COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
February 18, 2010

FREQUENTLY ASKED QUESTIONS ABOUT THE ADULT AFFIDAVIT PROGRAM

1. How do I delete a program?
   On the program list page, highlight a program and click on it. This will take you to the Program Data page for that specific program. Check the "Mark for Deletion" box and click on "Save" to delete the program.

2. How do I add a program?
   There is an "Add Program" button on the page that lists programs. Click on this and follow the directions. NOTE: DO NOT HIT THE "SUBMIT PROGRAM" BUTTON AFTER EACH PROGRAM IS ADDED. ONLY HIT THE " SUBMIT PROGRAM" BUTTON ONCE WHEN THE ENTIRE FORM IS CORRECT AND READY TO BE SUBMITTED TO BCTE.

3. Is there a deadline?
   The registration period will normally run from January to April. The CATS Adult Affidavit contact person will receive an e-mail before the Adult Affidavit file opens each year that lists the deadline date for program registration. No additional corrections or submissions will be accepted after the CATS Adult Affidavit file is closed.

4. Which programs are eligible for reimbursement?
   Only programs registered through the Career and Technical Education Information System (CATS) by the deadline will be eligible for reimbursement.

5. What are the program types that can be reported?
   - *Registered Apprenticeship: A program for adults enrolled in a registered apprenticeship program involving 0n-the-job training.*
   - *Emergency Service: A program for adults in voluntary public emergency service (e.g. Emergency Medical Technology and Firefighting)*
   - *Other Occupational: A program for adults enrolled in a career and technical program for new occupational preparation or to upgrade their skills.*

6. What programs should I not report?
   - *Enrichment/hobby-type programs for personal benefit that are not job related, and that do not contribute to a person's occupational objective*
   - *Programs in Adult Basic Education (ABE), Standard Evening High School (SEHS) or General Education Development (GED) unless the program also meets Career and Technical Education requirements*
   - *State funded Customized Job Training Programs (CJT)*
   - *Programs funded 100% with federal monies. (e.g. Workforce Investment Act)*
   - *100% employer-funded programs*

- *Any program not open to the public*

7. Should reimbursement be requested for programs with fewer than six enrollees?
   No. Reimbursement should be requested only for programs with six or more enrollees.

8. Do I still need to sign assurances?
   Yes. You will need to print the assurances and have the Career & Technical Administrator or Supervisor sign them. They should be returned via Fax: 717-783-6672 or mail: PDE, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333

9. What must I keep on file for BCTE review?
   This is important, as the Program Approval evaluation initiative will be revised to include reviewing adult education in 2006-2007. Local education agencies will be asked to provide the following documentation:
   - *Occupational or emergency training objectives*
   - *Copy of formal written agreements between sponsors and the local education agency*
   - *Program sequence designed for completion within 24 months*
   - *Evidence that each program has an occupational analysis, performance objectives and assessment of student competencies based on performance measurers and standards.*
   - *Samples of written documentation of the tasks students have accomplished*
   - *Roster showing at least a minimum of six (6) students enrolled*

10. Where can I get help?
    The following individuals are available to help you:

    Forrest Keiser fkeiser@state.pa.us (CATS Questions)
    Chris Weller cweller@state.pa.us (Adult Affidavit Program Questions))
    Beth Marshall betmarshal@state.pa.us (Accreditation Questions)

    Directions on using the system are also available on the BCTE web site:

    http://www.portal.state.pa.us/portal/server.pt/community/program_approval/14503