

# New Course Submission & Modification Instructions for AE Providers

Please review this document before submitting a course for approval or modification.

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## Instructions for All Provider Types Except Community Colleges

### Required Documents

- A New Course Submission Form (Jotform link: <https://form.jotform.com/220864232400040>)
  - *Note: You can save your progress by clicking the "Save" button at the bottom of the form*
- A syllabus with the following components:
  - A brief description of the course
  - Specific learning objectives of the course
  - A topical outline (e.g., Week 1, Week 2, etc.)
  - A method for evaluating student performance
  - CCR Standards-alignment

### Filling Out a New Course Submission Form

See the following definitions for more information on how to complete each field of the New Course Submission Form:

- **Provider Name:** The name of your adult education provider
- **APC # & Code/5-Digit College #:** This can be found on the “Program Details” page within the Administration tab of DAISI
  - *Note: non-CC provider IDs are not listed in the Jotform. This is intentional to prevent community college providers from filling out this form.*
- **Course Title/Name:** Choose a brief title that will help others find this course easily. It should be unique to this course. If you are submitting multiple courses for different EFL’s/instructional categories, separate course titles with a comma.
- **Course Number/Code:** This is an alphanumeric code chosen based on how your organization organizes courses. It should be unique to this course. If you are submitting multiple courses for different EFL’s/instructional categories, separate course numbers with a comma.
- **Instructional Category:** Either VOC, ABE, ASE, HSCR, or ESL
- **CIP Number:** 6-digit code that indicates the content of the course; an approved list can be found in Appendix C of the Provider Manual.
  - *Note: Not all CIP codes can be entered with any PCS code. A list of all approved combinations of PCS and CIP codes can be found in the AE Provider Manual or the ICCB website: [http://www2.iccb.org/adult\\_ed/aepl-provider-manual/](http://www2.iccb.org/adult_ed/aepl-provider-manual/)*
- **Population the Course is Expected to Serve:** Expected EFL levels of the course (e.g., Low Level ESL, ASE students, NRS Levels 1-4); this should align with the content described in the course description
- **Course Description:** Briefly describe the learning goals and content of the course. If you are selected more than one instructional category and intend to offer this course as a “stacked class”, explain how the content will be differentiated to suit the needs of all learners in the class. The description written here should match the description in the syllabus for this course(s).
- **Select all that apply:**
  - **Job Skills Incorporated:** Check this box if this class integrates content from the Illinois Essential Employability Skills framework
  - **Citizenship:** Check this box if this course includes content designed to help students successfully navigate the naturalization process. *Note: Citizenship courses are NOT the same as Civics (IELCE) courses.*
  - **Math Only:** Check this box if this course only includes math content
- **Enrollment Type(s)** Select the enrollment type(s) that describe the class sections of this course. See the AEL Provider Manual for details.
- **Intensity and Duration:** Indicate the number of hours per week and number of weeks during which each section of this course will meet. If the length and frequency of classes will vary, enter the *maximum* length and *maximum* frequency. For example, if classes will be 3-6 hours per week for 4-8 weeks, enter 6 hours per week for 8 weeks.
- **Times Course Can be Repeated:** This is the number of times a student can repeat the course if they are unable to complete it the first time. It should be no greater than 3.
- **Units of Instruction Minimum (Read Only):** Do not edit this field. This is the minimum units of instruction a student could possibly accrue in this course. It should always be “0.5”.
- **Units of Instruction Maximum (Read Only):** Do not edit this field. This is the number of units of instruction a student would accrue if they repeated the course the maximum allowable number of times (see “Times Course Can be Repeated”). It is auto calculated based on the total enrollment hours (the product of Intensity and Duration) divided by 15 and multiplied by the total number of

times the course can be taken (Max UI = total EH/ 15 x (# times course can be repeated + 1)). See Figure 1 for an example.

Figure 1

$$\text{Max UI} = \frac{\# \text{ hrs per day} \times \# \text{ days per week} \times \# \text{ weeks}}{15} \times (\# \text{ course repeats} + 1)$$

**Example:**

Intensity and Duration (Hrs. per Day/Days per Week/Number of Weeks): 3 hrs/day, 2 days/week, 16 weeks

Population the Course is Expected to Serve: \_\_\_\_\_

Credit Hour Total: \_\_\_\_\_ Units of Instruction Minimum: \_\_\_\_\_ Times Course Can Be Repeated: 3

Fixed: \_\_\_\_\_ Units of Instruction Maximum: \_\_\_\_\_

$$\text{Max UI} = \frac{3 \times 2 \times 16}{15} \times (3 + 1)$$

$$\text{Max UI} = \frac{96}{15} \times (4)$$

$$\text{Max UI} = 25.6$$

- **Is this course part of a Bridge, IET/ICAPS, ESLTP, Secretary of State Workplace Skills Enhancement, or other Workplace Literacy Program?** If so, answer the following questions:
  - **What is the name of the program?** Enter the name of the Bridge, IET/ICAPS, or other Workplace Literacy Program. If the program is ESLTP or Secretary of State Workplace Skills Enhancement, write “ESLTP” or “Secretary of State Workplace Skills Enhancement” in the box
  - **Career Pathway:** Select the Career Pathway of the program
- **Will any sections of this course be offered in a hybrid or at-a-distance format?** Select Yes if one or more class sections of this course will be offered in Hybrid or At-a-Distance format. See the AEL Provider Manual for more information. If Yes is selected, answer the following:
  - **Which ICCB-approved distance-learning curriculum (Class Software Model) will you be using?** If you plan to use multiple curricula, select the curriculum that will be used most often.
  - **% of class time using curriculum (Hybrid only; enter a range if this will vary from class to class)** Enter the estimated proportion of *synchronous* class time during which students will work on the distance-learning curriculum. For example, an instructor may choose to devote the last 30 minutes of a two-hour long class period to allow students to use the distance-learning curriculum while they pull small groups of students for guided instruction. In this case, you would enter “25” in this field because 30 minutes is 25% of two hours.
  - **Which proxy hour tracking model will be used?** Select either Clock Time Model, Learner Mastery Model, or Teacher Verification Model. See the AEL Provider Manual for details.
  - **Provide a brief description of how you will use the model indicated above to track proxy hours.**

- **Does this course meet web-accessible standards/ADA -compliance?** Check ADA guidance on website accessibility here: <https://beta.ada.gov/resources/web-guidance/>
- **Explain how this course is ADA-compliant.** Explain how the course meets the ADA standards outlined on the ADA site above.
- **Syllabus** Upload a PDF version of the syllabus for this course. The syllabus must include:
  - a brief description of the course
  - specific objectives of the course
  - a topical outline
  - a method for evaluating student progress
  - (if applicable) IELCE Competencies
- **Submitted By:** Provide the requested information of the individual who filled out the form. Use your cursor to add your signature in the box.

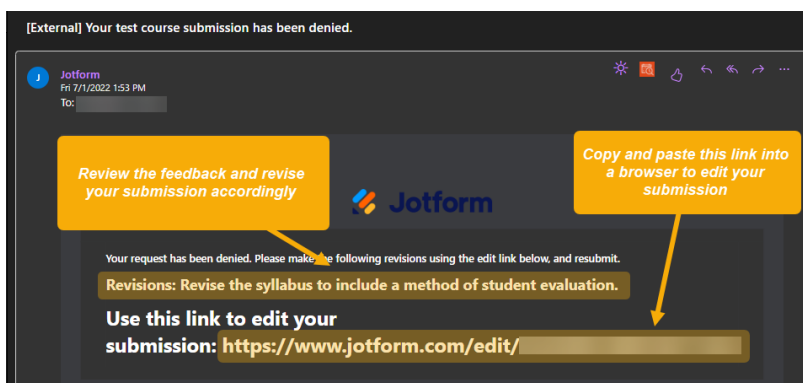
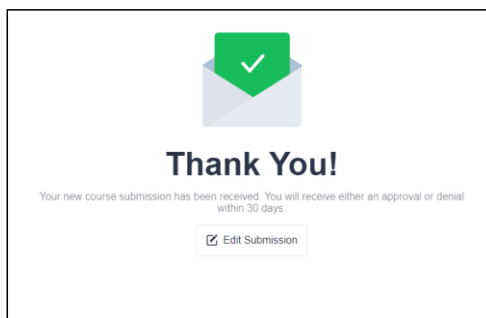
### Approval Process

Once your course has been submitted, you will see a confirmation message. If you submitted the course accidentally, click the "Edit Submission" button to return to the form. You will also receive an email with a copy of your responses.

Your Submission will be reviewed by an ICCB staff member within 30 days.

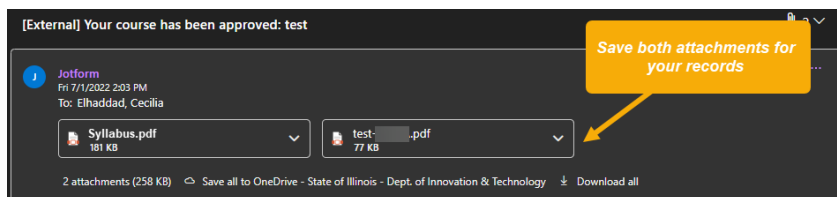
If your course submission is denied, you will receive an email with feedback stating the cause for the denial and a link to your submission. Copy and paste the edit link into a new browser tab and revise your submission according to the feedback you received. Only edit the fields and/or course attributes that were explicitly mentioned in the feedback; leave all other parts of the course as they are.

Note: The screenshot below is an example of what the email may look like, but the one you receive may look a little different.



Once you resubmit the course, ICCB staff will review your submission once again, and will either approve the course or deny it and ask for additional revisions.

When your submission is approved, you will receive an approval email with the syllabus and a pdf of your approved course submission with the signature of an ICCB staff member. Please save both attachments for your records.



### Entering the Course Information into DAISI

Once your course has been approved, you can enter the details into DAISI and begin creating class sections of the course. See the [DAISI 2.0 Online User Guide](#) for instructions.

## Instructions for Community Colleges

All Community College courses—including the adult education ones—must be submitted through [ICCIS](#). Community college adult education providers should submit the course approval form electronically through the ICCIS site.

### Required Documents

Before you get started on the ICCIS submission, please ensure you have completed the following:

- An AE New Course Submission Form
- A syllabus with the following components:
  - A brief description of the course
  - Specific learning objectives of the course
  - A topical outline (e.g., Week 1, Week 2, etc.)
  - A method for evaluating student performance
  - CCR Standards-alignment

All fields on the New Course Submission Form should be filled out according to the [above instructions](#). Note that some fields listed in the above instructions have been omitted from the New Course Submission Form to avoid duplication.

A fillable version of all forms can be found here: [http://www2.iccb.org/adult\\_ed/aeFI-provider-manual/](http://www2.iccb.org/adult_ed/aeFI-provider-manual/). Please use the fillable PDF version and **not** a .docx version, as the PDF contains data validation features that will minimize errors.

### Completing an ICCIS Submission

Refer to a current version of the ICCB Program Approval Manual for more information on how to submit course approvals through ICCIS. Be sure to attach both the completed AE New Course Submission Form and a syllabus with all components outlined above.

## Approval Process

Once you submit the course through ICCIS, ICCB staff will review the submission within 30 days. You will be notified about whether your submission was approved or denied via email. If your course is denied, you will receive instructions on how to revise your submission in order to get it approved.

## Entering the Course Information into DAISI

Once your course has been approved, you can enter the details into DAISI and begin creating class sections of the course. See the [DAISI 2.0 Online User Guide](#) for instructions.

## Course Modifications

Course modifications are nearly identical to new course submissions. The only difference is, unless the syllabus is part of what is being modified, you do not need to include a syllabus with your submission. Also, instead of a course description, you'll describe what you're changing about the course and explain why you're changing it.

Note that it is important that all aspects of the course that you do *not* intend to change are the same as those listed in the original submission. This is because the course modification form will serve as an updated record for the course, and the record should be consistent with the original submission.

## When to Submit a Course Modification

Any change to a course that could affect credit reimbursement or other important information reviewed during audits should be approved through a course modification. Examples include changes to the number of course repeats and changes to the CIP code.

However, minor changes to courses do not need to be approved by ICCB. These include:

- Changes to modal (e.g., from in-person to distance learning or hybrid)
- Corrections to Max UI that were initially calculated incorrectly
- Changes to distance learning curriculum (e.g., iPathways to McGraw Hill)

If you're unsure about whether a change requires a course modification, contact your program support specialist.

## Instructions for Non-Community-College Providers

Non-community-college providers can submit course modifications using the following link: <https://form.jotform.com/220864760858164>.

## Instructions for Community Colleges

Community colleges should submit course modifications through ICCIS. Be sure to attach a fillable version of the AE Course Modification form to your submission. A fillable version of all forms can be found here: [http://www2.iccb.org/adult\\_ed/aefl-provider-manual/](http://www2.iccb.org/adult_ed/aefl-provider-manual/). Please use the fillable PDF version and **not** a .docx version, as the PDF contains data validation features that will minimize errors.

You do not need to attach a syllabus unless you are changing the syllabus as part of your modification. Refer to a current version of the ICCB Program Approval Manual for more information.

Commented [EC1]: @Olesen-Tracey, Kathy let me know if I've missed anything here.