

Counting FACE Adult Education Participation Hours

Adult education students may participate in partner off-site programs such as GED, high school diploma, college, workforce development, and other training or classes that help them achieve their goals. Following is guidance for counting these off-site adult education hours.

	Full Time	Part Time	Flex Time
	Students participate four full days a week in center-based programming that includes adult education time.	Students participate a full day at least one day a week.	Students request adult education assistance; they may be home-based adults.
FACE classroom instruction	Count the actual hours students participate in adult education.		
Off-site instruction	<ul style="list-style-type: none"> If a student completes additional adult education hours outside the daily schedule for FACE, count those hours as well. 	<ul style="list-style-type: none"> The adult education instructor assists with learning; there should be some <u>evidence of this assistance</u>. A copy of the <u>syllabus for courses and a schedule of studies</u> is kept in the adult file. Students who take college or adult education classes <u>can count up to 2.5 off-site hours</u> that are spent in classes daily. 	<ul style="list-style-type: none"> This is the same as part-time students. These students must meet with the adult learning instructor <u>a minimum of one hour a month for mentoring</u>. Complete an Adult Education Assistance and Mentoring Log and keep this in student file.
Tutoring / mentoring	The student and instructor can <u>schedule additional tutoring hours</u> outside the regular FACE daily schedule and these hours can be counted as adult education hours.		
Online learning	<ul style="list-style-type: none"> Full-time and part-time students enrolled in online classes can count up to 2.5 online hours daily. Flex-time students enrolled in online classes must participate in face-to-face mentoring with the FACE adult education teacher at least one hour a month. 		
Working students	Adult education students completing apprenticeships may only count unpaid hours of training. Students who work and ask for adult education assistance can <u>count the hours spent studying up to 2.5 daily, if the study plan is documented</u> .		