



## ADVANCE Integrated Education and Training (IET) Basic Design Camp—Sample Application

**Note to adult education state directors or their designees:** This sample application provides a preview of what state leads or their designees will see when applying online for the IET Basic Design Camps (BDCs) at <https://forms.office.com/r/7eCcj0e3R4>. 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 an appropriate designee) can submit an application on behalf of their state team through the [online application portal](#). Applications for the spring BDC are due by March 8, 2023, and applications for the summer BDC are due by April 21, 2023. States may apply for either cohort by the first deadline, so we encourage you to apply soon.

### ADVANCE IET Basic 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 two IET Basic Design Camps for state teams in 2023. The IET BDCs are offered through the *ADVANCE IET* technical assistance project, which is an extension of the *Increasing IET Opportunities for Adults* project (2019–2022).

Each IET BDC consists of nine sessions held over five weeks: one orientation, four webinars, three ADVANCE IET Peer Exchanges, and a closing session. The sessions will be hosted via Zoom and total 18.5 hours of synchronous classroom and discussion time per cohort. The sessions are organized by the four phases of IET design presented in the IET Design Toolkit:

- Phase 1: Research and Assess
- Phase 2: Design and Plan
- Phase 3: Develop and Implement
- Phase 4: Evaluate and Improve

## State Team Eligibility

- Priority for participation will be given to states that did not participate in the first set of BDCs, but participation is open to all states. States that previously participated in an IET BDC may enroll **new** local team participants.
- Registration will be capped at ten states for each of the spring and summer BDCs.
- New states will receive priority by being granted entry into the spring or summer cohort session of their choice.
- Only a state director or their designee can complete the application on behalf of their state and local participants.
- **Each state team can have up to six participants:**
  - A minimum of one state-level representative (and a maximum of two) must register. The state should identify participants who understand the state policies that are in place to encourage IET programs and also understand what professional development resources and support the state may or may not have in place to support IET program implementation.
  - The state should identify the two local IET provider teams made up of two individuals; these individuals should be program practitioners who are currently providing IET programs or who are in the process of planning IET programs and who are committed to developing and improving IET models at their agencies through this training. The local teams may be made up of key IET program staff, partners, and/or stakeholders who are actively engaged in IET development and implementation work.

## Requirements of Participation

- A commitment to attend all virtual sessions and complete assignments,
- A willingness to actively engage in peer and expert discussion and share successes and challenges, and
- A commitment to sign up for and participate in a LINCS Community of Practice that will run alongside the BDCs.

## Directions to Apply

- Only a state director or their designee can complete the application on behalf of state and local participants through the [online application portal](#).

- The application for the spring BDC will close March 8, 2023, and the application for the summer BDC will close April 21, 2023. *States may apply for either cohort by the first deadline, so we encourage you to apply soon.*
- We will notify teams that are accepted into the spring BDC by March 24, 2023, and those that are accepted into the summer BDC by May 5, 2023.
- Selected applicants will receive additional updates and information prior to the first training session.

Once we receive your application, a member of the BDC team may contact you to request additional information.

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

## Application

### i. In which Basic Design Camp would you like your state team to participate?

Select either the spring or summer session.

**Spring BDC1: April 4, 2023—May 12, 2023**

- » Friday Orientation, 2:00–4:30 p.m. (EST)
- » Tuesdays, 2:00–4:30 p.m. (EST)
- » Fridays, 2:00–3:30 (EST)

**Summer BDC2: June 2, 2023—June 30, 2023**

- » Friday Orientation, 2:00–4:30 p.m. (EST)
- » Tuesdays, 2:00–4:30 p.m. (EST)
- » Fridays, 2:00–3:30 (EST)

Basic Design Camp spring cohort	Basic Design Camp summer cohort
Friday Orientation, April 14, 2023	Friday Orientation, June 2, 2023
Tuesday, April 18, 2023	Tuesday, June 6, 2023
Friday, April 21, 2023	Friday, June 9, 2023
Tuesday, April 25, 2023	Tuesday, June 13, 2023
Friday, April 28, 2023	Friday, June 16, 2023
Tuesday, May 2, 2023	Tuesday, June 20, 2023
Friday, May 5, 2023	Friday, June 23, 2023
Tuesday, May 9, 2023	Tuesday, June 27, 2023
Friday, May 12, 2023	Friday, June 30, 2023

**ii. State Team Information**

Each state team should have no more than six members. A minimum of one state-level representative/professional development provider (or a maximum of two) and two local IET provider teams of two individuals (a total of four program practitioners) who are currently providing IET programs or in the process of planning IET programs.

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

Please fill in all relevant information completely.

State name:	Last name	First name	Title	Organization	Email	Phone	LINCS ID (if known)
State representative							
State representative (optional)							

Team/program name:

Participant							
Participant							

Team/program name:

Participant							
Participant							

**iii. State’s IET Program Information and Goals**

Do the local teams you are proposing have existing IET programs?

- Yes**
- No**

**If yes, in which Industry Sector(s) are their IET programs?**

- |  |   |
|--|---|
| <input type="checkbox"/> Accommodation and Food Services             | <input type="checkbox"/> Management of Companies and Enterprises          |
| <input type="checkbox"/> Administrative and Support Services         | <input type="checkbox"/> Manufacturing                                    |
| <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting | <input type="checkbox"/> Mining, Quarrying, and Oil and Gas Extraction    |
| <input type="checkbox"/> Arts, Entertainment, and Recreation         | <input type="checkbox"/> Other Services (Except Public Administration)    |
| <input type="checkbox"/> Construction                                | <input type="checkbox"/> Professional, Scientific, and Technical Services |
| <input type="checkbox"/> Educational Services                        | <input type="checkbox"/> Real Estate and Rental and Leasing               |
| <input type="checkbox"/> Finance and Insurance                       | <input type="checkbox"/> Retail Trade                                     |
| <input type="checkbox"/> Government                                  | <input type="checkbox"/> Transportation and Warehousing                   |
| <input type="checkbox"/> Health Care and Social Assistance           | <input type="checkbox"/> Utilities  |
| <input type="checkbox"/> Information                                 | <input type="checkbox"/> Wholesale Trade                                  |
|  | <input type="checkbox"/> Other*   |

\*If you selected “other,” please provide details on the online application.

**Briefly describe your state’s experience with IET design and delivery**  
(four to six sentences).

**Briefly describe why this Design Camp is important for your state and local teams** (four to six sentences).

**Did your state participate in an IET Design Camp in 2020 or 2021? If yes, which one?**

- Fall 2020 Pilot Design Camp**
- Spring 2021 Design Camp**
- Fall 2021 Design Camp**

**iv. Accommodations**

Individuals with disabilities who need accommodations to participate in this meeting should send an email to [ietdesigncampinfo@air.org](mailto:ietdesigncampinfo@air.org) or call 202-403-6385. TTY users should contact the Federal TTY Relay Service at 800-877-8339. Requests should be made at least ten business days in advance of the event. Please contact us so we can serve you better.

*Please submit your application online at <https://forms.office.com/r/7eCcj0e3R4> by March 8, 2023, for the spring BDC and by April 21, 2023, for the summer BDC. States may apply for either cohort by the first deadline, so **we encourage you to apply soon.***

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