

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457**

**ADULT EDUCATION
Program Compliance and Quality Review (PCQR)**

CHECKLIST

YEAR: _____

District Name:	District Code:
Program Director Name:	Telephone:
Person Completing Checklist:	Title:
Signature of Director:	Date Signed:

Instructions:

1. Use the Checklist to prepare for the adult education PCQR. All items identified on the checklist must be available in a central and secure location at the time of the visit and organized in a manner that facilitates the review process. Please indicate with N/A any items that may not be applicable or available at the time of the on-site monitoring review.
2. **Two week prior** to the on-site visit, submit the completed **Checklist** along with the **Statutory Attestation, questionnaire forms** and any other **requested documentation** to Valerie R. Marino, Program Review Manager at the address above.
3. Submit two copies (one with original signature) of the Checklist and Statutory Attestation. Be sure to retain copies for your files.

Program Planning and Operations

- System/District organizational chart showing placement of adult education
- Program philosophy and/or mission statement
- Board of Education policy on adult education
- Reports to district’s board of education regarding adult education
- Program Advisory Committee membership roster and minutes
- Documentation of collaboration with other agencies and/or businesses e.g. Family Resource Centers, Workplace Education sites, Chambers of Commerce, etc.
- Documentation of collaboration with America’s Job Centers, Workforce Investment Boards (WIBs) and sub-committees of WIBs e.g. Youth Council
- Community resource booklets, information packets, etc.
- Rules, policies and procedures** for students e.g. attendance, conduct, sexual harassment, internet user intake/orientation policies; grievance and accommodation procedures, etc.
- Current Program Brochure that includes a nondiscrimination statement, accommodation information including contact name and telephone number **and** GED test accommodation statement including contact name and telephone number
- Student Handbook
- Staff Handbook
- Program evaluation forms – completed by students
- Program evaluation forms – completed by staff
- Documentation/Attestation that all students are formally withdrawn from K-12 system **or** have participated in only one adult education activity where applicable

Program Planning and Operations continued:

- Certification list for all adult education administrators and faculty
- Certified Teachers in the AHSCDP hold Endorsement #106 (where applicable)
- AHSCDP teachers provide instruction in the content area of certification
- Certified Program Facilitator (individual attended CCS training and is aware of expectations)
- Writing Contact Person (Picture 9 hr. training)
- Two Certified Scorers if scoring locally with evidence of certification
- Disability Contact Person (attends Department's annual training)
- GED Lead Registrar (attends Department's annual training)

Curriculum and Instruction

- Course outline/curriculum for ABE that includes CASAS competencies and incorporates CCR standards
- Course outline/curriculum for Citizenship that includes CASAS competencies and incorporates CCR standards
- Course outline/curriculum for ESL that includes CASAS competencies and incorporates CCR standards
- Course outline/curriculum for GED that incorporates CCR standards
- Course outline/curriculum for Credit Diploma Program that incorporates CCR Standards
- Teacher prepared lesson plans, for *each* program area offered, that reflect curriculum, address learning needs and styles, incorporate differentiated instruction and CCR standards.

Recruitment/Retention

- Recruitment plan; copies of recruitment and program promotion publications
- Retention plan; follow up materials for dropouts and program completers
- Waiting list documentation

Student Educational Information

Student records/files for ABE, ESL and Adult Secondary that include the following information:

- Needs assessments/student educational/student success plans
- CCS/CASAS Appraisal
- CCS /CASAS Pre/Post-test scores for ABE, ESL and GED
- CDP transcripts; NEDP portfolios including e-portfolios, GED Ready™- Official Practice Test outcomes
- Attendance records
- Signed documentation/attestation form of formal withdrawal from K-12 system signed by the parent or guardian and the school administrator or guidance counselor*
***In accordance with C.G.S. Section 10-184 only students 17 years of age may withdraw from school. Withdrawal documentation must be signed by the parent or guardian and attested to by the school administrator or guidance counselor.**
- State Administered Student Identification (SASID) number is being recorded for all students under 18 years of age who last attended a Connecticut public high school (where applicable)

Support Services

- Documentation that support services and counseling activities are provided and meet the needs of participants
- Documentation of student referrals and procedures for student referrals

Staff Professional Development

- Job description for director
- Job descriptions for teachers
- Job description for counselors
- Job descriptions for other staff
- Professional development plans for director
- Professional development plans for teachers/staff
- Faculty and staff evaluations for full and part time personnel that aligns with the Connecticut Guidelines for Educator Evaluation or Connecticut’s System for Educator Evaluation and Development (SEED) and focuses on the Common Core of Teaching Rubric (e.g., formal and informal observations, review of practice, establishing student learning objectives (SLOs) and Indicators of Academic Growth and Development (IAGDs))
- Sample faculty/staff job posting and position advertisement

Data Quality

- Current Connecticut Competency (CCS) Assessment Policies and Guidelines
- Signed current Assessment Administration and Security Agreement (CCS/CASAS)
- Current Connecticut Adult Reporting System (CARS) Policies and Guidelines
- Completed data collections forms (student intake, student assessment, achievement/outcomes)
- Goal setting, achievement data and post-secondary follow-up that is consistent with policy
- Timely administration of appraisals, pretests and post-tests
- Timely data entry
- Use of “Data Verify”
- Current Program Profile
- Current Provider Performance Summary

Other

- Sample copies of student certificates and diplomas
- Current year Adult Education Grant Application (ED-244)
- Current year Adult Education Supplemental Grant Application (ED-244A) (if applicable)
- Textbook/materials fee policy demonstrating compliance with C.G.S. Sec. 10-71c
- GED Receipts Deposit (diploma payment form)
- GED Test Restrictions (appropriate documentation pertaining to 17 and 18 year old test takers)
- GED Site Registration Agreement (all provider programs)
- Programs and locations are accessible to persons with disabilities (classroom seating, designated parking spaces, doorways, hallways, and restrooms are wheelchair-accessible)
- NEDP Provider Agreement (if applicable)
- Confidentiality Agreement for all personnel with access to CARS data and GED Manager™ (e.g. data administrators, data entry personnel and GED managers)