

# Washington's Community and Technical Colleges Integrated English Literacy and Civics Education (IELCE) Resource Guide

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This guide is intended to support shared understanding for program deans, directors, faculty and staff in the basic implementation and management of your IELCE program.

## IELCE Program Defined

An IELCE program is a program that does two things:

- 1) Provides instruction in English Language Acquisition (ELA), literacy, and the rights and responsibilities of citizenship and civic engagement.
- 2) Delivers this instruction either contextualized in an Integrated Education & Training (IET) program such as I-BEST/I-BEST @ Work or in preparation for such a program.

## Program Types for IELCE Funds

Your IELCE program can consist of one, two, or all three of the following types:

- **Type 1:** I-BEST. You can offer one or more I-BEST programs that have been designed to meet ELL needs. The contextualized instruction provided by the BEdA co-teacher will deliver the ELA, literacy, and civics education components of the program, while the content instructor delivers the workforce training. This is a good option for college providers.
- **Type 2:** I-BEST @ Work. You can enroll ELL into an I-BEST @ Work program you design and offer with an employer partnership. The contextualized instruction provided by the BEdA co-teacher will deliver the ELA, literacy, and civics education components of the program, while the employer trainer provides the job training component. This is a good option for both college and community-based organization (CBO) providers.
- **Type 3:** Fast-track into I-BEST. You can enroll ELL into an accelerated program that prepares students for entry into an I-BEST program. This differs from traditional ELA coursework because it teaches ELA, literacy, and civics education in the context of preparation for success in an I-BEST program. This is a good option for both college and CBO providers.

## Navigational Services: Approved!

You may hire an IELCE navigator to assist students with the successful navigation of your IELCE program. Please contact the SBCTC I-BEST Policy Associate for assistance with this option.

## Frequently Asked Questions (FAQ)

1. Can students enroll in the fast-track option and never enroll in the I-BEST program?  
Yes. IELCE requirements are program requirements, not participant requirements. Enrollment in I-BEST remains a key student goal.
2. What are the participant requirements?  
IELCE programs are for BEdA ELL students. Students self-report as ELL; this is not tied to their placement on federal tables. In other words, a student in an ABE class can be an ELL and qualify for IELCE programming.
3. What if an IELCE I-BEST classroom has both ELL and native speakers?  
Prorate funds so that ELL students are proportionally supported by IELCE funds.
4. How do we determine who is an English Language Learner?  
The student can self-report that they are an English Language Learner. Programs are expected to maintain

this documentation.

5. What are examples of documentation that someone is an ELL?

It can be a local form/questionnaire, added to the WABERS+ Intake Form (with approval), or some other method.

6. Can we include career exploration as part of the IELCE program?

You can include exploration of the available I-BEST options at your institution or a partner institution, and that can include exploratory content specific to those careers.

7. How contextualized does the “fast-track” program need to be?

A fast-track program prepares students for I-BEST programs. Some programs might have a very specific connection to one I-BEST program, like offering a class that prepares students for an allied health I-BEST. Others might take a more general approach and prepare students to be successful in a range of I-BEST programs offered as part of your IELCE program. In this case, students would complete the same assignments, but contextualized to their chosen area of study.

8. How do CBOs offer the fast-track option?

CBOs can align their fast-track programming to I-BEST programs through a partnership with a college or an employer.

9. How do we report IELCE students in WABERS+?

How you report IELCE students depends on the type of IELCE program you are running. Students served with IELCE funds are tracked in WABERS+ in the following manner:

- Type 1: Check “IELCE”. I-BEST will automatically be marked by appropriate class coding.
- Type 2: Check “IELCE” and “I-BEST @ Work”
- Type 3: Check “IELCE”

Special note on navigational services: Do not report students who receive information about the IELCE program from an IELCE navigator as IELCE students until the student enrolls in the IELCE program! In WABERS+, IELCE should only be checked for students enrolled in one of the three IELCE program types.

10. Can IELCE funds pay for student tuition?

Yes! Please see the IELCE grant fiscal guidelines for details.