



INARF Human Resources Professional Interest Section Meeting

February 11, 2021

12:30-2:30 PM



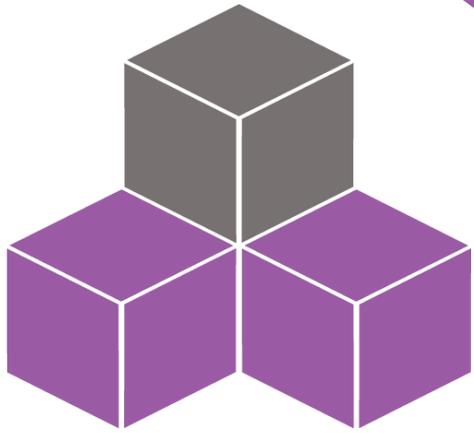
Thank You Sponsors!

Alicia M. Boyd, CPA
Professional Corporation



CPAs / ADVISORS





Human Resources

Fair Credit Reporting Act and the Responsibility of Members

*Mike McCarty, President, and Brigitt Klaum,
VP Customer Advocacy, Safe Hiring Solutions LLC*

Understanding the Federal Fair Credit Reporting Act



Mike McCarty
Former Nashville Detective
Founder & CEO



Brigitt Klaum
Customer Success



Who Are We?

- HDQ Danville, Indiana
- Leadership/ Advisors
 - FBI
 - Secret Service
 - State/ Local Law Enforcement
- Clients
 - 70% of IN schools
 - CASA
 - Kiwanis International



360 Safety & Security Company

- ❑ Background checks
- ❑ RefLynk automated reference checks
- ❑ ArrestAlert
- ❑ NSOR Annual Batch Upload
- ❑ Continuous Learning Hub
- ❑ Safety & Security Assessments
- ❑ Visitor Management
- ❑ MVR
- ❑ COVID App



What is the Fair Credit Reporting Act?

- ❑ Legislation Enacted to promote the accuracy, fairness and privacy of consumer reports and information provided by a consumer reporting agency.
- ❑ What is a consumer report?
 - Criminal History/Background Check
 - Employment/Education Verifications
 - Reference Check
 - Financial Credit Report
 - Driving History

What responsibility does an employer have in regards to the FCRA?

- ❑ Disclosure Statement
- ❑ Authorization

If denying employment based in whole or PART on the background check report then:

- ❑ Pre-Adverse Action
- ❑ Adverse Action w/:
 - Summary of Rights
 - Copy of report



Additional services received as a client:

- ❑ Pre-Adverse & Adverse Action Process
- ❑ Service Desk
- ❑ Chat
- ❑ Continuing Education

Legal Compliance

- Federal Fair Credit Reporting Act (FCRA)
 - Requires Disclosure Statement; and
 - Authorization
- Denying employment 2 step process:
 - Pre-Adverse Action Letter
 - Copy of report
 - Summary of Rights Under the FCRA
 - Adverse Action Letter

Contemporaneous Notification vs Court of Record Verification

- Contemporaneous Notification
 - Report records w/out verification
 - Send copy of report to candidate
- Verify w/ Court of Record
 - Best practice
 - CRA has FCRA “maximum possible accuracy”
 - 613 Letters



2020 FCRA Lawsuit Settlements

- \$4.75 million
- \$4.25 million
- \$1.28 million
- \$500,000
- \$220,000



Additional Client Services

- Service Desk
- Real-Time Chat
- Continuing Education
 - Webinars
 - Continuous Learning Hub



Process to become a client

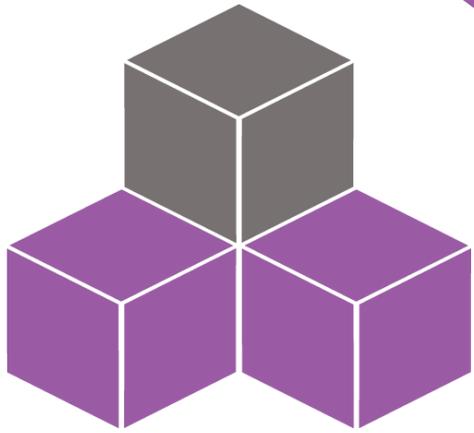
- ❑ Account Application and Service Agreement
- ❑ No set up fee or annual user fee for services
- ❑ Charge only for reports that are ordered

Questions?

sales@safehiringsolutions.com

or

Brigitt.klaum@safehiringsolutions.com



Human Resources

Overview of Indiana Adult Education

*Jerry Haffner, Assistant Director of Adult Education
Policy & Programs, Indiana Department of Workforce
Development*



Connecting & Engaging.
It's What We Do!

INDIANA Adult Education Overview of Statewide Services

February 11, 2021

Jerry Haffner | Assistant State Director

Department of Workforce Development | Indiana ADULT EDUCATION
10 N. Senate Avenue, IGCS SE 203 | Indianapolis, IN 46204

jhaffner@dwd.in.gov

Across **INDIANA**

Remote Webinar



INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

Robert D. Moore

Director of Adult Education
Monroe County Community School
Corporation
Broadview Learning Center
705 W. Coolidge Drive
Bloomington, IN 47403
812.330.7731

rmoores@mccsc.edu

Joining Us

Rob Moore

ROB MOORE



Monroe County Community School
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INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

What is Adult Education?

Indiana Adult Education programs provide math, reading, and writing instruction to help Hoosiers acquire skills needed to earn a high school equivalency diploma, go to college, or enter an entry-level occupational certification program.

They may even earn a high school equivalency diploma and an occupational certificate at the same time, allowing them to get back to work or switch careers quickly.

Employment. Careers. Better Life.





INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

INDIANA ADULT EDUCATION

Basic Skills

- Mathematics
- Reading
- English
- Writing

- ▶ High School Equivalency
- ▶ Short-Term Training
- ▶ Certifications

“

A PROMISE MADE

by Ashley Bruner

In November 2020, my grandma got sick with COVID-19. I was devastated. They managed to treat her and thought they had the virus under control, so they sent her back to the nursing

home. After a few days, she made a turn for the worse and I needed to go say my goodbyes. A few hours had gone by and she was gone.”

“I couldn't help but feel useless and broken.”

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BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

INDIANA ADULT EDUCATION

Basic Skills

- Mathematics
- Reading
- English
- Writing

- ▶ High School Equivalency
- ▶ Short-Term Training
- ▶ Certifications

A PROMISE MADE

by Ashley Bruner



Grandma always told me to make the **world a better place** even if it meant losing something you love. In that exact moment, I made her a promise, and I changed my mind about going to school.”

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BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

INDIANA ADULT EDUCATION

Basic Skills

- Mathematics
- Reading
- English
- Writing

- ▶ High School Equivalency
- ▶ Short-Term Training
- ▶ Certifications

A PROMISE MADE

by Ashley Bruner



All of my teachers . . . pushed me when I thought I couldn't get back up and I'll forever be grateful for that if they wouldn't have physically and emotionally shown me I can do this."

Teacher Jennie Gorski – "(Ashley) is determined and smart. Even on the emotionally tough days, she comes to class. She makes good use of study materials, a Chrome-book, and hotspot. She has met with a college recruiter and even talked her boyfriend into meeting one. *She doesn't let anything slow her down.*"

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Network

55 Providers

- School districts
- Workforce
- Nonprofits
- Higher education

Ivy Tech, Martin University, Marion University, Literacy groups, YMCA

26,920

Hoosiers Served in Adult Education Programming PY 2019

33% Ages 16-24

50% Ages 25-44

12% Ages 45-54

49.8% MALE

50.2% FEMALE



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Six in 10
Students

Initially are unemployed,
not in the labor force, or
have a termination
notice

26,920

Hoosiers Served in Adult Education Programming PY 2019

Participants by Ethnicity

White	42%	Hispanic/Latino	12%
Black	20%	Asian	7%
More than one race	19%		



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30%

Low Income

Nearly 10 percent of the students reported being single parents (includes single pregnant women)

26,920

Hoosiers Served in Adult Education Programming PY 2019

Nearly 10 percent of the students self-reported having one or more disabilities



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Hoosiers turn to
Indiana Adult
Education for
many reasons

26,920

Hoosiers Served in Adult Education Programming PY 2019

Students come to Indiana Adult
Education for opportunities –

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*Thair
Sammour*

“My passion is Formula One. I want to be a professional race driver.”



MSD of Warren
Township
Adult and
Continuing
Education

Natalie Reuter
Director



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MSD of Warren Township
Adult and Continuing
Education

Milton Pineda

“My passion is
to play professional
soccer.”

Natalie Reuter | Director

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HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.



MSD of Warren Township
Adult and Continuing
Education

Ingride Eugene

“My passion is getting my education to teach in a Bible school.”

Natalie Reuter | Director

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Approximately 250 Class Locations
Nearly 1,000 Adult Educators
(Full & Part-time)

- Administrators
- Teachers
- Coaches/Counselors
- Paraprofessionals
- Volunteers





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Approximately 70 HSE Testing Locations



TEST
ASSESSING
SECONDARY
COMPLETION

7.5-Hour Test Covers Five Subjects

PY 2019 State Pass Rate 80.13%

- Reading 90%
- Social Studies 95%
- Science 90%
- Mathematics 81%
- Writing 92%

Cost \$115.00

4,340 HSEs

PY 2019 | Includes Walk-ins

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20

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As a leader, I had to be there for my staff in ways that I hadn't been before, and staff had to replicate that for their students. It was important to step back and readjust all of our goals."

Amanda Russell | Assistant Director
College & Workforce Readiness/Adult Education
South Bend Community School Corporation
3206 Sugar Maple Court | South Bend, IN 46628
arussell@sbcsc.k12.in.us





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Is **Adult Education** prepared for this new reality?

1. Are we engaging students?
2. Are we building students' digital skills?
3. Are we providing quality?
4. Are we teaching skills for new employment sectors?

Cheryl L. Keenan

Director, Division of Adult Education and Literacy
Office of Career, Technical, and Adult Education
U.S. Department of Education





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Pivoting, it seems, is what is being asked of every teacher in America, as we head back to school in whatever form that may look like.” – NCTE Member **Oona**

Marie Abrams 8.20.2020

“Teachers can’t simply take a face-to-face lesson and put it online and expect great learning to happen.” –

Callie Bush



INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

√ Comprehensive Academic Program

- In-person learning
- Hybrid learning
- Online learning



IOOAE

Indiana Online Only Adult Education

√ Supportive Services

√ Robust Certification Program

√ Active Workforce Education Program

Advantages to Virtual Teaching

– “My wardrobe has gone from ‘teacher casual’ to ‘pajama formal.’” –

[Pinterest.com](https://www.pinterest.com)



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√ Comprehensive Academic Program

- In-person learning
- Hybrid learning
- Online learning



IOOAE

Indiana Online Only Adult Education

ABE Contact | Hannah Price | hprice@vinu.edu
ELL Contact | Rob Moore | rmoore@mccsc.edu

Indiana Online Only (IOO) is the only approved online adult education program in Indiana. Students may complete an HSE preparation or English language acquisition course on their own schedule, in the comfort of their own home. IOO meets students where they are, both physically and academically.



Monroe County Community
School Corporation
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VINCENNES
UNIVERSITY



INDIANA ADULT EDUCATION

BASIC SKILLS. HIGH SCHOOL EQUIVALENCY. SHORT-TERM TRAINING. CERTIFICATIONS AND MORE.

✓ Comprehensive Academic Program

- In-person learning
- Hybrid learning
- Online learning

INDIANA Adult Education
National Leader
NATIONAL LEADER

#3

High School Credentials
Behind California and Florida

#1

Measurable Skills Gains
The number of participants who completed one or more educational level gains as measured in one of three ways .

National Reporting System PY 2017-2018



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✓ Supportive Services

- Academic and Career Coaches
- Childcare
- Transportation assistance
- Career exploration
- Work experiences
- Job search
- Further training

Academic & Career Coaches Responsibilities –

- Connects with students, helps create plans to diminish barriers, assists in creating a career pathway, helps connect students to community resources and employers, and provides work readiness preparation in classes.



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Career Coach Responsibilities

- Creates an **Individual Employment Plan** to include barriers to employment, specific interests, job goals, potential employers in the area, and/or educational pathways.

Career Coaching

Indiana

DWD requires that sub-recipients (grantees) awarded funds utilize academic and career coaches

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✓ Robust Certification Program

Integration Education and Training (IET)

An approach which provides adult education and literacy activities simultaneously and contextually with workforce preparation activities and workforce training for a specific occupation.

- Adult Education + Workforce Prep + Training

NCCR Construction

CDL

Paraprofessional

Childhood Development
Associate (CDA)

Certified Nursing Assistant
(CAN)

CHAA Patient Access

Community Health Worker

Comptia ++



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A partnership between **Indiana Adult Education** and Hoosier **employers** to help employees retain jobs, improve performance, and advance in their professions.

Employer **PARTNERSHIPS**

- ADVICS
- Autumn Trace
- FDC Graphics
- Strebig Construction
- Jack Laurie Flooring
- Toyota
- Tyson
- American Senior Communities
- Duncan Supply
- Wagler
- Cornelius
- Eagle Railcar
- University of Notre Dame
- Keys to Work
- RecycleForce
- Keihin

1 OVER
MILLION
JOBS

NEEDED IN THE
NEXT 10 YEARS



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WorkOne
americanjobcenter
INDIANA

INDIANA
CAREER READY [.com](http://indianacareerready.com)

INDIANA'S Workforce System

Indiana Office of
WORK BASED
Learning
and Apprenticeship

JAG  **Indiana**
JOBS FOR AMERICA'S GRADUATES

 **INDIANA CAREER CONNECT**

 **NextLevel Jobs**
INDIANA

 **JVSG**
Jobs for Veterans State Grant
Serving Indiana Veterans, Eligible Spouses, and Employers
WorkOne

 **IN DEMAND JOBS**
INDemandJobs.com



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20

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What a
year this
week has
been.”

– Fort Meyers News-
Press 3.22.2020

Thank you!
Thank you!
Thank you!
Thank you!

Adult Education Accommodations for Disabilities

Classroom
Instruction



More documentation
needed



Adult Education Accommodations for Disabilities

Tests of Adult Basic Education

Classroom Instruction

More documentation
Needed



Adult Education Accommodations for Disabilities

High School Equivalency Test

Tests of Adult Basic Education

Classroom Instruction

More documentation needed



ADULT EDUCATION ACCOMMODATIONS FOR DISABILITIES

Allowable Resources for Everyone

- ▶ Approved calculator on Math Part 1 and Science
- ▶ Paper-pencil or computer-based format
- ▶ English, Spanish, or Braille
- ▶ Colored overlays
- ▶ Ear plugs
- ▶ Seat cushion
- ▶ Calculator Reference Sheet and Math Reference Sheet (both provided by DRC)
- ▶ Scratch paper (provided by testing center)
- ▶ Pencils and erasers (provided by testing center)
- ▶ Magnifying glass
- ▶ Adaptive equipment ordinarily used

https://tasctest.com/pdfs/TASC_Allowable_Resources.pdf

ADULT EDUCATION ACCOMMODATIONS FOR DISABILITIES

Allowable Resources for Everyone

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- ▶ Pencils and erasers (provided by testing center)
- ▶ Magnifying glass
- ▶ Adaptive equipment ordinarily used

Allowable Resources with Prior Notification

- ▶ ASL Directions on DVD
- ▶ Large-print edition
- ▶ Special lighting
- ▶ Ear phones

TASC Special Testing Accommodations: Needs Formal Approval

- ▶ Alternate Presentation
- ▶ Supervised breaks or multiple sessions
- ▶ Calculator: Math Part 2, memory function, talking, abacus
- ▶ Test duration
- ▶ Physical supports not ordinarily used outside of testing
- ▶ Scribe
- ▶ Technology-assisted writing device
- ▶ Separate room
- ▶ Small group setting
- ▶ Other (e.g., calculator on Math Part 2)

ADULT EDUCATION ACCOMMODATIONS FOR DISABILITIES

Requesting Formal Approval for Accommodations

- ▶ TASC Test Accommodations Request Form
- ▶ Documentation of need

ADULT EDUCATION ACCOMMODATIONS FOR DISABILITIES

https://tasctest.com/pdfs/TASC_Accomm_Request_Form.pdf

TASC Test Accommodations Request Form

ADULT EDUCATION ACCOMMODATIONS FOR DISABILITIES

DATA RECOGNITION CORPORATION   **TASC Test Accommodations Request Form**

Before submitting this form it is recommended that you create an online account at:
<https://tasctest.com/demo-home/test-takers/taking-tasc-test/locations/>

The results of this accommodations request will be posted to that online account. Results will not be mailed.

Section 1: Accommodations Request Form (Must be completed by TASC Test Examinee)

TASC Test Examinees with documented disabilities are eligible to use accommodations listed on an existing Individualized Education Plan (IEP) or a 504 Plan or as documented by a qualified medical professional. More detailed instructions for completing this form can be found at http://tasctest.com/pdfs/TASC_Examinee_Guidelines.pdf. Please provide the information requested below and submit online to the Data Recognition Corporation (DRC) TASC Test Administrator at forms@datarecognitioncorp.com. The form, with the additional required documentation, must be submitted at least 60 days prior to when you would like to take the test. If you have a copy of an IEP or a 504 Plan from when you attended high school, please attach a copy electronically. If you have an IEP or a 504 Plan and are submitting it with this form, you do not need to complete Section 2.

After you provide the information requested below and sign the Release of Information Statement, be sure that all required sections are also completed by the appropriate professional before you return the form. The form must be submitted to the email address for the DRC TASC Test Administrator, as indicated above.

You will receive written notification from DRC in response to your request for accommodation approval. This letter will be posted to your student portal account. If approved, please notify the TASC Test center that you have an approved accommodation at the time of scheduling your test. This will ensure that the test center has made appropriate arrangements for your testing accommodation. Information by state on how to register and sign up to take the TASC Test, can be found at:
<https://tasctest.com/demo-home/test-takers/taking-tasc-test/locations/>

First Name:

Last Name:

Birth Date: dd/mm/yyyy

Age:

Address:

City, State, Zip:

Phone Number: (555) 555-5555

*Email Address: *Email Required

Release of Information Statement:
I grant permission to both school official(s) and my healthcare provider(s) to release my education-related records and/or my medical or psychological records to the DRC TASC Test Administrator regarding my request for testing accommodations.

Examinee Signature:

Date: dd/mm/yyyy

Parent Signature: parent/guardian signature (examinees under 18 years of age only)

Date: dd/mm/yyyy

Adult Education Accommodations for Disabilities

TASC Test Accommodations Request Form

DRC CORPORATION

TASC Test Accommodations Request Form

Appendix One: Specific Accommodations Requested
 This section **MUST** be completed by all applicants and match the submitted IEP/504 Plan or Diagnostic Plan. Specific Accommodations Requested: This section must be completed.

Check the format of the test to be taken (computer-based or paper-based) and each applicable box in the grid below to indicate the accommodations requested for each subject-area test. For subjects with no required accommodations (including subjects not being taken) mark the appropriate box in the last row, labeled "None Requested."

Format of tests (check one): Paper-Based Test (PBT) Computer-Based Test (CBT)

Accommodation Category	Accommodation Details	Availability by Test Format	Availability by Test Format	Reading	Writing	Math Part 1 ²	Math Part 2	Science ²	Social Studies
		PBT ^{1,3}	CBT ¹						
Audio/Alternate Presentation	Audio CD	YES		<input type="checkbox"/>					
	Text-to-Speech		YES	<input type="checkbox"/>					
Breaks	Supervised Breaks	YES	YES	<input type="checkbox"/>					
	Multiple Sessions	YES		<input type="checkbox"/>					
Calculator ²	Calculator Memory Function	YES	YES	N/A	N/A		N/A		N/A
	Talking Calculator	YES	YES	N/A	N/A		N/A		N/A
	Abacus	YES	YES	N/A	N/A		N/A		N/A
	Other								
Duration	1.25x Testing Time	YES	YES	<input type="checkbox"/>					
	1.50x Testing Time	YES	YES	<input type="checkbox"/>					
	2x Testing Time	YES	YES	<input type="checkbox"/>					
Physical Support	Preferential Seating Location	YES	YES	<input type="checkbox"/>					
	Adequate Equipment	YES	YES	<input type="checkbox"/>					
Scribe	Print or Dictate Answers	YES		<input type="checkbox"/>					
None Requested				<input type="checkbox"/>					
Other				<input type="checkbox"/>					

¹ PBT denotes Paper-Based Test; CBT denotes Computer-Based Test.
² Scientific calculators are permitted for all examinees only in the Math (Part 1) and Science sections.
 Calculators are not needed for the Reading, Writing, or Social Studies sections. If a calculator of any kind is requested for Math (Part 2), the "Other" category should be checked and appropriate justification provided.

[Click here to submit the form to forms@datarcognitioncorp.com](https://tasctest.com/demos/home/test-takers/taking-tasc-test/locations/)

Before submitting this form it is recommended that you create an online account at: <https://tasctest.com/demos/home/test-takers/taking-tasc-test/locations/>

The results of this accommodations request will be posted to that online account. Results will not be mailed.

By submitting this form, you are authorizing DRC to share the results of this accommodations request with the examinee's Test Center.

This form is a printable PDF and can also be mailed to:
 Data Recognition Corporation
 Attn: TASC Test Accommodations Administrator
 c/o Customer Service Department
 P.O. Box 398 -- Hopkins, MN 55343-0398

Sending the form by regular mail will increase processing time.

You can also submit the form directly via email to forms@datarcognitioncorp.com

Page 5 of 5

Adult Education Accommodations for Disabilities

Documentation of Need

- Individual Education Plan

Case Conference Committee Report

Bloomington High School
South (6165)

812-330-7714

Effective Dates: 10/14/2009 - 10/14/2010

File Date: 9/30/2009

Date of Report: 9/30/2009
Individual Education Program
Evidence of Compliance
Notice of Implementation

Student: ●●●, ●●●●●●●● **STN:** ●●●●●●●●

Date of Birth: 12/28/1993 Age: 15 Current Grade: 09 Gender: M

Guardian Information

Relation: sister/guardian	Relation: mother
Name: ●●●●●●●●	Name: ●●●●●●●●n
Business Phone:	Business Phone:
Home Phone:	Home Phone: ●●●●
Mobile Phone: ●●●●	Mobile Phone: ●●●●
Address: ●●●●●●●●●● Bloomington, IN 47403	Address: ●●●●●●●●●● Marion, IN 46952

Purposes of Case Conference

Manifestation Determination, Transition IEP, Revise IEP
9/10/09 correcting the date of the move in conference which was help on 9/4/09.

Case Conference Meeting Scheduled

Date: 9/30/2009 Time: 10:00 a.m. Place: BHSS Counseling Office

Evaluation Information and Student Data

Strengths of the student:
●● is a move-in student. His NWEA scores dated 4/29/2008 show math computation as a strength.

Response to instructional strategies and research-based interventions:
small group, individual instruction, differentiated instruction, teaching to learnign styles, independent study, goal setting, reteaching, self-evaluation, peer tutoring modeling

Progress Monitoring Data:
Progress on goals will be provided at each 8 weeks grading period.

Present level of academic and functional performance:
●●● present reading, language and math skills are below grade level. His low reading and math skills effect his performance in the general education classroom.
At the six-week grading period, he is currently failing 4/5 classes. Algebra 1-1 (23%), English 9-1 (30%), ICP (6%), World Geography (14%) and IVY 120 (63%).

Reevaluation:
The case conference committee has determined that there is sufficient data to plan appropriately for the student. Therefore, reevaluation is not required at this time for the purposes of considering eligibility or providing additional information regarding the student's special education and related service needs. The public agency must consider reevaluation for each student receiving special education and related services at least once every three (3) years unless the parent and the public agency agree that it is unnecessary. In addition, the public agency must consider reevaluation if the public agency determines at any time during the three (3) year cycle that additional information is needed to address the special education or related services needs of the student, or if the student's parent or teacher

Adult Education Accommodations for Disabilities

Documentation of Need

- Individual Education Plan

Participation in Testing Programs

The student will be in high school.

<u>ALGEBRA:</u>	Student will participate in End of Course Assessment with accommodations.
<u>LANGUAGE ARTS:</u>	The tested course is not yet in the student's course of study.
<u>BIOLOGY:</u>	The tested course is not yet in the student's course of study.

Reasons for the determination of participation in testing:

The following accommodations will allow ●● to be successful on his End of Course Assessments: 50% extra test time, Calculator, Directions read, Questions read (except those related to reading comprehension)

Plan for participation in district-wide, national or international assessments:

●● will participate in district-wide, national, and international assessments as deemed necessary by the TOR.

Goals

Needs that will be addressed through the IEP Goals:

language arts and math

Adult Education Accommodations for Disabilities

Documentation of Need

- Professional Evaluation

Disability Categories

- Attention deficit/hyperactivity
- Psychological or psychiatric disorder
- Learning, cognitive or intellectual disability
- Physical disability
- Sensory disability

Adult Education Accommodations for Disabilities

Documentation of Need

- Professional Evaluation

Requirements: Narrative Report

- Qualified diagnostician
- Standardized evaluation
- Diagnosis
- Current levels of impairment
- Resulting functional limitations
- Recommendations for accommodations and rationale

Adult Education Accommodations for Disabilities

Undiagnosed Disabilities

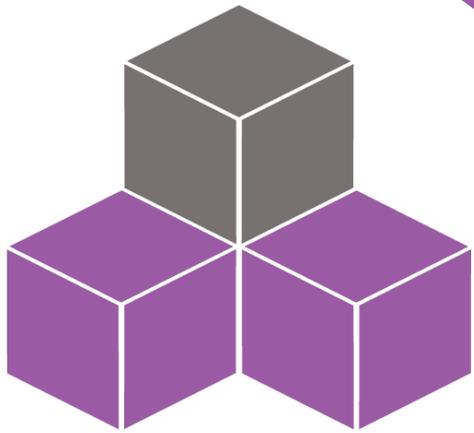
- Try different accommodations
- Refer to Vocational Rehabilitation for evaluation

Robert D. Moore

Director of Adult Education
Monroe County Community School Corporation
Broadview Learning Center
705 W. Coolidge Drive
Bloomington, IN 47403
812.330.7731



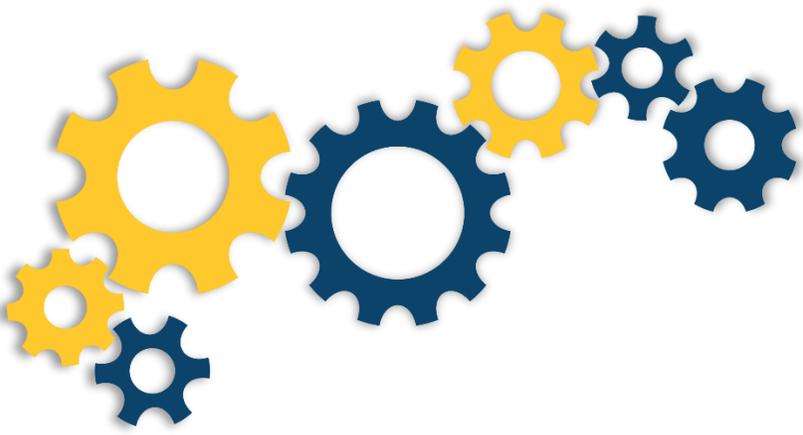
Monroe County Community School
Corporation
ENGAGE. EMPOWER. EDUCATE.



Human Resources

Overview of Work-Based Learning and Apprenticeship Programs

*Carrie Lively, Sr. Director, The Office of Work-Based
Learning and Apprenticeship Programs*



Indiana Office of
WORK  **BASED**
Learning

and Apprenticeship

The Office of Work Based Learning and Apprenticeship:

- *Establishment of the Office*
- *State Earn and Learn Process*
- *Examples, Successes and Results*

Executive Order 18-04

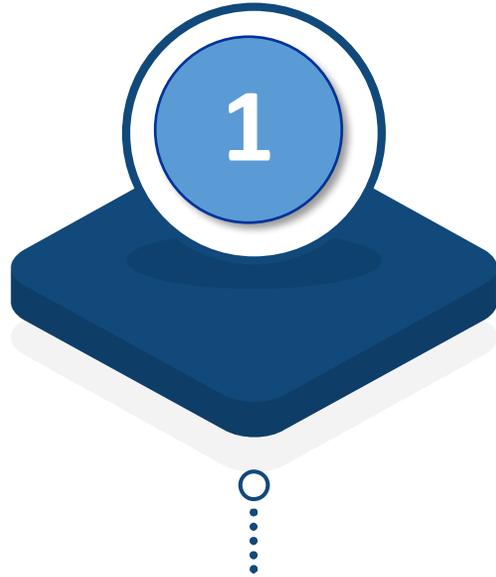


“To the fullest extent permitted by law, the OWBLA shall:

- Engage and coordinate with the US Department of Labor in expanding federal apprenticeship opportunities in our State, specifically targeting emerging industries and diverse populations;
- Develop a framework for state-approved , pre-apprenticeship models for youth as well as “earn and learn” programs that complement and enhance the federally registered apprenticeship model overseen by the USDOL;
- Support and expand work-based learning models for both youth and adult populations;
- Engage business and industry in developing and implementing solutions in partnership with education systems
- Increase business and industry engagement in schools through a coordinated structure
- Create turn-key models for implementation in industries as well as education systems;

In order to promptly, comprehensively, and proactively respond to the current and anticipated future shortage of skilled workers in our State, all state agencies and instrumentalities are directed to cooperate with, and provide assistance to, the OWBLA in implementing this Executive Order to the fullest extent permitted by law.”

Three Main Objectives of the Office



Coordinate efforts to expand the U.S. DOL registered programs

Develop and **implement** a framework of WBL pathways



Build P3 statewide based on local economic needs

Understanding WBL



The Office of Work-Based Learning Has:

- Created more than 100 certified State Earn and Learn (SEAL) programs with schools & businesses.
- Ranked # 2 & #3 in the nation for new apprenticeship programs and program completions, respectively. There are now over 1,100 registered apprenticeship programs in Indiana, an increase of nearly 170 new programs in the past two years.
- Awarded more than \$3million in expansion funds with nearly 5,000 program participants.
- Strengthened partnerships with Workforce Development Boards to build a statewide system of intermediaries for RA and SEAL programs, gaining efficiencies and effectiveness in program development and delivery at the local level.
- Created programs in all key economic sectors.
- Facilitated stronger education, union, and community partnerships.

The Office of Work-Based Learning Has:



Expertise With:

- Business/Workforce Development
- U.S. DOL Rules/Restrictions
- New H.S. Graduation Pathways
- Partnership (P3) Development
- Grant Processes
- High School CTE Programs/Funding
- Secondary Education Requirements
- Post-Secondary Education Options
- Graduation Requirements
- Industry Certifications
- Industry Human Resources Support

Current Partnerships With:

- U.S. Department of Labor
- Multiple Universities / Colleges
- Indiana DOE
- Indiana DOC
- State Board of Education
- Indiana CHE
- Multiple Chambers of Commerce
- Skillful Indiana
- Regional WDBs
- Office of Career Connections & Talent
- Multiple Sector Associations / Partnerships

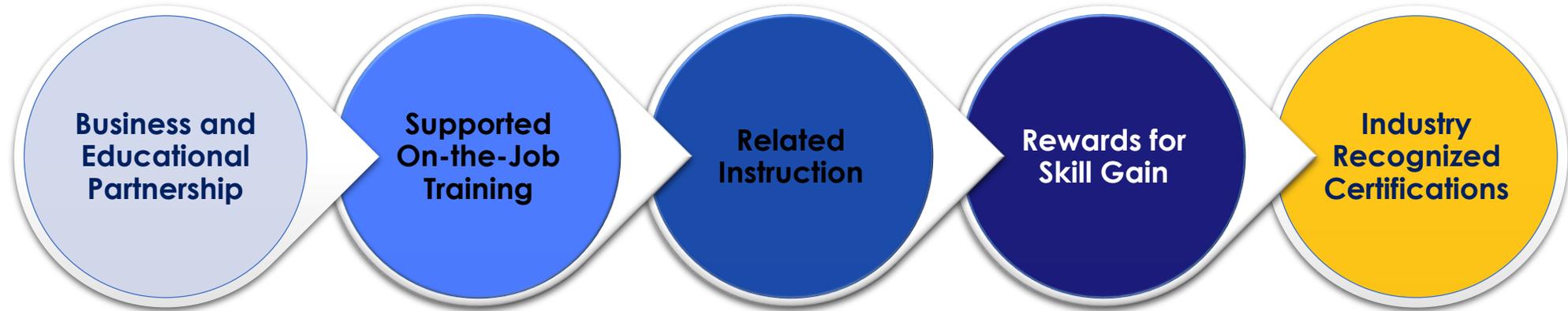
Graduation Pathways

2023 High School Graduation Requirements

*State Earn and Learn (SEAL) programs directly satisfy the requirements in **red**.

Graduation Requirements	Graduation Pathway Options
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills <u>1</u> (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.<u>2</u>
3) Postsecondary-Ready Competencies <u>3</u> (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> • Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally-recognized Apprenticeship; OR • Career-Technical Education Concentrator<u>4</u>: Must earn a <u>C average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR • AP/IB/Dual Credit/Cambridge International courses<u>5</u> or CLEP Exams: Must earn a <u>C average</u> or higher in at least three courses; OR • Locally created pathway that meets the framework from and earns the approval of the State Board of Education.

Certified State Earn and Learn



- Structured
- Scalable
- Flexible
- Sustainable Partnerships
- Satisfy Indiana H.S. Graduation Requirements (Buckets 2 & 3)

- Satisfy Licensing Requirements
- Meets Employer Needs
- Adult and Youth Programs
- Short-Term & Long-Term
- Industry Skills & Credentials
- Certificate/Degree Completion

SEAL Certification Process

1) Needs Assessment

- Business Consultant or Regional Director report
- OWBLA staff review
- Follow up meeting(s) as needed

2) Verification of Key Economic Sector Alignment

- Demand data
- Regional/local needs

3) Legal Compliance/Standing with State of Indiana

- Indiana Secretary of State
- Indiana Department of Labor
- Indiana Department of Revenue
- Indiana DWD UI tax review

4) Solution Development

- Identify appropriate pathway/program
- On-the-job training component (OJT)
- Related instruction (RI)
- Required industry certifications
- Required licenses

5) Education and Training Resources

- Approved college or related instruction provider (OCTS & ETPL)
- OJT provider
- Verify that RI and OJT meet position requirements from company
- Verify that RI and OJT meet regulatory requirements
- Verify that RI and OJT meet industry certification requirements

6) Conformance Requirements

- Knowledge/competency examination
- Skills examination

7) Partnership Plan

- In place for sustainment of candidates
- Adult source(s)
- Youth source(s)

8) Measured Outcomes

- Metrics and process identified
- Employer requirement

9) Funding Availability

- Business Services
- Other departments/sources

SEAL Examples from Across the State



State Earn AND Learn



with Garrett High School

YEAR 1



Building & Construction

Certifications:

- NCCER Core
- NCCER Construction Site Safety
- NCCER Carpentry Level 1 (270 Hours)

Work-Based Learning

Residential home build with industry professionals + summer paid internship opportunities (360 Hours)

Total: 630 Hours RI/OJT

GRADE 11

IVY TECH

- BCTI 100 BCT 101
- BCTI 102

YEAR 2



Certifications:

- NCCER Specialty Certifications:
 - Carpentry Level 2:
 - Commercial Framing and Finishing
 - Residential Framing and Finishing
 - Carpentry Level 3: Form Carpentry
 - Electrical Level 1 (270 Hours)

Work-Based Learning

Residential home build with industry professionals + paid internships/pre-apprenticeships (360+ Hours)

Total: 630+ Hours RI/OJT

GRADE 12

IVY TECH

- BCTI 103 BCTI104
- BCTI 130 BCTI 201

CONSTRUCTION TRADES



Graduating High School With:

Certifications:

- 7 Industry-Recognized Certifications
- Carpentry Specialist Certificate (Ivy Tech)

Work-Based Learning

50+ Local employers connections- Engaged in training, supporting and employing graduates

1200+ Hours of On-the-Job Experience

POST HIGH SCHOOL

IVY TECH

22 transferable credits into the Building & Construction Trades Program

COURSES AT SCHOOL

8th Grade

- Pre-Algebra
- Preparing for College & Careers
- CTE Engineering, Technology, Construction, & Manufacturing

9th Grade

- Career Development Algebra
- Career Development English 9 / Career Dev. Honors English 9
- Employability Skills Course
- WBL- Industry Speaker Series (weekly)

10th Grade

- Geometry in Construction
- Career Development English 10 / Career Dev. Honors English 10
- Employability Skills Course
- WBL- Industry Tours + PBL in Career Development English 10

11th Grade

- Career Development Algebra 2
- Career Development English 11/ Career Dev. Honors English 11
- Employability Skills Course

12th Grade

- Quantitative Reasoning thru Construction Trades
- Career Development English 12/ Career Dev. Honors English 12
- Employability Skills Course

Want to learn more? Visit www.inwbl.com

You (OWBLA) not only listen to our concerns as educators, but also listen to industry and understand what they need and want NOW, not just five years from now. Relevant and Practical—that is what the OWBLA is for education in our state. Thank you and please keep up the GREAT work!

- Chad Sutton
Director of Career Development
Garrett High School



State Earn AND Learn



with Perry Central High School

IMT YEAR 1



Certifications:

OSHA 10
MSSC - Safety
MSSC - Production
(144 Hours)

Work-Based Learning
Manufacturing
(288 Hours)

Total: 432 Hours RI/OJT

GRADE 11

IVY TECH

IVYT 113 INDT 113
INDT 114 ADMF 101

IMT Year 2



Certifications:

MSSC - Quality
MSSC - Maintenance
(144 Hours)

Work-Based Learning
Manufacturing
(288 Hours)

Total: 342 Hours RI/OJT

GRADE 12

IVY TECH

MATH 123 ENG 101
ADMF 102 COM 101

INDUSTRIAL MAINTENANCE TECHNICIAN



Graduating High
School With:

Certifications:

5 Industry-Recognized Certifications

Work-Based Learning
865+ Hours of On-the-Job Experience

POST-HIGH SCHOOL

IVY TECH

22 transferable credits into
additional post-secondary training

COURSES AT SCHOOL

8th Grade

- Pre-Algebra
- Preparing for College and Careers (CTE\$)

9th Grade

- AgPower
- Algebra I
- WBL = Industry Tour

10th Grade

- Intro to Manufacturing (CTE\$)
- Geometry
- WBL = Job Shadow

11th Grade

- Adv. Manufacturing
- Algebra II
- Basic Electricity
- Welding I - IVT
- WBL/Internship (CTE\$)

12th Grade

- Adv. Manufacturing II (CTE\$)
- WBL/Internship (CTE\$)
- Quantitative Reasoning
- Speech
- Honors English 12

Want to learn more? Visit www.inwbl.com

The OWBLA has done an excellent job helping us to develop and implement quality SEAL programs in our career center. I am confident with the continued assistance of the OWBLA, we will soon be able to expand our new SEAL programs into officially registered apprenticeship programs.

- Alan Taylor
Career And Technical Education Director
Prosser Career Center



State Earn AND Learn



Mt. Vernon High School, Anderson Career Center, Trilogy Health Services

CNA



Health &
Life Sciences

Certifications:

CNA
CPR Certification
Dementia Certification

Work-Based Learning

Clinical Hours/externship at Springhurst

Total: 510 Hours RI/OJT

GRADE 11

IVY TECH

HLHS 100 HLHS 101
HLHS 107 HLHS 113

Advanced CNA



2021-2022

Certifications:

Geriatric Certification
Safety Certification

Work-Based Learning

Employment in long term care facilities

Total: 510 Hours RI/OJT

GRADE 12

IVY TECH

HLHS 102 HLHS 125

HEALTHCARE PROFESSIONAL



**Graduating High
School With:**

Certifications:

5 Industry-Recognized Certifications
Preceptor Certified

Work-Based Learning

1020+ Hours of RI/OJT

POST-HIGH SCHOOL

IVY TECH

Up to 14 transferrable credits into Healthcare Programming

COURSES AT SCHOOL

9th Grade

- Biology
- Preparing for College and Careers (CTE\$)
- WBL = Guest Speakers

10th Grade

- ICP or Chemistry
- WBL = Job Shadow
WBL = Job Site Tour

11th Grade

- Anatomy & Physiology (CTE\$)
- Health Science I:
- WBL/Summer Employment (CTE\$)

12th Grade

- Health Science II: Nursing
- WBL/-Employment (CTE\$)

Want to learn more? Visit www.inwbl.com

The Office of Work-Based Learning & Apprenticeship has been a valuable resource for Hoosier Hills Career Center. Through OWBLA, we have been able to develop pre-apprenticeship programs in Construction and Welding, create an Emergency Medical Technician Apprenticeship and launch the first Biomanufacturing Technician Apprenticeship program in the state. These initiatives were made possible by the support that has been provided by Darrel Zeck and his team.

- Brenda Duncan-Davis
Director of Industry Outreach
Hoosier Hills Career Center

State Earn AND Learn

Prosser Technical School

Auto Collision



Advanced
Manufacturing

Certifications:

EPA H6
iCar Auto Collision (First)

Work-Based Learning

1 week Mini Internship: 15 Hours
6 week Summer Employment: 222 Hours
Total: 237 Hours RI/OJT

GRADE 11

Vincennes University
AUTO 105, Body 100, 100L, 280,
WELD 185

Auto Collision



Certifications:

iCar Auto Collision (Second)

Work-Based Learning

2nd Semester Capstone: 270 Hours

Total: 430 RI/OJL

GRADE 12

Vincennes University
BODY 150,
150L, 290

Auto Collision



Certifications:

3 Industry-Recognized Certifications +
VU Auto Body Repair Certificate

Work-Based Learning

**Total: 970+ Total hours of On-the-Job
Training and Related Instruction**

POST-HIGH SCHOOL

VU
22 Transferable Credits

COURSES AT SCHOOL

8th Grade

- 8th grade Science

9th Grade

- Preparing for College and Careers

10th Grade

- Intro to Advanced Manufacturing

11th Grade

- Automotive Collision I

12th Grade

- Automotive Collision II
- DC Government
- DC English
- DC MATH

By creating a State Earn and Learn, we have given students the opportunity to have real world experiences. They leave high school understanding what is really happening in the world in which they will work and live. They are ready for success.

- Dave Ungru
President
Koehler Welding Supply

Game Changers

Some Numbers to Share

- Benefit to Employers-

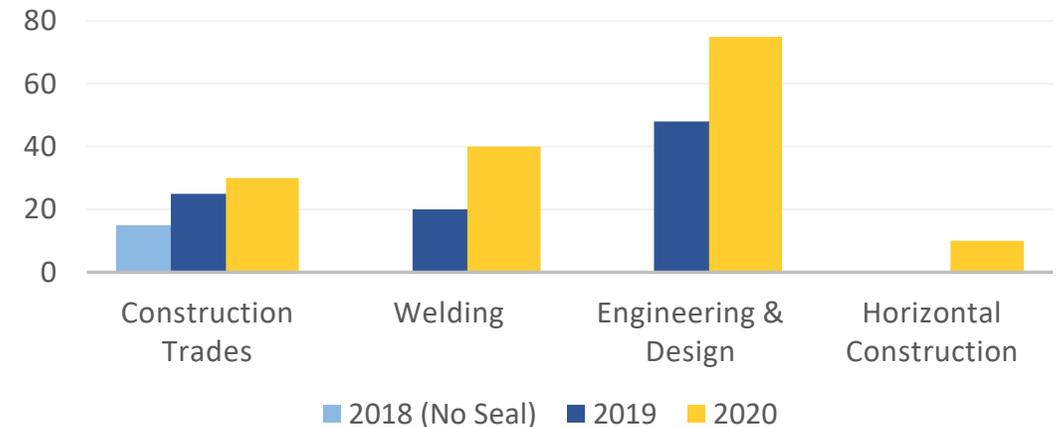


Certified Nursing Assistant
Certified SEAL for HS Students
&
Registered Apprenticeship

Result: 40% Trilogy Turnover
vs. ~150% Industry
Turnover

- Benefit to Students -

Student Enrollment in SEAL Programming



We have seen a 193% increase in Hoosiers in WBL programs.

Indiana was second, behind only California for the number of new apprentices for 2018.

Indiana was third best for completions behind only California and New York.

The United States Department of Labor formally recognizes **Indiana's State Earn and Learn** (SEAL) program as a **best practice** in comprehensive work-based learning. Developed through executive order, Indiana's SEAL programs not only support and expand work-based learning opportunities for all Hoosiers, but also serve as seamless quality pre-apprenticeship programs for Indiana's youth. Furthermore, the collaborative partnership between the US Department of Labor and the Indiana Office of Work-Based Learning and Apprenticeship along with the utilization of SEAL programs in conjunction with US Registered Apprenticeship is a model worthy of replication for any state considering how to best expand apprenticeship and meet the workforce demands of the 21st century.



- John Delgado
State Director
United States DOL,
Office of Apprenticeship



Thank you!

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