



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/>

Hybrid & Remote Instruction Application **WIOA & ALE – AEPP Funding**

Program: _____ **AEPP Project Number:** _____

Program Director: _____ **Address:** _____

Email: _____ **Instructor:** _____

Applicable to WIOA & ALE only programs

WIOA and ALE funded programs must apply using the most up to date Hybrid and Remote Instruction Application (Updated March 2025). If approved, per the program's Hybrid & Remote Instruction approval letter, the program must be administered as directed by the policy updates issued by AEPP. Updates have been made in 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 through the RAENs.

1. Does your adult education program have experience with digital literacy and supporting students in a remote instructional setting? Yes ☐ No ☐

1. If so, please explain:

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

1. 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 resources 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?

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?

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

Hybrid and Remote Instruction Table						
AEPP Education Literacy Services	50% Hybrid <input checked="" type="checkbox"/>	100% Remote <input checked="" type="checkbox"/>	# of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date
Adult Basic Education (ABE) NRS Levels 1 – 4						
Adult Secondary Education (ASE) NRS Levels 5 – 6						
English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)						
Total						

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