

Policies and Procedures Guide's Attending Document of Recent Changes

Old Version: January 13, 2022

New Version: May 4, 2023

Section 1 – Adult Education Overview

- Adds Utah Adult Education mission statement
- Adds Utah Code 53F-2-401

Section 3 – Program Design

- Updates transition tools to Keys to Success (Program Guidance L(iv))
- Adds guidance concerning licensed industry professionals teaching in adult education (Program Guidance N)

Section 4 – Assessment

- Provides additional general assessment information to better align the policy with Utah's NRS Approved Assessment Policy
- Clarifies training requirements for test administrators (Program Responsibilities A)
- Adds a definition of a single-subject and complete assessment series for TABE CLAS-E (Program Responsibilities B(vii) and B(viii))
- Adds a requirement for programs to adhere to test publisher guidelines for time limits (Program Responsibilities C)
- Adds a requirement for programs to use alternating forms for post-tests (Program Responsibilities H)
- Adds a requirement that students are post-tested on the same test they were pre-tested on (Program Responsibilities I)
- Adds a requirement that locator tests are used before pre-testing (Program Responsibilities J)
- Adds a requirement for programs to post-test 60% of program participants (Program Responsibilities K)
- Adds guidance that a student's EFL may be set through Carnegie credits (Program Guidance H)

Section 5 – Financial Management

- Updates the retention requirements for financial documents (Program Responsibilities A)
- Deletes redundant statement about record retention (Program Responsibilities D)
- Adds a requirement to waive fees for refugee students (Program Responsibilities G)
- Adds guidance surrounding refugee student fee waivers (Program Guidance C)

Section 6 – Data Management

- Adds retention for earned credit (Program Responsibilities E(iv))
- Adds requirement for collecting student post-exit indicators (Program Responsibilities I)