



Glossary of Terms

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| ABE | Adult Basic Education |
| ADE | Arizona Department of Education |
| AES | Adult Education Services |
| ASE | Adult Secondary Education |
| ARS | Arizona Revised Statute |
| Asynchronous Learning | Learning that takes place at different times or outside of class where students work independently with guidance provided by the instructor(s). |
| BL | Blended Learning learning that connects and complements traditional in-class learning experiences (“contact hours”) with out-of-class online components (“proxy contact hours”) |
| Core Partners | Partner agencies under WIOA: <ul style="list-style-type: none"> • Title I: adult, dislocated worker, and youth (DES) • Title III: Employment Services (DES) • Title IV: Vocational Rehabilitation (DES) |
| Correctional Institution | Any prison, jail, reformatory, work farm, detention center, or halfway house community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders (Source: WIOA, Title II) |
| DL | Distance Learning <ul style="list-style-type: none"> • A formal learning activity where students and instructors are separated by geography, time, or both for the majority of the instructional period. Distance learning materials are delivered through a variety of media, including but not limited to, online or software-based curricula, videos, audio recordings, print materials, broadcasts, and other online technology. Instructors support DL students through communication via the online curricula, telephone, e-mail, instant messaging, text messaging, and other technologies and software. • A student is classified as a DL student if the majority of attendance hours credited to the student are considered distance hours as opposed to face-to-face hours. |
| EFL | Educational Functioning Level The descriptors for both Adult Basic Education (ABE) and English Language Learners can be reviewed in Appendix B of the NRS Technical Assistance Guide (2021) |
| ELL | English Language Learner |
| Eligible Agency | The sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy activities in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively (Source: WIOA, Title II) |
| English Language Learner | An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and a) whose native language is a language other than English; or b) who lives in a family or community environment where a language other than English is the dominant language (Source: WIOA, Title II) |
| ESOL | English for Speakers of Other Languages |
| FERPA | Family Educational Rights and Privacy Act A federal law whose purpose is to protect the privacy of student information |

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| FY | Fiscal Year For the State of Arizona, July 1 – June 30; coincides with Program Year (PY) at federal and state levels. |
| HSE | High School Equivalency Diploma: <ul style="list-style-type: none"> • name of the diploma issued by the Arizona Department of Education when requirements of one of the three pathways have been met <ul style="list-style-type: none"> ○ Testing Pathway ○ College Credit Pathway ○ HSE PLUS Career Readiness Pathway • meets or surpasses the level of rigor in the academic areas of Language Arts, Mathematics, Social Studies, and Science found in through earning the high school diploma Programming: <ul style="list-style-type: none"> • Refers to classes taught at levels ABE 4-6 for those students seeking the diploma <ul style="list-style-type: none"> ○ Often used to describe students at all levels who are seeking the diploma |
| IELCE | Integrated English Literacy and Civics Education education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training |
| IELCE + T | IELCE delivered in conjunction with IET |
| IET | Integrated Education and Training refers to a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement |
| Instructional Modalities (Models) | Instructional models refer to the methods in delivering instruction. Examples of instructional modalities include synchronous virtual, asynchronous virtual, in-person, hybrid, and hyflex. |
| LEA | Local Educational Agency A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools (Source: U.S. Dept. of Education) |
| Literacy | An individual’s ability to read, write, and speak in English and compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society (Source: WIOA, Title II) |

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| LWDB | <p>Local Workforce Development Board</p> <p>A public board established to represent a wide variety of individuals, businesses, and organizations throughout a local area and ensure that workforce training and investments are aligned with the needs of a workforce area’s economy through the design, delivery, and oversight of the local workforce development system.</p> <p>(Source: ARIZONAatWORK.com)</p> |
| MSG | <p>Measurable Skill Gain</p> <p>Real time performance measure used to document and report progress toward academic, technical or occupation credentials:</p> <ol style="list-style-type: none"> 1. Initial and Progress testing that demonstrates an increase in Educational Functioning Level (EFL) 2. Earning the Secondary Diploma or Equivalent 3. Secondary Transcript (for IET students only) 4. Progress toward milestones (for Workplace Literacy students) 5. Passing Technical/Occupational Knowledge Based Exam (for IET students only) |
| MOU | <p>Memorandum of Understanding</p> <p>A formal agreement between two or more parties to establish official partnerships</p> |
| NRS | <p>National Reporting System</p> <p>An accountability system for federally-funded, state-administered adult education programs;</p> <p>(Source: http://www.nrsweb.org/)</p> |

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| OCTAE | <p>Office of Career, Technical, and Adult Education Administers, coordinates programs that are related to adult education and literacy, career and technical education, and community colleges</p> <p>(Source: www2.ed.gov/about/offices/list/ovae/?src=oc)</p> |
| One-Stop System | <p>a system under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (referred to as One-Stop partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance. In Arizona, referred to as ARIZONA@WORK.</p> <p>(Source: www.ecfr.gov/current/title-20/chapter-V/part-662/subpart-A/section-662.100)</p> |
| PoP | <p>Period of Participation The period of time beginning when an individual enrolls in adult education and ending on the participant's date of exit from the program. An individual can have multiple PoPs, even in a single program year.</p> |
| Postsecondary Education or Training | <p>Education or training that takes place after high school or its equivalent</p> |
| Postsecondary Educational Institution | <p>An institution of higher education that provides no less than a 2-year program of instruction that is acceptable for credit toward a bachelor's degree; a tribally controlled college or university; or, a nonprofit educational institution offering certificate or apprenticeship programs at the post-secondary level</p> <p>(Source: WIOA, Title II)</p> |
| PY | <p>Program Year Begins July 1st and ends June 30th.</p> |
| Synchronous Learning | <p>Learning where the instructor(s) and students interact and gather in "real time." This can be done face to face in a classroom, meeting space, or building, as well as virtually using a video conferencing platform.</p> |
| WAC | <p>Workforce Arizona Council The body responsible for implementing the Governor's strategic vision for a robust and effective workforce system in the State of Arizona. Consisting of industry leaders in private business, community and labor organizations, local and state government agencies, and members of the State's legislature, the Council serves as a guiding force toward a stronger Arizona workforce and labor market.</p> <p>(Source: https://arizonaatwork.com/about/workforce-arizona-council)</p> |
| WIOA | <p>Workforce Innovation and Opportunity Act</p> <ul style="list-style-type: none"> Signed into law July 22, 2014, WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with skilled workers. The four Titles contained in the law are: <ul style="list-style-type: none"> Title I: Workforce Development Activities Title II: Adult Education and Family Literacy Title III: Wagner-Peyser Act of 1933 Title IV: Rehabilitation Act of 1973 <p>(Source: www.doleta.gov)</p> |