

## Section 1. ACRONYMS AND DEFINITIONS

### ACRONYMS

<b>ABE:</b>	Adult Basic Education is: <ul style="list-style-type: none"><li>• instruction in academic skills below the 8.9 grade level</li><li>• Adult Basic Education Program described in AEFLA</li></ul>
<b>ACT:</b>	The ACT® test assesses high school students' general educational development and their ability to complete college-level work.
<b>ADA:</b>	American Disabilities Act –(postsecondary institutions follow ADA not IDEIA)
<b>AEFLA:</b>	Adult Education and Family Literacy Act, Title II of Workforce Investment Act which funds adult education services
<b>ASE:</b>	Adult Secondary Education is instruction at 9.0 grade level and above or traditionally high school level learning which lead to a GED certificate. Now ASE classes may be “bridge classes” to occupational training programs with or without a GED.
<b>BEST:</b>	Basic English Skills Test - written assessment for ESL
<b>BEST Plus:</b>	Basic English Skills Test - oral assessment for ESL
<b>CAELA:</b>	Center for Adult English Language Acquisition
<b>COABE:</b>	Commission on Adult Basic Education – national professional association for adult educators
<b>DAEL:</b>	Division of Adult Education and Literacy, the division of the United States Department of Education in the Office of Vocation and Adult Education and is responsible for the oversight of AEFLA
<b>DFS:</b>	Department of Family Services
<b>DOC:</b>	Department of Corrections
<b>DWS:</b>	Department of Workforce Service
<b>EBRI:</b>	Evidence Based Reading Instruction
<b>EFL:</b>	Educational Functioning Level are described in the NRS Guidelines
<b>EL/Civics:</b>	English Literacy and Civics Education
<b>ESL:</b>	English as a Second Language
<b>FERPA:</b>	Family Educational Rights and Privacy Act is legislation protecting the rights of learners' educational records to privacy and guarding how educational records are shared within agencies or with other agencies
<b>GED:</b>	General Education Development (test battery)
<b>IDEIA:</b>	Individuals with Disabilities Education Improvement Act, is federal legislation on education services for individuals with disabilities <ul style="list-style-type: none"><li><b>ADHD</b> = Attention Deficit /Hyperactivity Disorder</li><li><b>CHD</b> = Chronic Health Disability</li><li><b>EMH</b> = Emotional Mental Health</li><li><b>IEP</b> = Individual Education Plan, a required plan of action and educational support for pupils with disabilities in public schools</li><li><b>LD</b> = Learning Disability</li><li><b>OCD</b> = Other Cognitive Disability</li></ul>

**OHI** = Other Health Impairment  
**PHD** = Physical Health Disability  
**SED** = Severe Emotional Disturbance  
**SLD** = Specific Learning Disabilities

**LACES:** The data collection software which is the online system each local programs uses to enter data on each student and staff

**LEA:** Leadership Excellence Academy – national certification training for local ABE directors

**LEP:** Limited English Proficiency is a status of learners with limited English language skills

**MOE:** Maintenance of Effort

**MOU:** Memorandum of Understanding

**NAEPDC:** National Adult Education Professional Development Consortium trains state staff in state leadership and national initiatives

**NCES:** National Center for Education Statistics

**NCSDAE:** National Council of State Directors of Adult Education maintains the nationwide communication network and attends to legislative

**NRS:** National Reporting System for data collection and reporting as required under AFLA data is collected in the LACES system in South Dakota

**One Stop:** Department of Labor local offices are workforce centers

**OPT:** Official Practice Test refers to the GED official practice test which is half the length of the GED test and is used to determine a learner's readiness for the GED Test battery

**OVAE:** Office of Vocational and Adult Education is an office in the United States Department of Education where DAEL is housed

**Pre-GED:** Instructional services to adults whose skill levels at high ABE and lower ASE

**SNAP:** Supplemental Nutrition Assistance Program was the old food stamps program

**STAR:** Student Achievement in Reading is the certified reading training program required for adult education teachers

**TABE:** Tests of Adult Basic Education are standardized assessments used to determine the educational functioning level of an adult student

**TANF:** Temporary Assistance for Needy Families

**USDOE:** United States Department of Education is a federal agency which oversees AEFLA

**VESL:** Vocational ESL, teaching English in the vernacular of specific occupations

**WCCC:** Wyoming Community College Commission

**WIA:** Workforce Investment Act is a block grant of workforce development legislation

**Title I** = Workforce Services  
**Title II** = Adult Education and Family Literacy  
**Title IV** = Vocational Rehabilitation

**WFL:** Wyoming Family Literacy includes Even Start Family Literacy  
**WLLA:** Wyoming Lifelong Learning Association is a professional association for adult and continuing education

## DEFINITIONS

**Adult Education:** The term "adult education" in WIA Title II means services or instruction below the postsecondary level for individuals.

**Bridge Classes:** Classes that are designed to prepare individuals, particularly those individuals with literacy levels below the ninth grade, to enter and succeed in postsecondary education and training leading to career-path employment

**Career Pathway:** A series of occupations within an industry that build from the relatively minimal skill and education requirements needed for entry-level employment to increasing levels of skills, experience, and/or formal education.

**COMPASS Academic Skills Assessment:** The COMPASS system includes **placement tests** that admissions personnel can use to place students in courses appropriate to their skill levels in three key areas (English, math and reading).

**Contextualized Learning or Content:** teaching new skills in a familiar content. Examples would be using recipes or carpentry in teaching math or using workplace text or responsibilities for the context to teach reading, writing or math skills. While working with WIA clients, we use ONET and other Department of Employment resources to identify reading, math, English, writing and work readiness skills related to occupations. We then integrate that content into our existing content so students develop a related language and numeracy that prepares them for training and jobs in those occupations.

**Continuing Education:** generally refers to non-credit classes.

**Curriculum Programs of Study:** generally refers to classes offered for credit towards a certificate or degree.

**Customized Training:** generally refers to services provided for specific industries to train their employees to meet the demands of new or expanding jobs within the work facility.

**Dev Ed (a.k.a., developmental education or developmental studies):** consists of non-credit classes (English, reading, math) for community college students who are not prepared to enter college level work.

**Eligible Person: means a person who** (defined in WIA Title II)

- A) who have attained 16 years of age or the compulsory age of school attendance;
- (B) who are not enrolled or required to be enrolled in secondary school under State law; and
- (C) who--
  - (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;
  - (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
  - (iii) are unable to speak, read, or write the English language.

**Eligible agency:** The term "eligible agency" means the sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively.

**Eligible provider:** Eligible providers for a grant that have ongoing ABE, Adult Secondary Education (ASE), ESL, and/or Family Literacy Service, including the following:

- Local educational agency;
- Community-based organization of demonstrated effectiveness;
- Volunteer literacy organization of demonstrated effectiveness;
- Institution of higher education;
- Public or private nonprofit agency;
- Library;
- Public housing authority;
- Nonprofit institution that is not describe in (a) through (h) above and has the ability to provide literacy services to adults and families; and
- Consortium of the agencies, organizations, institutions, libraries, or authorities described above.

**English Literacy and Civics Education:** Instruction designed to help an individual of limited English proficiency achieve competence in English through contextualized instruction on the rights and

responsibilities of citizenship, naturalization procedures, civic participation, and US history and government to help such an individual acquire the skills and knowledge to become an active and informed parent, worker, and community member.

**General Education Development Test Battery:** The GED test battery comprises five subtests in Language Arts - Reading, Language Art - Writing, Mathematics, Science and Social Studies. The tests are field tested and normed on graduating high school seniors before becoming the final test form. Only 60% of graduating high school seniors would pass on their first attempt. Terms used in this field:

**Pass Rate:** Defined by GED Testing Service ® as the percentage of students who pass a GED exam with the minimum state passing score.

**Completion rate:** The percentage of students who take all five Official GED Tests, pass each of the exams with the at least the minimum state passing score, and an overall minimum battery average set by the state.

**Cut scores:** Refer to the calculated score necessary to meet the passing requirement of the GED Official Practice Tests or the Official GED Exams.

**Testing Accommodation:** A reasonable accommodation provided to testing candidates who have a documented disability or disabilities that prevent them from expressing in the traditional manner the knowledge and abilities that they possess.

**Diagnostician:** Is a qualified professional who must document that the GED testing candidate has a disability and demonstrate how the disability significantly and negatively affects the candidate's ability to take the GED test under standard conditions.

**Functional limitation:** Disability Services refers to the affect of a disability on program access as a functional limitation. A disability, in and of itself, does not necessarily require accommodation. There must be a **logical link** between the functional limitation stemming from the disability and the accommodation requested.

**Hathaway Scholarship:** Hathaway scholarships are scholarships designed to provide an incentive for Wyoming students to prepare for and pursue postsecondary education within the State of Wyoming. The program consists of four separate merit scholarships, each with specific eligibility requirements, and a need-based scholarship for eligible students which supplement the merit awards.

**Individual with a Disability:** "individual with a disability" means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 2004 (42 U.S.C. 12102).

ADA: 34 C.F.R. 104-44 (d) (1). Section 35.160 (b) (1) of the Title II regulation states:

"A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity."

**Integrated Education and Training:** Adult education instructional content integrated with occupational skills content and support series that accelerate the adult's attainment of an industry- or college-granted certificate, diploma or degree.

**Literacy:** The term "literacy" means an individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

**Local educational agency:** The term "local educational agency" has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

**On-the-job-training:** This is training by an employer that is provided to a paid participant while engaged in productive work in a job that-

- (A) Provides knowledge or skills essential to the full and adequate performance of a job;
- (B) Provides reimbursement to the employer of up to fifty percent (50%) of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training, and
- (C) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**Postsecondary educational institution:** The term "postsecondary educational institution" means--

- (A) an institution of higher education that provides not less than a 2-year program of instruction that is acceptable for credit toward a bachelor's degree;
- (B) a tribally controlled community college; or
- (C) a nonprofit educational institution offering certificate or apprenticeship programs at the postsecondary level.

- Reliability:** Refers to the degree of consistency in performance on an assessment – performing consistency across multiple administrations of the instrument
- State Plan:** means the plan for Adult Basic Education program prepared by the Wyoming Community College Commission and adopted by the Workforce Development Council in accordance with state and federal law
- Support Services:** Services such as transportation, child care, dependent care, housing and needs-related payment, as well as, career coaching/counseling and case management that are necessary to enable an individual to succeed in attending class or obtaining a job with a family sustaining income.
- Technology Literacy:** The knowledge and skills in using contemporary information, communication and learning technologies in a manner necessary for successful lifelong learning and citizenship in the knowledge-based, digital and global 21<sup>st</sup> century; to analyze and solve problems; to access, evaluate, manage and create information and otherwise gain information literacy; and to do so in a safe and ethical manner.
- Validity:** Convergent validity refers to the extent to which scores on the instrument are related to scores on other instruments designed to measure the same or similar information
- Wagner-Peyser Core Service workshops:** Workshops offered by or in partnership with Wyoming Department of Employment that covers job search assistance. Topics may include but are not limited to resume writing, job searches, interviewing, professionalism, and other job related topics
- Workforce Development Council:** The WWDC is the state and local workforce investment board under the Workforce Investment Act that is appointed by the governor for the purpose of oversee the creation of a strategic plan for the development of Wyoming's workforce with a vision towards ensuring that Wyoming is a state with a strong and growing economy populated by educated, economically self-sufficient people who enjoy a high quality of life.
- Workforce Education Services:** Providing adult learning for workers at their place of work. The content consists of contextualized adult basic education/ESL/adult secondary skills with the specific skills and knowledge needed to successfully carry out job tasks and make

progress on education/career pathways. The context and goals of learning are immediate and grounded in real work.