

Community College Adult Education and Workforce Development Program Questions and Responses

Number	Question	Response
1	Is the application supposed to be submitted as an attachment via email, and if so, is it submitted to adultedservices@azed.gov ?	The signed application and any supporting documentation must be submitted as attachments by 5:00 pm on September 12, 2025 to adultedservices@azed.gov .
2	Is there a word limit for any of the questions or a page limit for the application as a whole?	There are character limits (including spaces and punctuation) for the following questions: 1, 2d, 2e, 2g, 4, 5, 6 - 3,000 characters, 2a, 2b, 2c, 2f, 3 - 100 characters.
3	Prompt 2b. Which adult learners in the program are counted when we calculate the completion rate? All HSE students enrolled in adult education classes regardless of their entering EFL? HSE students who enter the program with ABE Levels 3-6?	Please refer to the PY2024-2025 data reports from AAEDMS and other data reporting.
4	Prompt 2c. What is the completion criteria for ELAA students? Is it earning an MSG? Does it need to be an EFL gain specifically? Is there a specific way in which student progress should be measured?	Please refer to the PY2024-2025 data reports from AAEDMS and other data reporting.
5	Prompt 2d. Are you asking for the types of MSGs earned? For the fourth item, community college degrees, it has been our experience that AE students do not typically earn degrees while in the AE program. While students may be co-enrolled in college courses, they usually earn college degrees after they exit the program. Should we be reporting on degree outcomes after students have exited their AE program?	Please refer to the PY2024-2025 data reports from AAEDMS and other data reporting specifically for MSG's earned and post-secondary exit measures.
6	For Prompt 2e., should we be covering our ABE/ASE, ELAA, and IET programming or are there other facets of the CCAEWD program that ADE would like to see covered?	Applicants need to provide a list and brief description of the CTE programs offered and available for Title II students at the post-secondary organization.
7	Prompt 2f. What does "newly acquired proficiency" in English mean? Is proficiency tracked based on students who begin with specific entering EFLs? At what point would students be considered proficient? Is this more about the timeline for students gaining proficiency?	Newly acquired proficiency refers to the progress students have made in improving their EFL levels, per the standardized assessment reports. Students are considered proficient in English after they have tested out of EFL Level 6 in all four domains.
8	For IET-related questions, should Rio Salado AE use what was reported in AAEDMS when we submitted our final narrative in July or what is in AAEDMS now? We are in an ongoing process of updating the IET registration status of some of our students based on guidance from ADE.	Please report on the PY204-2025 data measures, including IET related measures.
9	We're not sure how or to whom the application should be submitted. Should it be sent by email to the ADE-AES inbox email address, adultedservices@azed.gov , or uploaded through the GME?	The signed application and any supporting documentation must be submitted as attachments by 5:00 pm on September 12, 2025 to adultedservices@azed.gov .
10	The narrative instructions mention that we may submit additional documentation. Should responses be limited to the space in the PDF form, or can we attach supplemental documents for longer answers?	For responses that exceed the text box' character limits, please attach additional documentation with the signed application.

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11	Can you clarify what the quarterly billing/invoicing process will look like and what documentation will be required?	When a contract is issued to an approved provider, the reporting and billing process will begin on the signed contract date. Quarterly invoices will be accepted on the 15th of the following months: January 2026, April 2026, and June 2026. The quarterly invoice template will be sent to approved providers in November 2025.
12	For the annual report, are there standardized templates or data submission processes we should plan around?	The template for the annual report is in development.
13	Will the calculation used to determine full-time vs. part-time learners be the same as it has been in the past?	ADE will be applying the definition of a full time and part time student/status based on standard post-secondary criteria. A Full-time student is defined as completing 12 credit hours per semester OR approximately 135 hours of instruction per 3-credit course, per semester. A Part-time student is defined as completing less than 11 credit hours per semester OR less than 135 hours of instruction per semester.
14	2 b. The average progress of adult learners toward meeting completion criteria. How is this measured?	Please refer to the PY2024-2025 data reports from AAEDMS and other data reporting.
15	2c. The number and type of industry-recognized credentials, community college certificates, community college degree credits and community college degrees earned by adult learners enrolled in the program. Is this only referring to students enrolled in the adult education program?	Please refer to the PY2024-2025 data reports from AAEDMS and other data reporting.
16	Can funds be used to pay for: textbooks, tuition for college-level classes, instructor pay	The State funding for this program is not a grant. The allowable expenditures for reimbursement for students and providers are cited in the SB1744-Section E... <i>A PROGRAM SCHOOL SHALL USE MONIES RECEIVED UNDER THIS SECTION TO INCREASE THE PROGRAM SCHOOL'S CAPACITY TO PROVIDE ADULT EDUCATION AND LITERACY ACTIVITIES THAT PREPARE ADULT LEARNERS FOR, OR PROVIDE ADULT LEARNERS WITH ACCESS TO, INTEGRATED EDUCATION AND TRAINING MODELS THAT LEAD TO INDUSTRY-RECOGNIZED TRAINING, INDUSTRY-RECOGNIZED CREDENTIALS, A COMMUNITY COLLEGE CERTIFICATE OR A COMMUNITY COLLEGE DEGREE.</i>
17	For question 2a, is this the total number of ABE students served by the program or the total number of students at particular ABE level(s)?	Include the total numbers served, both ABE and ELL. Do not need to include the level(s).
18	Similarly, for question 2c, is the question asking for the MSG rate for all ABE students or the rate for students at particular ABE level(s)?	Cite the overall MSG rate for both ABE and ELL students.

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19	Regarding the Community College Adult Education and Workforce Development Program Application (A.R.S. §15-217.01 – Senate Bill 1744), can you point me in the direction of what AAEDMS reports to use for these questions?: - The completion rate of HSE diplomas earned by adult learners enrolled in the program. - The number and type of industry-recognized credentials, community college certificates, community college degree credits and community college degrees earned by adult learners enrolled in the program. I remember there was a section where I could identify this in one of the reports just can't remember which one.	The AAEDMS report for the completion rate for diplomas is reported as MSG Type 1D in Table 1 or reported as MSG Type 2. The AAEDMS report for industry-recognized credentials could be reported as MSG Type 3 or MSG Type 5. *For assistance on these reports, please contact madison.armer@azed.gov.