




ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)  
ADULT EDUCATION PROGRAMS AND POLICY (AEPP)  
89 WASHINGTON AVE. ROOM 460 EBA  
ALBANY, NY 12234  
Tel. 518 474-8940 – Fax. (518) 486-1751

September 13, 2024

**To:** AEPP Funded Programs, ALE WIOA, and WEP   
**From:** Fiormelissa Johnson, NYS Director – Adult Education Programs and Policy (AEPP)  
**Subject:** Guidance on Direct Instruction and Staffing Roles

The objective of this memorandum is to provide guidance to only AEPP WIOA Title II, ALE, and WEP-funded programs regarding the Adult Education Teacher Certification process, to distinguish the roles between a teacher and a volunteer, to provide clarity on the required instructional hours and configuration for AEPP students and confirm the case manager education requirements.

### **Optional Adult Education Certification**

To simplify the adult education teacher certification process, AEPP has partnered with the Office of Teaching Initiatives (OTI) to provide this opportunity to program instructors. The adult education teacher certification is an **optional budgeted** expense and AEPP teachers are not required to be certified, although, encouraged. Programs may include teacher certification costs within their budgets.

### **The Advantages of the Adult Education Certification**

- Accreditation by the New York State Education Department (NYSED), affirming the professional competency of adult educators
- Enhancing the teachers professional development
- Affords educators agency, as the certification remains valid regardless of their geographic or professional mobility
- Ensures parity in training standards alongside all other certified educators within New York State
- Promotes a culture of continuous professional development by incentivizing the pursuit of additional teaching certifications
- Bolsters teacher retention rates by fostering a supportive environment and acknowledging the value of ongoing education

## Procedure for Adult Education Certification

- Completion of the AEPP Adult Education Teacher Certification Form. Submitting completed forms is restricted to Program Managers, who will forward them to the designated mailbox: [AEPPTEACHCERT@NYSED.GOV](mailto:AEPPTEACHCERT@NYSED.GOV).
- Establishment of a TEACH account via the link below. It is imperative to utilize one's legal name as per the government-issued identification during the account creation process. <https://www.highered.nysed.gov/tcert/teach/>.
- Application for certification through TEACH, specifying "Adult, Community, and Continuing Education" under the designated "Area" and "Adult Education" under "Subject". This certification holds a validity period of three years, with the option for renewal every three years thereafter. The initial accreditation incurs a fee of \$50, with subsequent renewals costing \$25 each.
- Completion of three mandatory courses, which may be undertaken in any sequence. It is essential to confirm with each course provider whether they will directly transmit the certificate of completion to the Office of Teaching Initiatives electronically. If not, the certificate can be sent to [WorkshopsOTI@nysed.gov](mailto:WorkshopsOTI@nysed.gov). Ensuring completeness of the certificate is paramount, including precise alignment with the identifying information in the TEACH account and completion of Part B by the provider.
  - a. [Dignity for All Students Act \(DASA\)](#)
  - b. [Safe Schools Against Violence in Education \(Project SAVE\)](#)
  - c. [Child Abuse Identification and Reporting](#)

## Verifying the workshops in TEACH

After the workshop has been submitted, check your TEACH account regularly to see when it gets entered. You can do this by accessing to the Account Information page in your TEACH account and going to the Workshops section. After the workshop has been verified, it will immediately appear as verified on your application.

Fulfillment of the New York State Department of Education Fingerprints requirement using the provided link: <https://uenroll.identogo.com/workflows/14ZGQT>.

Upon successful completion of all outlined steps, the Office of Teaching Initiatives will issue an electronic certification accessible within the TEACH account. Continuous monitoring of the TEACH account and direct communication with the Office of Teaching Initiatives are advised for any inquiries or concerns regarding Teacher Certification status.

## AEPP Teachers and Volunteers

Volunteers are valuable members of the adult education community and provide: Volunteer community improvement services; Volunteer with students on school projects and voluntary literacy services; Teach current education standards or provide supplemental instruction; and

Conduct Assessments/post-tests for students after 30 hours of tutoring services. Volunteers do not replace a teacher, rather, they support a teacher with one-on-one tutoring of 1 to 3 students at a time.

There are significant differences between an AEPP Volunteer and a Teacher such as: Volunteers are not held to the same standards as it relates to the AEPP required Professional Development (PD) hours, although, volunteers that provide assessments must be trained before assessing students; Volunteers are not required to attend AEPP meetings; Volunteers are not funded under AEPP; Volunteers are not bound by employment, and their commitment may not be equal to a paid teacher.

AEPP-funded teachers provide a minimum of 6 hours of classroom instruction and no more than 20 hours per week for each class. Teachers also post-test their students after 40 hours of instruction. As per both the currently active WIOA and the ALE RFP, both part-time teachers and full-time teachers must complete the 14 hours of PD.

### **Case Manager Education Requirements**

Case Managers are not currently required to have a 4-year college degree under WIOA or ALE, as a 4-year degree and certification is a requirement under EPE. This guidance is to correct the assertion that Case Managers require a 4-year degree as listed in the Roles and Responsibility MEMO dated January 7, 2024.

Any questions or concerns should be directed to the AEPP Regional assigned to the RAEN region where the program is located:

<b>Region</b>	<b>Regional Associate Manager</b>
Capital North	Lisa Pearson
Central Southern Tier	Lisa Pearson
Finger Lakes – ROS ALE	Miranda Prime
Hudson Valley	Diane Schrader
Long Island	Diane Schrader
New York City - WIOA	Kimberly Malcolm
New York City – NYC ALE	Guillermina Martino
West	Deborah Parrow

cc: AEPP Regional Associates, NYSED  
 ASISTS  
 Accountability Office  
 RAEN Regional Centers  
 STAC NYC  
 STAC ROS