



Missouri Division of Workforce Development
DWD Issuance 11-2013

Issued: March 20, 2014
Effective: March 20, 2014

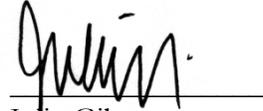
Subject: Distance and Online Learning

- 1. Purpose:** This Issuance is written to address circumstances in which Career Center staff or the individual participant has chosen training that is based in whole or in part on Distance and Online Learning method of instruction.
- 2. Background:** This policy is necessary to provide guidelines that will address situations where Career Center staff and the participant has determined that Distance and Online Learning is the most feasible method of delivery of occupational skills training, and workshop modules or pre-vocational services. Distance and Online Learning training is not an option of last resort and should always be considered when assisting customers with training options.
- 3. Substance:** Distance and Online Learning is rapidly becoming the chosen mechanism to deliver skills based training to participants. The Division of Workforce Development (DWD) recognizes an increasing number of Career Center participants prefer this method of instruction, and, in many cases, it could be the most cost effective strategy to deliver and receive instruction. Whenever it's practical and/or feasible, local regions are encouraged to utilize Distance and Online Learning as a method of instruction. The **Attachment** outlines the guidance that must be adhered to in circumstances where the local region chooses to utilize web-based instruction to a group of participants or a WIA Training level participant determines an online curriculum best suits their needs. Each region should review training cost limits to ensure that Distance and Online Learning is available to eligible customers.
- 4. Action:** This Issuance is effective March 20, 2014. Please distribute to appropriate individuals.
- 5. Contact:** Steve Reznicek, Quality Assurance Manager, at (573) 522-3015 or email steve.reznicek@ded.mo.gov
- 6. Reference:** Workforce Investment Act of 1998; Workforce Investment Act Final Rule; Reporting Training Activities and Outcomes for Adult and Dislocated Workers, DWD Issuance 06-2011; and NGCC Core Reporting, DWD Issuance 31-2009.

7. **Rescissions:** None

8. **Attachments** Distance and Online Learning

DWD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.



Julie Gibson

Director

Mo. Div. of Workforce Development



**Missouri Division of Workforce Development
ATTACHMENT 1**

DISTANCE AND ONLINE LEARNING

Distance and Online Learning is a method of training that allows a participant to learn new work-based and occupational skills outside of a physical classroom setting. It is particularly appealing to individuals for whom the traditional modes of instruction, for a multitude of reasons, may not be feasible or practical. Distance and Online Learning is consistent with the Division of Workforce Development's (DWD) policies and is a viable method for local regions to ensure that participants have access to skill upgrades and occupational skills training. In many circumstances, Distance and Online Learning proves to be the best training option.

Core Level Services

Within the Next Generation Career Center (NGCC) model, the Workforce Investment Act (WIA) Core level services can include staff assisted workshops. Designed to enhance or develop customers' skills, they may also contain self-service computer based skill upgrade activities. These activities are defined as Core level services when they are funded in a manner that allows universal access without the need to apply the region's priority of service policy. In these cases, the cost of the product or service is not based on the number of individuals accessing the product or the number of times the product is used.

Examples of web based Core level services could include: Assessments, Basic Skills Remediation, WorkKeys testing for the National Career Readiness Certificate, Resume' Development Assistance, Workshops, and other locally defined products referenced in DWD's NGCC Products and Services Issuance.

Intensive Level Services

Products or services based on a charge for each use are not universally accessible, and are defined as Intensive level services. A service provider must apply the region's priority of service policy when providing such a product or service. Therefore, any individual in need of these WIA funded Intensive level services must be determined eligible beyond the Core level. Short term training which is 40 clock hours or less, may be considered Intensive level pre-vocational services, and would not require an Individual Training Account (ITA).

Examples of web based Intensive level services could include: Microsoft Office Certifications, OSHA Certifications, Project Management Certification, and Basic Weatherization Certification.

Training Level Services

Distance and Online Learning is appropriate when the degree or certificate attained at the conclusion of the training program is the equivalent to what the participant would have received if the individual had attended training in a traditional classroom setting. Local regions are encouraged to utilize this form of training when it is the most reasonable form of training for the participant. The eligibility criteria established for WIA Training level services must be met for these participants, as they would be for other methods of training, in order to access WIA funds. Similarly, participants who have chosen a curriculum that includes web-based instruction must ensure the course of study is WIA approved on the Eligible Training Provider List and that an ITA is utilized or that your region's Youth procurement guidelines are followed for Youth participants. A review of ITA funding limits is encouraged to ensure Distance and Online Learning remains a viable option for eligible participants.