** WorkReady U**

**Request for Approval of Distance Learning Curriculum**

Please complete the following form for any Distance Learning Curriculum not already listed in [WRU Policy #1.111](http://www.lctcs.edu/assets/docs/Adult%20Ed/AssessmentPolicyEffective11.14.2012.pdf). Completed forms should be emailed to adriennefontenot@lctcs.edu

*Note – All text boxes will expand automatically to accommodate the length of text entered.*

**Contact Information**

Name/Title of person submitting request

Email       WRU program name

**Curriculum**

Top of Form

Name of Distance Learning Curriculum

Bottom of Form

Publisher       Author(s)/Developer(s)

Brief description of program (subject matter, target audience, skills developed, etc.)

URL for program (if applicable)
Temporary login for WRU staff to access program (if needed)

Is there a cost to use this program? [ ]  Yes [ ]  No

If yes, what is the cost? **Please be as specific as possible.**

TABE reading score required/recommended to use program**:**

**Distance Learning Models**

Select type(s) of Distance Learning Model(s) used for counting proxy contact hours:

[ ] **Clock Time**: Assigns contact hours based on the time that a learner is engaged in a software program that tracks time.

[ ] **Teacher Verification**: Assigns a fixed number of hours based on teacher determination of the extent to which a learner engaged in, or completed, the assignment.

[ ] **Learner Mastery**: Assigns a fixed number of hours based on the learner passing a test on the content of the lesson.

**Modules**

What constitutes or defines a module of content, and what triggers module completion?

How is this determined?

 [ ]  End of module assessment

 [ ]  Teacher judgment of time required to complete material

Other

**Proxy Contact Hours**

Criteria for awarding proxy contact hours:

Number of proxy hours requested per completion of module/portion of program

Total number of modules

Total number of proxy hours requested for program

Please briefly explain your use of each of the following steps to determine this recommendation:

* Initial recommendation from publisher and/or adult education professional
* Examination and review of initial recommendation; recommendation by adult educator or administrator
* Conformation of previous recommendation through direct observation of students (description of process, including how many students were observed, and results of observation)

**Records Management**

Please briefly describe the Management/Records/Reporting features of this platform

* How easy is it to access and print individual student records?
* If there is no management system, how can you record student progress and keep records in case of an audit?
* Do individual student records track completed material (units, chapters, etc.) needed to award proxy hours? [ ]  Yes [ ]  No
* Do student reports show results of quizzes/tests/etc. by percentages, so that a specific passage rate (such as 70%) can be verified? [ ]  Yes [ ]  No
* Is it possible to generate a report for users of this platform by class, group, etc.? [ ]  Yes [ ]  No

Any other relevant information on this curriculum

**NOTE:** Attach a copy of the form your program uses to track distance learning hours in a student’s folder.

**Distance Learning**

The currricula listed below can be used in addition to what is listed in [WRU Policy #1.111](http://www.lctcs.edu/assets/docs/Adult%20Ed/AssessmentPolicyEffective11.14.2012.pdf).

[**English for All**](http://www.myefa.org/login.cfm)

* + Proxy Hour Equivalent: 6 hours per unit; total possible 120 proxy contact hours
	+ Criteria for awarding Proxy Hour Equivalent: Completed unit, verified by teacher
	+ Proxy Hour Documentation: Through learner account, print screenshot of units completed
	+ Web-based: Yes
	+ Access: Free

[**Mindquest**](http://www.mindquestacademy.org/)

* + Proxy Hour Equivalent: Varies by module
	+ Criteria for awarding Proxy Hour Equivalent: Completed module, verified by teacher
	+ Prerequisites: TABE reading score of 8 or higher to use this program independently, 7 to use as blended model or in-class.
	+ Web-based: Yes
	+ Access: Free

[**USA Learns**](http://usalearns.org/index/aboutus.cfm)

* Proxy Hour Equivalent: 3 hours/unit for courses 1 and 2; 2 hours/unit for course 3
* Criteria for awarding Proxy Hour Equivalent: Completed Unit
* Proxy Hour Documentation: Through teachers' portal, print screenshot of topic/units completed, with score. [For information on running reports, click here.](http://mnabe-distancelearning.org/sites/default/files/to_count_proxy_hours_for_usa_learns.pdf)
* Prerequisites: None
* Web-based: Yes
* Access: Free
* Resources:
	+ [Overview (a screencast)](http://screencast.com/t/lM4LWQtqHLSC)
	+ [Student Handbook](http://mnabe-distancelearning.org/sites/default/files/usa_learns_documentation.docx)

[**Skills Tutor**](http://skillstutor.com/hmh/site/skillstutor/)

* Proxy Hour Equivalent: 30 minutes per lesson, pre-test, and post-tests.
* Criteria for awarding Proxy Hour Equivalent: Completed lesson, verified by teacher; score of 70% or higher (except for any pre-test, for which any score can be accepted and used to collect a proxy hour).
* Prerequisites: TABE 4.0 to use this program independently, TABE 2.0 to use as a blended model, or TABE 1.0 to use in-class
* Proxy Hour Documentation: Copy of 'Student Detail" or "Student Data" report showing completion date(s) and score(s) obtained. [Click here for detailed information on running reports.](http://mnabe-distancelearning.org/sites/default/files/skills_tutor_proxy_hour_calculation.pdf)
* Web-based: Yes
* Access: Fee-based
* Resources:
	+ [Overview (a screencast)](http://screencast.com/t/Z1bbuWe20F)
	+ ["How to" videos](http://www.screencast.com/users/SVaiphei/playlists/Skills%20Tutor)
	+ [Administration guide (PDF)](http://mnabe-distancelearning.org/sites/default/files/adminguide.pdf)
	+ [Teacher guide (PDF)](http://mnabe-distancelearning.org/sites/default/files/teacher_guide.pdf)
	+ [Student guide (PDF)](http://mnabe-distancelearning.org/sites/default/files/student_guide.pdf)

[**A+dvancer**](http://www.advancerlearning.com/)

* Proxy Hour Equivalent: 30 minutes per test; 60 minutes per lesson
* Criteria for awarding Proxy Hour Equivalent: Completed test or lesson, verified by teacher
* Proxy Hour Documentation: Copies of completed test/lesson.
* Prerequisites: 8.0 TABE to use this program independently, 7.0 TABE to use as a blended model or in-class
* Web-based: Yes
* Access: Fee-based

[**Apex Learning, Inc.**](http://www.apexlearning.com/)

* Proxy Hour Equivalent: 1.5 hrs per lesson.
* Criteria for awarding Proxy Hour Equivalent: Attainment of at least 70% correct on unit assessment.
* Proxy Hour Documentation: Copies of completed unit assessment.
* Prerequisites: 6.0 on TABE D.
* Web-based: Yes

[**Easy ESL**](http://www.easyeld.com/index.php)

* Proxy hour equivalent: Units 1-6: 4 hours per unit; units 7-12, 8 hours per unit; total possible hours - 72
* Criteria for awarding Proxy Hour Equivalent: Completion of workpacket (including quizzes and a final test) to the satisfaction of teacher
* Proxy Hour Documentation:
* Prerequisites: CASAS reading scores from 153-220 (ELL levels 0-6) recommended.
* Web-based: No (DVDs, teacher manual, and worksheets needed)
* Access: Fee-based (for materials)

[**KeyTrain**](http://www.keytrain.com/)

* Proxy Hour Equivalent: 4 hrs per level -Reading for Information has 7 levels for a total of 14.5 hrs (including 30 minutes for the pretest at the beginning of the level); Locating Info has 6 levels for a total of 12.5 hrs (including 30 minutes for the pretest at the beginning of the level); Applied Math has 7 levels for a total of 14.5 hrs (including 30 minutes for the pretest at the beginning of the level).
* Criteria for awarding Proxy Hour Equivalent: Achieving at least 75% on level quizzes.
* Proxy Hour Documentation: Copies of completed quizzes, showing at least 75% correct
* Prerequisite: 4.0 TABE reading level is recommended.
* Web-based: Yes
* Access: Fee-based

[**Plato Learning Environment (edmentum)**](http://www.plato.com/)

* Proxy Hours Equivalent: 1.5 hours per lesson module
* Criteria for awarding Proxy Hour Equivalent: Student achieves 70% or higher on lesson module post-test
* Proxy Hour Documentation: Copies of completed post-tests, with at least 75% correct
* Prerequisites: TABE Reading Score 6.0 or higher to use independently, blended, or in-class
* Web-based: Yes
* Access: Fee-based

[**Rosetta Stone**](http://www.rosettastone.com/selp?pc=sefreeship12&cid=se-gg-5pay&gclid=CM_2zfyFma8CFQIBQAodYg2axQ)

* Proxy Hours Equivalent: 3 hours per completed core lesson; 2 hours per core lesson if the speaking portion is not completed. There are four core lessons per unit, and four units per level, for a maximum total of 48 proxy hours per level.
* Criteria for awarding Proxy Hour Equivalent: Successful completion of core lesson - each lesson has a different proficiency level needed for successful completetion - platform will not allow student to move ahead until this proficiency level is attained.
* Proxy Hour Documentation: Individual learner report
* Web-based: Yes
* Access: Fee-based

**[Edgenuity (formerly E20/20)](http://www.edgenuity.com/)**

* Proxy hour equivalent: Varies by module
* Criteria for awarding Proxy Hour Equivalent: Clock Time Model
* Proxy Hour Documentation: print reports
* Web-based: Yes
* Access: Fee-based

**MHC Online Suite (including new Common Core Achieve)**

* Proxy hour equivalent: Varies by module
* Criteria for awarding Proxy Hour Equivalent: Clock Time Model
* Proxy Hour Documentation: print reports
* Web-based: Yes
* Access: Fee-based

**[Kahn Academy](http://www.khanacademy.org/)**

* Proxy hour equivalent: Varies by module
* Criteria for awarding Proxy Hour Equivalent: Clock Time Model
* Proxy Hour Documentation: print reports
* Web-based: Yes
* Access: Free

**[CareerReady 101](http://www.careerready101.com/)**

* Proxy hour equivalent: Varies by module
* Criteria for awarding Proxy Hour Equivalent: Clock Time Model
* Proxy Hour Documentation: print reports
* Web-based: Yes
* Access: Free

**Sample Proxy Hours Assignment Report**

**Distance Learning**

Journal for Use After 12 Direct Contact Hours

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Subject Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assigned Topic** | **Assignment Details****(Book/Source)** | **Pages Completed** | **Date** | **Start Time** | **End Time** | **Total Time Spent on Assignment**  | **Student Signature** | **Hours Granted** | **Teacher signature/Enter in Database Upon Approval** |
| Adding Fractions(Example) | **Complete Pre-GED Workbook**  | pp. 677-682 | 9/9/99 |  **6:30 pm**  | 8:00 pm | 1.5 hours | Sign | 1.5 hours | Sign |
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Student Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Book/Source \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigning Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LCTCS Policy 1-111 - NRS approved proxy contact hours include:

**A.** **Clock Time Model** (ITTS, Pre-GED, or GED), assigns contact hours based on the elapsed time that a learner is connected to, or engaged in an online or stand alone software program. Student hours are taken from the activity statistics provided in the software. (Data is entered directly from the software into LACES.)

**B. Teacher Verification Model**, assigns a fixed number of hours of credit for each completed assignment based on teacher determination of the extent to which a learner engaged in, or completed, the assignment. Telephone call and email contact are allowable in this model; however a contact log containing the date of contact, student name, topic discussed, and length of contact [is to be maintained]. The contact log must be filed with student attendance records.

**C. Learner Mastery Model**, assigns a fixed number of hours of credit based on the learner passing a test on the content of each lesson. Learners work with the curriculum and materials and when they feel they have mastered the material, take a test. A high percentage of correct answers (70%) earns the credit hours attached to the material.

Students must have at least 12 onsite contact hours with the program. 3.Pre-tests and post-tests are to be administered in person using the state assessment policy. 4. Programs will report all required NRS data elements on distance education students in the state approved data management system.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:14. HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, Adult Education Services, LR 31:3068 (December 2005), amended LR 34:606 (April 2008).