

IET/WEI Program Proposal

Section A - Adult Education Sub recipient		
1. Name of Subrecipient	2. Address of Subrecipient	3. Region
4. Name and Title of Submitter		5. Telephone/Email
Section B - Workforce Initiative Program		
6. Name and Address of Employer(s)		7. Employer Contact Person and Title
8. Name and Location of Training		9. Employer Contact Email
10. Describe any entry requirements for this class -		11. How will this program be contextualized with the employer(s) needs?
12. Employer Contribution		
Section C - ABE IET Program		
13. Name of Industry Recognized Certification		14. Describe any entry requirements for this class -
15. Describe regional demand for this occupation (list potential job positions, hiring companies, and Indiana Career Ready flame status) -		
Section D - Funding		
16. List anticipated number of students and cost per student -		17. Describe funding to be used for class -
		18. If ETPL INTraining funded, list program # (For IETs) -
Section E - Program Overview and Curriculum		
19. Is the program length 40 hours or more and 14 weeks or less? How many hours will be dedicated to occupational training, employability training, and adult education?		
20. Attach curriculum which includes descriptions of literacy and adult education, employability skills training, and occupational skill training components.		
21. Attach an overview of the program. Explain the collaboration with the employer(s) and the purpose of class - describing how it will support the employer(s) in hiring of new employees, retaining and/or promoting existing employees, and improving workplace efficiency. Include a description of skill training components (ABE, occupational training, ELA - English Language Acquisition, and employability skills) to be offered (For WEIs).		
22. Electronic Signature (Type Full Name Below)		23. Date
Instructions: Complete and submit this form and attachments to your Regional Adult Education Coordinator.		
Office use only:		
		Approved: YES
		NO

