



Adult Career & Continuing Education Services (ACCES)
Adult Education Programs & Policy (AEPP)
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Hybrid & Remote Instruction Application
**EPE Traditional, EPE Distance Education &
MFTGP Tutoring – AEPP Funding**

Program	Address	
Program Manager	Email	
Applying for which funding (Check all that apply)		
EPE Traditional ☐	EPE Distance Education Tutoring ☐	Math Fast Track Grasp Packet Tutoring ☐

EPE funded programs must apply using the most up-to-date Hybrid and Remote Instruction Application (Updated April 2026). If approved, and in accordance with the program’s Hybrid & Remote Instruction approval letter, all policy updates issued by AEPP must be administered as directed. These updates have been made to enhance student support. Adult education programs must carefully review guidelines. All program managers must annually complete the Hybrid/Remote training offered by the RAENs, Accountability and Regional. If a program is deemed to lack sufficient experience with remote instruction, it will be required to attend digital literacy training provided through the RAENs.

EPE Distance Education Tutoring is not intended to function as synchronous, classroom-style instruction, rather, distance education packets are designed to address the individualized needs, goals, and pacing of each student. Accordingly, tutoring should align with this model by providing flexible, student-centered support that reinforces packet content, addresses specific learning gaps, and promotes independent skill development rather than replicating real-time group instruction. Programs intending to provide remote tutoring must have students complete both the Distance Education and Hybrid/Remote Screening Tool.

Please note, students may not be co-enrolled in traditional and distance education programs concurrently (at the same time) (FY27 Hybrid & Remote Instruction (EPE) Policies and Guidelines, pg.2)

1. Is this the first time you are applying for a Hybrid/remote instruction for an AEPP project?
☐ Yes ☐ No

2. Have you completed the AEPP Hybrid/Remote Instruction Training?
☐ Yes ☐ No

If yes, answer the following questions:

- a. Who provided the training?
- b. When did you attend the training?
- c. List Names of all program staff who attended the training:
- d. List Names of all program staff in need of training:

3. Does your adult education program have experience with digital literacy and supporting students in a remote instructional setting?

☐ Yes ☐ No

If yes, please explain:

4. Will your adult education program be conducting the following activities remotely?

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

For each activity you answered yes, explain your experience of conducting it remotely:

5. What virtual platform will you use to conduct instruction?

6. How will you communicate with students (Google Classroom, Email etc.)?

7. How will you support students interested in virtual instruction but do not have the required electronic device? (Note: Cell phones are not an allowable device for this purpose)

For programs applying for Remote Distance Education Tutoring, answer the following questions:

8. Describe how tutoring will be delivered (e.g., in-person, remote, or both).

9. If remote tutoring is provided, describe the format (e.g., one-on-one, small group, asynchronous support).
10. How do you ensure tutoring remains student-centered and not a replication of synchronous classroom instruction?
11. Under what circumstances will your program transition from in-person or hybrid instruction to fully remote instruction?
12. How will students access remote tutoring (platforms, tools, or materials used)?
13. If you intend to offer only remote tutoring, how will you support students interested in in-person tutoring?

Traditional EPE Hybrid and Remote Instruction Table							
Traditional EPE	AEPP Education Literacy Services	# of Hybrid	# of 100% Remote	Total # 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)						
	Traditional EPE Total						

EPE Distance Education Tutoring Remote Instruction Table					
EPE Distance Education Tutoring	AEPP Education Literacy Services	# of 100% Remote	# 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)				
	Traditional EPE Total				

EPE MFTGP Tutoring Remote Instruction Table					
EPE MFTGP Tutoring	AEPP Education Literacy Services	# of 100% Remote	# 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)				
	Traditional EPE Total				

The following table only needs to be completed if you are applying for Hybrid/Remote instruction in more than one table above.

TOTAL Hybrid and Remote Instruction Table							
EPE Traditional, Distance Education Tutoring, MFTGP Tutoring COMBINED	AEPP Education Literacy Services	# of Hybrid	# of 100% Remote	Total # 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)						
	PROGRAM TOTAL						

If you have requested more than (1) 100% Remote Class within any of your projects, provide the justification below. AEPP Staff and Accountability will review your request for approval.

Program Attestation:

I hereby certify that I am the agency’s representative (Chief Administrative Officer, Program Manager, 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’s Signature	Print Name	Title	Date
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