



Adult Career & Continuing Education Services (ACCES)  
Adult Education Programs & Policy (AEPP)  
89 Washington Avenue, EBA 460  
Albany, NY 12234  
Tel. 518 474-8940  
<http://www.acces.nysed.gov/aepp/>

Updated: March 2025

## **Hybrid & Remote Instruction Application** **EPE – AEPP Funding**

**Program:** \_\_\_\_\_ **AEPP Project Number:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

### **Applicable to EPE only programs**

EPE Distance Education programs must apply using the most-up-to date Hybrid and Remote Instruction Application (Updated March 2025). If approved, per the program's EPE allocation letter, the program must be administered as directed in the current EPE Manual and adhere to any policy updates issued by AEPP. Updates have been made in the support of students; adult education programs must carefully review guidelines. If a program is deemed not to have sufficient experience with remote instruction, the program will be required to attend digital literacy training provided by the RAENs. The **Hybrid and Remote Screening Tool** must be completed as well and filed.

- 1. Did the instructor and program manager attend the EPE Distance Education Training supported through the RAEN?** Yes ☐ No ☐

a. If so, please explain:

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- 2. Does your adult education program use an AEPP approved electronic signature software to enable students to sign the ISRF electronically?** Yes ☐ No ☐

a. If so which one/s:

Adobe Sign ☐ - DocuSign ☐ - HelloSign ☐ - SignNow ☐ - PandaDoc ☐ - eversign ☐  
SignEasy ☐ - OneSpan Sign ☐ - Zoho Sign ☐ - SignRequest ☐

- 3. Does your adult education program have experience conducting the following activities remotely?**

Intake: Yes ☐ No ☐ ☆ Assessment: Yes ☐ No ☐ ☆ Case Management: Yes ☐ No ☐

- 4. How will the student packets be distributed?**

Emailed ☐ ☆ Google Classroom ☐ ☆ Mailed ☐ ☆ In-Person ☐ ☆ Other \_\_\_\_\_

- 5. If paper packets are being used, how will packets be returned for review by the teacher?**

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6. What is the name of the platform that will be used for hybrid or remote instruction? Does the membership cover the entire duration of the class?

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7. Who will manage the digital student files and how will they be securely maintained?

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Hybrid and Remote Instruction Table						
AEPP Education Literacy Services	50% Hybrid <input checked="" type="checkbox"/>	100% Remote <input checked="" type="checkbox"/>	# of Classes & NRS Level	# Students to be served	# Contact Hours projected	Class Start & End Date
<b>Adult Basic Education (ABE)</b> NRS Levels 1 – 4						
<b>Adult Secondary Education (ASE)</b> NRS Levels 5 – 6						
<b>English as a Second Language (ESL)</b> Beginning Levels (NRS levels 1 – 4)						
<b>English as a Second Language (ESL)</b> Intermediate & High Levels (NRS levels 5 – 6)						
EPE Educational Programming Table						
Employment Preparation Education	Services Provided <input checked="" type="checkbox"/>		# of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date
<b>Fast Track GRASP Packets (Giving Ready Adults a Study Program) – NRS Levels 4, 5 &amp; 6</b>						
<b>SMART (Skills to Make Adults Ready to Succeed) – NRS Levels 1, 2, 3, and 4</b>						
<b>Family Literacy</b> - Incorporate activities that include interactive literacy activities between parents and their children.						
<b>Career &amp; Technical Education (CTE) – NYSED/K-12 Accredited Course Requests</b>	<b>Type of CTE Provided</b>					
<b>Total</b>						

### Program Attestation

I hereby certify that I am the agency's representative (Chief Administrative Officer, Program Director, District Superintendent, Superintendent), and on behalf of the agency I agree to the requirements and terms of approval. I acknowledge that all the items and guidelines provided will be adhered to and my agency will remain in compliance as such. I understand that issues of non-compliance could result in AEPP revoking my request to provide Hybrid and Remote Educational Services to participants.

\_\_\_\_\_  
Agency's Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date