



May 24, 2017

To: Adult Education Block Grant Consortium, Directors and Members

From: Adult Education Block Grant Office

Subject: Adult Education Block Grant Distance Learning Courses

Adult Education Block Grant (AEBG) classes that offer an online or distance learning component are defined as distance learning classes if 51% or more of the instruction/learning activities are provided in a distance-learning format. Distance learning hours may be determined based on mastery hours assigned for completion of a module or actual hours logged onto an online instructional program aligned with the course objectives.

Distance-Learning Definition: Primary instruction method (51% or more of the instruction) is non-classroom based and includes the use of instructional technology such as television, video, internet, telephone, or a similar technology.

Background

1. The WIOA II definition of distance learning is that 51% or more of the instruction is provided in a distance mode. Definition of distance is contained in WIOA federal regulations and in the WIOA II TE data dictionary. The Outreach and Technical Assistance Network (OTAN) has provided additional clarification regarding the definition of distance.
2. For WIOA II, California has chosen the mastery methodology, which identifies distance-learning materials. OTAN formed a field committee to identify the most frequently used distance learning materials and determined mastery hours assigned for the completion of each module. It was determined that some online distance learning platforms document actual hours students are logged onto the modules as well as completion of a module, which can be used in place of mastery.
3. In the Class Information Screen in TOPSpro Enterprise, there is a field to document that the class is a distance learning class (51% or more of instruction is in a distance learning mode).
4. For WIOA II federal reporting, the Comprehensive Adult Student Assessment Systems (CASAS) reports all students in these designated classes in all Federal Tables, in addition to a special Federal Table that shows only the enrollment and performance of distance learning students.

If you have any questions regarding this letter, please contact the Adult Education Block Grant Office at aebg@cccco.edu.

Thank you.

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