



## Integrated Education and Training (IET) Advanced Design Camp—Application Support Document

**Note to adult education state directors or their designees:** This Advanced Design Camp Application Support Document provides a preview of what state leads or their designee will see when applying online for the IET Advanced Design Camp (ADC) at <https://forms.office.com/r/CNt6PEKP6z>. Please use this document as a guide to prepare and gather the information that you will need to submit your online application.

Only the state adult education director (or their designee) can apply on behalf of their state team through the [online application portal](#). Applications for the IET ADC are **due by November 15, 2023**.

### IET Advanced Design Camp

The U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE) is pleased to announce that it will sponsor five IET Advanced Design Camps (ADCs) in the winter and spring of 2024.

Offered through the [ADVANCE IET](#) technical assistance project, the ADC training is designed to help state leaders and current IET program practitioners improve and grow their IET programming.

The Advanced Design Camp consists of a one-hour orientation and three day-long online synchronous training sessions held over four weeks. Over the course of these sessions, participating state and local teams will learn strategies to accomplish the following:

- Articulate strategies for applying an equity lens to quality IET program design and implementation
- Identify effective IET instructional strategies and contextualization approaches
- Build partnerships to strengthen IET design and alignment with career pathways and college degree programs
- Build an IET data culture and use data to make decisions about IET program design and implementation
- Plan for sustainability and scaling of IET programs

Participants will reflect on their priorities for improvement and identify steps they will take to improve quality programming in line with the new [IET quality indicators](#). Each team will create a state IET impact plan during the training period and present it to their peers at

the last session through a state team capstone presentation. Participants also will be asked to complete assignments between the synchronous training sessions.

The sessions will be hosted via Zoom and will total 18 hours of synchronous classroom and discussion time per cohort. We estimate an additional two to three hours per week for teams to complete assignments and work on their IET impact plan.

## **State Team Eligibility**

- States and territories that participated in an IET Basic Design Camp (BDC) are eligible for the ADCs. Participants in the ADC do not have to be the same individuals who participated in a BDC; however, we encourage the state to identify candidates who are familiar with the IET Design Toolkit or are willing to familiarize themselves with it before the orientation.
- Each state can identify up to six individuals—including adult education program providers from WIOA Title II and Adult Education and Family Literacy Act (AEFLA)–funded agencies and at least one state adult education representative—to participate in an ADC.
- Each state team should have no more than six members: a minimum of one state-level representative (or a maximum of two) and two local IET provider teams of two individuals (for a total of four program practitioners or five if only one state representative is included). Up to two state-level representatives may be part of the team; they should be familiar with and have the ability to influence the state’s IET policies and IET-focused professional development activities.
- Each state should recruit two representatives from each of the two local IET program providers. Should a state wish to add a third representative to one of the local IET provider teams, that person will replace the second state representative. The ADC focuses on impact planning and improvement of IET quality at the state and local levels; thus, local program participation is required.
- All individuals on the state team should be willing to serve as IET practitioner leaders, bringing lessons learned from the ADC to others across their state.
- The local IET program providers nominated must have at least one operational IET in place that currently delivers services to students, must have been operational for at least one year, and must be committed to growing and strengthening their IET programming.
- Local program providers can include IET administrators, directors, coordinators, instructors, navigators, and wraparound service providers that address student barriers, among others.
- We encourage states to select local program participants with the following qualities:
  - Have provided IET programs for at least one year

- Have a demonstrated interest in sustaining or scaling IET programs
- Are empowered to make decisions on IET design and implementation processes
- Are available to actively participate in and are committed to attending all scheduled events
- Are committed to creating an IET impact plan and presenting it during the training to identify next steps to strengthen and improve IET programs after the ADC

## Requirements of Participation

- A commitment to attend all virtual sessions and complete assignments, including drafting a state IET impact plan and giving a state team capstone presentation during the last training session (state teams will receive templates for the IET impact plan and presentation and time to work on them during the ADC)
- A willingness to actively engage in peer and expert discussion and share successes and challenges
- A commitment to sign up for and participate in an IET LINCS Community of Practice that will run alongside the ADC
- A willingness to share what was learned in the ADC with others in your state

## Directions to Submit the Application

**There is a four-step process to apply for an ADC.**

*Please note that only state directors (or their designee) should complete these steps.*

1. Review the [ADC Frequently Asked Questions](#).
2. Submit a [notification of interest](#) by **October 13, 2023**.
3. Use this ADC Application Support Document as a guide to prepare and gather the information that you will need to submit your online application on behalf of your state team.
4. Submit [your application for the ADC](#) via the online application form by **November 15, 2023**. You can indicate your cohort schedule preference via the application.

## Application

**I. Did your state participate in an IET Basic Design Camp?**

**Yes / No**

If no, your state is not eligible to apply for an ADC.

**II. In which ADC cohort would you like your state team to participate?** Please rank your preferences. You may use “NA” for not available, but we request that you rank at least **your top three choices**.

ADC Cohort	Orientation (1 hour) 3 p.m. to 4 p.m. ET	Training Sessions Day 1: 11 a.m. to 5 p.m. ET Day 2: 11 a.m. to 5 p.m. ET Day 3: 11 a.m. to 4 p.m. ET	Order of Preference (Indicate 1, 2, 3)
ADC #1	1/11/24	Thursdays: 1/25/24, 2/1/24, 2/8/24	
ADC #2	1/30/24	Tuesdays: 2/13/24, 2/20/24, 2/27/24	
ADC #3	2/15/24	Thursdays: 2/29/24, 3/7/24, 3/14/24	
ADC #4	3/12/24	Tuesdays: 3/26/24, 4/2/24, 4/9/24	
ADC #5	4/4/24	Thursdays: 4/18/24, 4/25/24, 5/2/24	

**III. State Team Information**

Each state team should have no more than six members: a minimum of one state-level representative (or a maximum of two) and two local IET provider teams of two individuals each of which has at least one operational IET in place currently delivering services to students, has been operational for at least one year, and is committed to growing and strengthening their IET programming (for a total of four program practitioners or five if only one state representative is included).

State name:

*For more information on how to obtain a LINCS ID, if it is unknown, please go to this page: <https://lincs.ed.gov/user/login?destination=faq>*

	Name	Job Title	Organization	Email	Phone Number	LINCS ID (if known)
State Participant 1						
State Participant 2 (optional)						
Name of Local Provider Team Agency 1						
Team 1 Participant 1						
Team 1 Participant 2						
Name of Local Provider Team Agency 2						
Team 2 Participant 1						
Team 2 Participant 2						

#### IV. State Goals and Support

1. Please describe why this Advanced Design Camp is important for your state and local IET provider programs (four to six sentences). Include information on your current areas of focus for strengthening IET programs.

Description:

2. How long has your state been supporting or promoting IET programs?

Insert number of years:

3. Do you currently have policies in place that define IET programs in your state?

Yes/no:

If yes, please briefly describe the policies and include links to online sources you use with providers in your state.

Description:

4. Does your state have an IET program approval process in place?

Yes/no:

If yes, please briefly describe the process and include links to online resources if available.

Description:

5. Do you currently provide professional development related to IET programs?

Yes/no:

If yes, please briefly describe the professional development and include links to online resources if available.

Description:

6. Do you provide any labor market information to local providers to consider as they plan for their IET programs?

Yes/no:

If yes, please describe the information and include links to online sources you use with providers in your state.

Description:

7. After participating in the training, how do you plan to share learning from the ADC with other providers in your state?

Description:

**V. Local IET Program Provider Experience (Local Program Provider Teams 1 and 2)**

*States should work with their local programs to collect the information required in this application and submit it on behalf of their full state team.*

1. Please describe why this ADC is important for each local provider agency team. Share whether there are specific areas of focus for improvements for each or specific challenges they face (three to four sentences).

Description for Local Provider Team 1:

Description for Local Provider Team 2:

2. Briefly describe each local provider team's IET programs (occupation, student enrollment, frequency of offering).

Description for Local Provider Team 1:

Description for Local Provider Team 2:

3. How long has each local provider team offered IET program(s)? (Note: At least one year of local IET program provision is required for ADC participation.)

Insert number of years for Local Provider Team 1:

Insert number of years for Local Provider Team 2:

**VI. Participants in the ADC must commit to supporting local and statewide improvements to IET programs upon completion of the ADC.**

- Check this box to indicate that you have shared this information with all state team participants and that all state team participants agree to this commitment.

**VII. Accommodations**

Individuals with disabilities who need accommodation to participate in this training should contact Monica Melville at [mmelville@air.org](mailto:mmelville@air.org) or 202-774-1215. TTY users should contact the Federal TTY Relay Service at 800-877-8339. Requests should be made at least 10 business days in advance of the training. Please contact us so we can serve you better.

*Please submit your application online at <https://forms.office.com/r/CNt6PEKP6z> by November 15, 2023, for all ADC cohorts. States will rank their cohort preferences, so **we encourage you to apply soon.***

*Once we receive your application, a member of the ADC coordinating team may contact you to request additional information. We will provide notification about the selection of training participants **by December 6, 2023**, for all 2024 ADC cohorts. Selected applicants will receive additional updates and information prior to the orientation and first training session. Please note that registration in each Advanced Design Camp will be capped at six states to ensure a dynamic learning environment.*

If you have questions or need additional information, please send an email to [ietdesigncampinfo@air.org](mailto:ietdesigncampinfo@air.org).

