



APPROVED DISTANCE EDUCATION CURRICULA FOR VIRGINIA ADULT EDUCATION AND LITERACY PROGRAMS

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APPROVED DISTANCE EDUCATION CURRICULA

This approved distance education curricula list is made public by Virginia Department of Education, Department of Career, Technical, and Adult Education.

It is required that all AEFLA Title II funded programs in Virginia offer or collaborate to offer distance education services to students who are seeking or may benefit from such services. All distance education curricula approved for use by the Virginia Department of Education, Office of Career, Technical, and Adult Education (the Office) must be appropriate for specific adult education populations, provide accommodations for learners with disabilities, and present research-based evidence of both reliability and validity. As new distance education materials become available, the Office will review and consider the impact of approving them for state use and reporting. A review of approved distance education materials will be conducted as needed.

The Office maintains a Distance Education Curriculum Review Panel to review and approve distance education curricula and materials. If programs wish to use curricula not identified on the approved list for the purpose of distance education, they must submit the new curricula to the Distance Education Curriculum Review Panel for review and approval before proxy hours may be reported.

This list of approved distance education curricula includes the following information for each product:

- Curriculum Name: The full, official name of the curriculum
- Target population: The adult education population for whom the curriculum is most appropriate (e.g. Adult Basic Education (ABE), High School

Equivalency (HSE), English as a Second Language (ESL), career pathways)

- Year Approved: The year the curriculum was approved for reporting distance education hours into the state management information system (MIS)
- Delivery mode: The media format(s) in which the curriculum is delivered (e.g. print, computer, mobile device app, video)
- Proxy hour model: The method used to assign learner proxy hours: 1. Clock Time - This model assigns contact hours based on the elapsed time that a learner is connected to or engaged in an online or stand-alone software program that tracks time. 2. Teacher Verification - This model assigns a fixed number of hours of credit for each assignment based on the teacher's determination of the extent to which a learner engaged in, or completed, the assignment. 3. Learner Mastery - This model assigns a fixed number of hours of credit based on the learner's demonstrated mastery of the content of a lesson.
- Proxy Contact Hours Criteria: Guidelines for calculating proxy contact hours based on proxy model
- Publisher information: The name and contact information of the publisher or producer of the curriculum
- Description: A brief description of the curriculum's content and features

Curriculum Name	Target Population	Year Approved	Delivery Mode	Proxy Hour Model	Proxy Contact Hours Criteria	Contact Information	Description
ABE Essentials workbooks for both TABE and CASAS (Formerly TABE Essentials workbooks)	ABE/ASE	2019	Print & Mobile	Teacher verification/ Clock Time (through QR code)	Clock time for online programs and Virtual Tutor lessons. Teacher Verification for workbooks. ABE Essentials workbook lessons are given two hours per lesson completed and teacher verified.	Essential Education 895 NW Grant Avenue Corvallis, OR 97330 800-460-8150 Jason Guard 800-390-9307	The ABE Essentials workbooks combine print and mobile learning. Students start with the workbook for instruction and practice. If students need deeper instruction, a QR code is provided, enabling students access to mobile lessons aligned to each chapter.
ACT WorkKeys Curriculum	ABE/ASE/ Career Pathways	2019	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	ACT P.O. Box 414 Iowa City, IA 52243 319-337-1270 ACT Customer Care Email	ACT WorkKeys Curriculum helps individuals build the essential career-relevant skills needed for learning, personal development, and effective job performance.
ALEKS	HSE	2015	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	McGraw Hill Education P.O. Box 182605 Columbus, OH 43218 800-338-3987 Kevin Curran	Assessment and Learning in Knowledge Spaces (ALEKS) is a web-based assessment and learning system. ALEKS uses adaptive questioning to determine what a student knows and doesn't know in a course.
APEX Learning	HSE	2018	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Apex Learning 1215 Fourth Avenue, Suite 1500 Seattle, WA 98161 800-453-1454	APEX Learning's HSE tutorials are personalized for each student's academic needs and learning style while targeting concepts covered by HSE exams with instruction aligned to each test. The tutorials build students' knowledge and skills through a highly interactive and research-based approach to direct instruction, practice, review, and assessment.

Aztec	ABE, Pre-HSE, HSE, Career Pathways	2015	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Aztec Software 51 Commerce Street Springfield, NJ 07081 800-273-0033 or 913-258-0011 Mike Widra , Regional Account Manager	Aztec Software's Adult Basic Education Continuum of Learning is a series of instructional programs that provide diagnostic and personalized learning experiences, with a focus on core academic subject areas as well as skills for ABE and HSE test preparation. The software can be implemented as a complete distance learning solution with minimal instructional supervision, as a blended learning model, or as a supplement to direct, face-to-face instruction.
Burlington English	ESL/Career Pathways	2015	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Burlington English 4800 N. Federal Highway, Suite E207 Boca Raton, FL 33431 561-672-7826 Chantal Winstead 202-770-7676	Burlington English is a program for English language acquisition that combines face-to-face classroom activities with any time-anywhere access to state-of-the-art online interactive courses. With the Burlington English SpeechTrainer®, students effectively improve their pronunciation and comprehensibility, giving them the confidence to communicate successfully in any situation. All of the courses have printable worksheets and assessments that allow for blended or hybrid learning. There are courses for general English, career exploration and soft skills, and English for specific professions.
Cell-Ed	Beginning ABE/ ESL	2018	Computer/ Mobile Device App/ Any Cell Phone (Android or iOS platform)	Clock Time/ Learner Mastery	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Cell-Ed 855 El Camino Real, Suite 13-212 Palo Alto, CA 94301 650-444-6069 Cell-Ed Email	Cell-Ed's mobile learning programs span language, literacy, life, and job skills. Courses are designed by experts, supported by live coaches, and aligned with national standards such as CASAS and NRS. Cell-Ed is available on any device including basic phones to address barriers such as access to classrooms, internet, and smartphones. In order to track hours and progress, refer to website .
Common Core Basics	ABE/HSE	2014	Print	Teacher Verification	Teacher determines the percentage of each lesson completed.	McGraw Hill Education P.O. Box 182605 Columbus, OH 43218 800-338-3987 Kevin Curran	Common Core Basics helps students build the essential test readiness skills necessary to master the 2014 GED® exam. The curriculum builds key skills, strategies, and content knowledge for high school equivalency exams in the areas of Reading, Writing, Math, Science, and Social Studies.

Complete Pre-GED® Preparation	HSE Prep	2011	Print	Teacher	Teacher determines percentage of each lesson completed.	Paxen Publishing 2194 Highway A1A, Suite 208 Indian Harbour Beach, FL 32937 866-547-1895 Angela Sanzotera 334-391-7766	Complete GED® has six units. Each unit begins with an entry test that gives learners a good understanding of what the GED® test is like while indicating their strengths and weaknesses. The comprehensive GED® preparation book also includes a Simulated GED® Test Performance Analysis Chart for each test that helps the learner determine if they need additional review.
Computer Essentials	ABE/HSE	2019	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Essential Education 895 NW Grant Avenue Corvallis, OR 97330 800-460-8150 Jason Guard 800-390-9307	In this course, students learn how to find and use internet-based information and understand principles of digital citizenship. This self-directed application lets students work at their own pace to build confidence and mastery.
Edmentum	ABE/HSE	2015	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Edmentum 5600 W. 83rd Street, Suite 300, 8200 Tower Bloomington, MN 55437 800-447-5286 Edmentum Information Email	Edmentum offers a wide variety of online, virtual learning programs for adult education programs. Highly qualified, state-certified online teachers experienced in online instruction connect learning to real-life experiences and offer flexible program implementation and management designed for all virtual learning environments.
GED Academy™ Online Prep	ABE/HSE	2015	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Essential Education 895 NW Grant Avenue Corvallis, OR 97330 800-460-8150 Jason Guard 800-390-9307	This course is designed to prepare adult students for the GED® test and college and career readiness. The lessons cover math, science, social studies, language arts, writing, and computer skills.
Kaplan GED® Test Prep Plus	HSE	2014	Print	Teacher Verification	Teacher determines the percentage of each lesson completed.	Kaplan 1-800-527-8378 Customer Care Email	This is a comprehensive test prep book to prepare a student for the GED®. The GED® Test Prep Plus features more than 1,000 practice questions, two practice tests, and 60 online videos with expert strategies and tips.

KET FastForward	ABE/HSE	2018	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Kentucky Educational Television 600 Cooper Drive Lexington, KY 40502 859-258-7000 Shanise Edwards 859-258-7212	FastForward offers preparation for HSE tests and for college and career readiness. The complete curriculum covers all the subjects, skills, and question types on each of the HSE tests. Online courses include a text-to-speech function, color changing background, and a free classroom management system with reusable seats for teachers. The FastForward Skill Check app helps learners practice skills in the content areas to prepare for the HSE.
Khan Academy and Khan Academy Lite	ABE/ HSE/ Career Pathways	2015	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Khan Academy P.O. Box 1630 Mountain View, CA 94042	Khan Academy offers courses in math, science, history, grammar, and career exploration. There are practice exercises, instructional videos, and a personalized learning dashboard that assist learners to study at their own pace in and outside of the classroom. Khan Academy Lite (or KA Lite) is an open-source software that mimics the online experience of Khan Academy for offline situations. On KA Lite, students can watch Khan Academy videos, complete exercises, and track progress without needing an internet connection.
Learning Upgrade	ABE/ASE/HSE/ESL	2019	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Learning Upgrade 800-998-8864 Learning Upgrade Email	Learning Upgrade helps students learn English and math, literacy through HSE test preparation. Lessons are filled with music, video, and games. After starting at their own level, students progress through a sequence of lessons and courses, earning certificates along the way. The goal is rapid growth in English and math. In order to track hours and progress, refer to learn more .
Money Essentials	ABE/ASE	2019	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Essential Education 895 NW Grant Avenue Corvallis, OR 97330 800-460-8150 Jason Guard 800-390-9307	In this course, students learn how to make smart financial decisions. The four-unit course focuses on budgets, financial goals, credit, and loans.

My EnglishLab	ESL	2016	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	Assignments are graded and time documented and reported to the teacher in the online gradebook.	Pearson ELT 221 River Street Hoboken, NJ 07030 877-202-4572 or 800-445-6991 Jessica Italiano	MyEnglishLab activities can accompany what the student is learning in class, supporting a blended education experience. The online content has a wide range of question types including writing essays, listening to audio and recording their own voices online using video, audio, and voice-record tools.
Rosetta Stone	ESL	2013	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Rosetta Stone 1621 N. Kent Street, Suite 1200 Arlington, VA 22209 800-280-8172 Rosetta Stone Customer Support Email	Rosetta Stone delivers enhanced language-learning content and provides management tools via an intuitive interface.
SkillsTutor	TABE, Pre-HSE, HSE	2015	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Paxen Publishing 2194 Highway A1A, Suite 208 Indian Harbour Beach, FL 32937 866-547-1895 Angela Sanzotera 334-391-7766	SkillsTutor has over 1600 basic skills and thinking skills lessons that focus on the fundamentals of learning. This can be used as a teacher-aided instructional tool or as a one-to-one tutoring resource with minimal guidance needed.
Stand Out - 3rd edition	ESL	2016	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	National Geographic Learning 10650 Toebben Drive Independence, KY 41051 800-354-9706 Rachel Taylor Dixon 630-631-1688	Stand Out's online workbooks provide reinforcement and consolidation of key language through automatically graded exercises and can be accessed anytime, anywhere. Stand Out is aligned with the College and Career Readiness Standards.
Steck-Vaughn Test Preparation for the 2014 GED® Test-Complete Preparation	HSE	2019	Print	Teacher Verification/ Learner Mastery	Teacher determines the percentage of each lesson completed. Also, there are quizzes that a student must pass with at least 75% accuracy.	Paxen Publishing 2194 Highway A1A, Suite 208 Indian Harbour Beach, FL 32937 866-547-1895 Angela Sanzotera 334-391-7766	Steck-Vaughn Complete Test Preparation for the 2014 GED® test is a comprehensive program of skills, instruction, and assessment needed to prepare for the GED® test.

Steck-Vaughn GED® Test Preparation Series	ABE/ASE	2019	Print	Teacher Verification	The teacher may designate 45 minutes as a reasonable amount of time per lesson. Standard amount of time is provided for each lesson completed.	Paxen Publishing 2194 Highway A1A, Suite 208 Indian Harbour Beach, FL 32937 866-547-1895 Angela Sanzotera 334-391-7766	This series is a comprehensive resource to address skill gaps identified through the GED Ready® practice test. There is an Instructor Edition, and Language Arts and Reading, Math, Science, and Social Studies student books.
TABE Academy	ABE/ASE	2019	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Essential Education 895 NW Grant Ave[nue Corvallis, OR 97330 800-460-8150 Jason Guard 800-390-9307	TABE 11/12 Academy is aligned to the complete TABE 11/12 and the College and Career Readiness Standards. The content is organized around the TABE Educational Functioning Levels E, M, D, and A.
TABE Tutor Series	ABE/ASE	2019	Print	Teacher Verification	The standard amount of time is provided for each lesson completed.	Paxen Publishing 2194 Highway A1A, Suite 208 Indian Harbour Beach, FL 32937 866-547-1895 Angela Sanzotera 334-391-7766	TABE Tutor series books allow students who do not have internet access at home to participate in distance learning and are appropriate for correctional facilities.
Test Preparation for the 2014 GED® Test-Complete Preparation	HSE	2019	Print	Teacher Verification/ Learner Mastery	Teacher determines the percentage of each lesson completed. Also, there are quizzes that a student must pass with at least 75% accuracy.	Paxen Publishing 2194 Highway A1A, Suite 208 Indian Harbour Beach, FL 32937 866-547-1895 Angela Sanzotera 334-391-7766	This series is a comprehensive resource for remediation to address skill gaps identified through the GED Ready® practice test. There is an Instructor Edition, and Language Arts and Reading, Math, Science, and Social Studies student books.
USA Learns	ESL	2012	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	USA Learns Sacramento County Office of Education P.O. Box 269003 Sacramento, CA 95826-9003 408-449-1010 USA Learns Help Email	USA Learns is a free website for learners at the beginning and intermediate levels to learn English and prepare for U.S. citizenship. There is also a free website for teachers to create online classes based on USA Learns courses and tools for teachers to manage their classes and students.

WIN (Worldwide Interactive Network)	Beginning ABE, Career Pathways	2013	Computer	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Worldwide Interactive Network, Inc. 1000 Waterford Place Kingston, TN 37763 888-717-9461 WIN Learning Support Email	WIN Courseware provides basic workplace skills training appropriate for K-12 and postsecondary education, adult education, and workforce development. This courseware focuses on concept mastery, not just test preparation.
Work Essentials	ABE/ASE/Career Pathways	2019	Computer/ Mobile Device App (Android or iOS platform)	Clock Time	The system tracks the time on task for each activity completed. The time on task for each activity is counted as proxy hours. After a preset period of inactivity, the system stops counting time on task.	Essential Education 895 NW Grant Avenue Corvallis, OR 97330 800-460-8150 Jason Guard 800-390-9307	In this self-directed course, students learn how to find and keep a job. The lessons cover writing professional resumes, using networks, and mastering interviews.
Workplace Essential Skills Online	ESL, Career Pathways	2011	Print/ Video	Teacher Verification	Teacher determines percentage of each lesson completed.	KET Adult Learning 600 Cooper Drive Lexington, KY 40502-2200 800-432-0951 KET Learning Help Email	Workplace Essential Skills Online provides online training for soft skills and job readiness. Job search, resume preparation, professional communication, and success strategies are addressed.

Special Program

The [National External Diploma Program \(NEDP\)](#) is a competency-based, applied performance assessment system leading to an Adult High School Diploma. Administered by trained local or regional adult education program staff, the blended assessment evaluates the reading, writing, math, digital literacy, and workforce readiness skills of participants in life and work contexts. The flexible, self-paced program requires participants to complete a series of online assignments which are tracked by an in-system clock and may be captured as distance learning hours. The online assignments are coupled with regular face-to-face meetings with an Advisor/Assessor which may be counted as contact hours. Only approved NEDP agencies that have completed the required training may offer the program. NEDP is owned and developed by Comprehensive Adult Student Assessment Systems (CASAS).

Curriculum Name	Target Population	Year Approved	Delivery Mode	Proxy Hour Model	Proxy Contact Hours Criteria	Contact Information
National External Diploma Program (NEDP)	ASE	2015	Online	N/A	N/A	CASAS 5151 Murphy Canyon Road Suite 220 San Diego, CA 92123 Margaret Kirkpatrick 1-800-255-1036 ext. 181