELCE programs across Alabama;
- Supports alignment with WIOA Title II and applicable federal regulations;
- Clarifies expectations for integrated instruction, career pathways, credentials, MSG documentation, and employer engagement; and
- Supports program quality, monitoring, recordkeeping, and continuous improvement.

V. Responsibilities

A. Local Program Directors

Local program directors shall ensure that proposed IET and IELCE programs follow the Manual's requirements, that complete Program of Study submissions and supporting documentation are provided for review, and that required records are maintained locally. Directors shall also ensure that substantive program changes are submitted for approval before implementation.

B. Instructors and Program Staff

Instructors and program staff shall implement approved programs in accordance with the approved Program of Study and the applicable policies and procedures in the Manual. Staff shall maintain required documentation and participate in program evaluation and continuous improvement activities as appropriate to their responsibilities.

C. ACCS Adult Education Division

The ACCS Adult Education Division shall review Program of Study submissions, communicate approval decisions and feedback, maintain and periodically revise the Manual, and provide guidance and technical assistance regarding implementation. State staff may review IET and IELCE records through desk or on-site monitoring to confirm that programs are delivered as approved.

VI. Effective Date

This memorandum and the Manual it issues are effective upon issuance.

VII. Questions or Technical Assistance

Questions and requests for technical assistance regarding the Manual should be directed to Dana Wolfe, Director of Training, Technical Assistance, and Assessment Branch.