



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 the 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 recommend approval of 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) by 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 and/or Updated	Delivery Mode	Proxy Hour Model	Proxy Contact Hours Criteria	Contact Information	Description
A Tutor for TABE Student Editions (Formerly TABE Tutor Practice)	ABE/HSE	2020	Print	Teacher Verification	The teacher determines the percentage of the lesson completed and may designate up to 30 minutes for a math lesson and 45 minutes for a language arts lesson.	Paxen Publishing 2194 Highway A1A Suite 208 Indian Harbour Beach, FL 32937 Angela Sanzotera 321-600-0944	This series is a research-based resource that prepares learners for the TABE test and is aligned with the <i>College and Career Readiness Standards for Adult Education</i> (CCRS).
A Tutor for TABE Workbooks (Formerly TABE Tutor Series)	ABE/HSE	2019	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	Paxen Publishing 2194 Highway A1A Suite 208 Indian Harbour Beach, FL 32937 Angela Sanzotera 321-600-0944	This book series allows students who do not have internet access to participate in distance learning and is appropriate for correctional facilities.
Adult Basic Education (ABE) Academy	ABE	2020	Computer, Print, Mobile Devices	Clock Time/ Teacher Verification	Clock time for online programs and virtual tutor lessons. For the workbooks, the teacher determines the percentage of each lesson completed and the time associated with the lesson.	Essential Education 895 NW Grant Avenue Corvallis, OR 97330 Jason Guard 800-390-9307	<i>ABE Academy</i> is a series of resources to help maximize learning gains. <i>TABE 11/12 Academy</i> and <i>CASAS GOALS Academy</i> are online programs that use an adaptive learning system to create personalized learning plans for each student. <i>ABE Essentials + Virtual Tutor</i> uses instructional workbooks and QR codes that learners can use with their smartphones to connect to interactive lessons, quizzes, and practice tests. Product has a Spanish translation tool available.
ALEKS®	HSE	2023	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 Kevin Curran 800-338-3987	<i>Assessment and Learning in Knowledge Spaces</i> (ALEKS®) is a web-based assessment and learning system. It uses adaptive questioning in all courses to determine what a student knows and doesn't know. It also includes Artificial Intelligence integration. Users can toggle between English and Spanish.

Aztec Software's Continuum of Learning	ABE/HSE/ Career Pathways	2020	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 461 Headquarters Plaza North Tower 2nd Floor Morristown, NJ 07960 Angela Sanzotera 321-600-0944	This series provides diagnostic and personalized learning experiences with a focus on core academic subject areas as well as skills for ABE and GED® testing. The software can be implemented as a distance learning solution or as a blended learning model.
Aztec's GED® Online Spanish Preparation Series	HSE	2021	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 461 Headquarters Plaza North Tower 2nd Floor Morristown, NJ 07960 Angela Sanzotera 321-600-0944	This series was written by Spanish instructors for Spanish learners who are studying for the Spanish GED® test. It delivers the academic instruction needed to study for a high school equivalency credential and is aligned with the <i>CCRS</i> .
Burlington English, 2020 Package Offerings	ESL/Career Pathways	2020	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 Chantal Winstead 202-770-7676	This ELA program is designed for distance education or blended learning. The courses include general English, career exploration and soft skills, and English for specific professions. <i>The SpeechTrainer®</i> improves student's pronunciation and comprehensibility.
Career Essentials: Experiences Adult Learner Course	ABE/HSE/ESL/ Career Pathways	2020	Print, Computer	Teacher Verification	Each course has an average completion time indicated and learner completion status is verified by the teacher. On average, the student completion time for the whole program is approximately 45-50 hours.	SkillsUSA 4001 SkillsUSA Way Leesburg, Virginia 20176-5494 Courtney Ferrell 703-334-1668	This course is a complete system that prepares students for success in life and work by using the transferable employability skills listed in the <i>SkillsUSA Framework</i> . Learners who complete the adult learner course and post-assessment at 80% or higher will earn the industry-validated <i>Career Essentials Credential</i> .
Cell-Ed: Skills on the Go!	Beginning ABE/ ESL	2023	Computer, Mobile Devices	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.	Cell-Ed 855 El Camino Real Suite 13-212 Palo Alto, CA 94301 Email 650-444-6069	<i>Cell-Ed's</i> mobile learning programs span language, literacy, life, and job skills. Courses are supported by live coaches and aligned with national standards. It is available on any device including basic phones to address barriers such as the lack of internet access and the availability of smartphones.

CK-12	ABE/HSE	2020	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.	CK-12 Foundation 3430 West Bayshore Road Suite 101 Palo Alto, CA 94303	<p>CK-12 provides a library of customizable educational resources including online textbooks ('flexbooks'), videos, exercises, flashcards, and real-world applications for a variety of subjects.</p> <p>All flexbooks are available in Spanish and a Spanish translation tool is available.</p>
Common Core Achieve	ABE/HSE	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	McGraw Hill Education P.O. Box 182605 Columbus, OH 43218 Kevin Curran 800-338-3987	This program will help students at NRS levels 9-12 prepare for the GED® test. It is aligned to the CCRS and built upon the assessment targets for the GED® test.
Common Core Basics	ABE/HSE/ESL	2014 *	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	McGraw Hill Education P.O. Box 182605 Columbus, OH 43218 Kevin Curran 800-338-3987	<p>The curriculum helps students build the essential test readiness skills, strategies, and content knowledge needed in the areas of language arts, math, science, and social studies to master the GED® test.</p> <p>* Last Reviewed: 2024</p>
Computer Essentials	ABE/HSE	2019	Computer, Mobile Devices	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 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 (Formerly APEX Tutorials)	ABE/HSE	2023	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 Sandy Cecere Kellogg 952-832-1305	<p>This program offers a variety of online, virtual learning programs for adult education. Licensed teachers connect learning to real-life experiences and offer flexible program implementation and management designed for all virtual learning environments.</p> <p>Product has a Spanish translation tool available.</p>
Ellii	ESL	2020	Print, Online Platform	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	Red River Press 777-70 Arthur Street Winnipeg, MB R3B 1G7 Canada 866-896-7123	<p>This platform includes English lessons, flashcards, and resources that are user friendly and are especially useful when teaching multilevel classes.</p> <p>Available in English and Spanish.</p>

English Unlocked	ESL	2023	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	English Unlocked Literacy Minnesota 700 Raymond Avenue, Suite 180 Saint Paul, MN 55114-1780 Megan Boyle 651-251-9062	This curriculum is aligned with the <i>CCRS</i> and is specifically designed for adult English language learners. The curriculum offers four levels (beginning literacy through advanced) in which teachers can download and print exercises to create a blended learning environment.
EVERFI's High School Financial Wellness Suite	ABE/HSE/ESL	2021	Online Platform	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	EVERFI Inc 2300 N Street NW Suite 500 Washington, DC 20037 Telephone: 202-625-0011 Claire Smyth 202-871-3650	This program teaches students how to make wise financial decisions to promote financial well-being over their lifetimes. The interactive lessons in this financial literacy course translate complex financial concepts and help students develop actionable strategies for managing their finances.
FastForward	ABE/HSE	2023	Computer, Mobile Devices	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 Erik Beckman 859-258-7212	This 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. It also includes the feature to be able to print the lessons. Product has a Spanish translation tool available.
Federal Deposit Insurance Corporation: Money Smart for Adults	ABE/HSE	2021	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	Federal Deposit Insurance Corporation 3501 North Fairfax Drive Building E, 5th Floor Arlington, VA 22226 Email 877-ASKFDIC (877-275-3342)	This free resource offers instructor guides, PowerPoints, and participant guides for all 14 modules, along with train-the-trainer videos to prepare teachers for delivering this content. Specific content addresses personal finance instruction for adults with disabilities.
Foundations, 2nd Edition	ESL	2020	Print	Teacher Verification	Teacher experience: 15 minutes per worksheet/page of textbook. Teacher determines the percentage of each lesson completed.	Pearson Longman ELT 221 River Street Hoboken, NJ 07030 Sarah Towler	This series is appropriate to the level and learning needs of ELA students who cannot access online options and builds needed skills in those students.

GCF Global LearnFree	Career Pathways	2021	Online Platform	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	GCF Global (Goodwill)	This free site offers lessons on various topics that will help learners develop the skills needed to advance in work and life. It also has teacher guides and translations into ten other languages. Product has a Spanish translation tool available.
GED Academy™ Online Prep	ABE/HSE	2024	Computer, Mobile Devices	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 Jason Guard 800-390-9307	This course is designed to prepare adult students for the GED® test and to develop readiness for college and career. The lessons cover math, science, social studies, language arts, writing, and computer skills. Product offers Spanish practice tests.
GED® Test Prep	HSE	2024	Print, Online Platform	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	Kaplan 395 Hudson Street Fourth Floor New York, NY 10014 Customer Care Email 800-527-8378	This comprehensive test prep book prepares students for the GED® test and features over 1,000 practice questions, two practice tests, and 60 online videos with strategies and tips.
i-Pathways	ABE, ASE, HSE	2023	Online Platform, Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	i-Pathways Western Illinois University 90 Horrabin Hall 1 University Circle Macomb, IL 61455 Nancy Heuer-Evans 309-298-1804 ext. 243	This curriculum provides content for instruction in the areas of Language Arts, Math, Social Studies, Science and Consumer Education. It is housed in a web-based system so that that it can be used to deliver instruction remotely, in a blended learning environment, or as a classroom supplement. Note: Correctional Institutions - This curriculum can be used on a secure network.
IXL	ABE/HSE	2020	Online 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.	IXL Learning 1500 Perimeter Park Drive Suite 200 Morrisville, NC 27560 IXL Learning Email 855-255-7700	This is a K-12 curriculum that provides individualized guidance and real-time analytics to meet the needs of each learner.

Khan Academy/ Kolibri (Formerly Khan Academy Lite)	ABE/HSE/ESL Career Pathways	2024	Computer, Mobile Devices	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	<i>Khan Academy</i> offers lessons and courses in math, science, history, grammar, and career exploration through exercises and instructional videos. <i>Kolibri</i> is a free app where students can watch videos, complete exercises, and track progress without an internet connection. Users can choose the language in which instruction is presented; see the Khan Academy Help Center .
Learning Upgrade	ABE/HSE/ESL	2019	Computer, Mobile Devices	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 Email 800-998-8864	This app helps students learn English and math from beginner level through HSE test preparation. After starting at their own level, students' progress through a sequence of lessons and courses, earning certificates of completion along the way.
Math Help	ABE/HSE/ESL	2021	Streaming Video	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.	Math Help 3005 South Lamar Boulevard Suite D109-331 Austin, TX 78704 Sales Email	<i>Math Help</i> prepares students for the GED® as well as equip them with the skills needed for postsecondary math courses.
Money Essentials	ABE/HSE	2019	Computer, Mobile Devices	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 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	2022	Computer, Mobile Devices	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.	Pearson ELT 221 River Street Hoboken, NJ 07030 Jessica Italiano 877-202-4572 or 800-445-6991	<i>MyEnglishLab</i> can be used in a blended education experience for higher level English language learners and includes a learning management system feature. The online content includes has a wide range of question types including writing essays and listening to audio and recording online using video, audio, and voice-recording tools.

New Readers Press Online Learning	ABE/HSE	2021	Online 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.	New Readers Press 101 Wyoming Street Syracuse, NY 13204 Gary Rubin 704-614-2126 (Cell)	This program provides instruction and practice from adult basic education levels to HSE preparation in an interactive online learning environment.
Newsela	ABE/HSE/ESL	2021	Online Platform	Clock Time	The program 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.	NEWSELA	<i>Newsela</i> is a literacy-focused platform that offers standards-aligned informational content through news articles. The content is designed to engage student interest and facilitate differentiated instruction. Product is available in Spanish.
Northstar Online Learning	ABE/HSE	2020	Online 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.	Northstar/ Minnesota Literacy 700 Raymond Avenue Suite 180 St. Paul, MN 55114 Support Email	<i>Northstar Digital Literacy</i> defines basic skills needed to perform tasks on computers and online. Online, self-guided modules assess the ability of individuals to perform tasks based on these skills. Product is available in Spanish.
PowerUp Literacy®	ABE/HSE	2020	Online 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.	Lexia Learning 300 Baker Avenue Suite 320 Concord, MA 01742 Anita Baker 757-202-7031	This program helps students at NRS levels 6-12 become proficient readers. Educators can address gaps in literacy while also building the skills needed to comprehend, analyze, evaluate, and compare complex literary and informational texts. A Spanish translation tool is available.
Reading Horizons Elevate	ABE/ESL	2021	Online Platform, Print	Clock Time/ Teacher Verification	The program 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.	Reading Horizons 1194 Flint Meadow Drive Kaysville, UT 84037 Drew Frandsen 801-888-4870 or 800-333-0054, ext. 104	This method provides struggling readers and English language learners with a step-by-step process that shows them what they need to master the sounds and structures in both written and spoken English. In addition to the software, there are print materials, books, flashcards, and posters available for teachers to use as supplements. This system is best used in a blended learning environment.

Reading Plus	ABE/ESL	2021	Online Platform	Clock Time	The program 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.	Reading Plus LLC 110 W. Canal Street Winooski, VT 05404 Scott Lewis 802-242-3855 or 949-426-0372	<i>Reading Plus</i> provides an integrated reading intervention program for learners. It includes an adaptive assessment, personalized instruction and practice, and easily accessible resources that enable teachers to meet the needs of every student. Product is available in Spanish.
Rosetta Stone	ESL	2020	Computer, Mobile Devices	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 Customer Support Email 800-280-8172	<i>Rosetta Stone</i> delivers enhanced language-learning content and provides management tools via an intuitive interface.
Scoreboost for TABE 11/12	ABE/HSE	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	New Readers Press 101 Wyoming Street Syracuse, NY 13204 Gary Rubin 704-614-2126 (Cell)	Each workbook features targeted instruction in an easy-to-follow format: strategy, example, guided practice, independent practice, and TABE practice. Each workbook ends with a TABE practice test. Product is available in Spanish.
Stand Out	ESL	2024	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 Rachel Taylor Dixon 630-631-1688	<i>Stand Out's</i> online workbooks provide reinforcement and consolidation of key language components through automatically graded exercises that are self-accessed and self-paced. <i>Stand Out</i> is aligned with the <i>CCRS</i> .
Stand Out (Print)	ESL	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	National Geographic Learning 10650 Toebben Drive Independence, KY 41051 Rachel Taylor-Dixon 630-631-1688	This book series includes an <i>Activity Bank</i> with multilevel worksheets, audio, and <i>Examview</i> (test generator). All teachers have the <i>Lesson Planner</i> as well.
Steck-Vaughn Fundamental Skills, 2nd Edition	ABE/HSE	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	Steck-Vaughn/Paxen Publishing 2194 Highway A1A Suite 208 Indian Harbour Beach, FL 32937 Angela Sanzotera 321-600-0944	This series will determine the student's competence in skills for various levels of the TABE tests indicating skills that have not been mastered and will help students build confidence as they approach post-testing. Product is available in Spanish.

Steck-Vaughn GED® Test Preparation Series, Second Edition	ABE/HSE	2019	Print	Teacher Verification	The teacher may designate 45 minutes as a reasonable amount of time per lesson. The teacher determines the percentage of each lesson completed.	Paxen Publishing 2194 Highway A1A Suite 208 Indian Harbour Beach, FL 32937 Angela Sanzotera 321-600-0944	This series is a comprehensive resource to address skill gaps identified through the GED Ready® practice test. There are language arts, mathematical reasoning, science, and social Studies books. Product is available in Spanish.
Steck-Vaughn Pre-GED® Preparation Series	ABE/HSE	2024	Print, Computer	Teacher	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	Paxen Publishing 2194 Highway A1A Suite 208 Indian Harbour Beach, FL 32937 Angela Sanzotera 321-600-0944	The curriculum has six units. Each unit begins with an entry test that gives learners a preview of what the GED® test is like. <i>The Simulated GED® Test Performance Analysis Chart</i> helps learners determine if they need additional review.
USA Learns	ESL	2020	Computer, Mobile Devices	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 Ed. P.O. Box 269003 Sacramento, CA 95826-9003 USA Learns Help Email 408-449-1010	<i>USA Learns</i> is a free website that helps adults learn English, gain job skills, learn about living in the U.S., and prepare for U.S. citizenship. There is also a free website for teachers to create online classes using USA Learns and tools for teachers to manage their classes and students. Product is available in Spanish.
Ventures Series	ESL	2020	Online 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.	Cambridge University Press 1 Liberty Plaza New York, NY, 10006 Beth Montagano	<i>Ventures</i> is a six-level, standards-based ESL series for adult education ESL that teaches practical communication in an educational, workplace, family, or community setting.
VOXY EnGen	ESL/Career Pathways	2021	Online 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.	Voxy EnGen 6900 Wisconsin Avenue Suite 200 Bethesda, MD 20815 Tadd Wamester 646-249-5732 Gary Rubin 704-614-2126 (Cell)	This program offers career-specific English language instruction, reflective of English used in the real world, that job-seekers need to flourish in their chosen career training program. Learners interact with multimedia lessons including videos, images, articles, and audio recordings.
WIN Learning Courseware	ABE/ Career Pathways	2024	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.	WIN Learning 1000 Waterford Place Kingston, TN 37763 WIN Learning Support Email 888-717-9461 (Option 1)	<i>WIN Learning Courseware</i> 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/HSE/ Career Pathways	2019	Computer, Mobile Devices	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 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.
WorkKeys Curriculum	ABE/HSE/ 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 ACT Customer Care Email 319-337-1270	<i>WorkKeys Curriculum</i> helps individuals build the essential career-relevant skills needed for learning, personal development, and effective job performance.
WorkKeys Curriculum (Print)	ABE/HSE/ Career Pathways	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	ACT P.O. Box 414 Iowa City, IA 52243 ACT Customer Care Email 319-337-1270	<i>WorkKeys Curriculum</i> helps individuals build the essential career-relevant skills needed for learning, personal development, and effective job performance.
Workplace Essential Skills	ABE/ESL/ Career Pathways	2020	Mobile Devices, Online 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.	KET Adult Learning 600 Cooper Drive Lexington, KY 40502-2200 KET Learning Help Email 800-432-0951	<i>Workplace Essential Skills</i> provides online training for soft skills and job readiness. Job search, resume preparation, professional communication, and success strategies are addressed. Product has a translation tool in multiple languages available.
Workplace Skills: Applied Mathematics	ABE/HSE/ Career Pathways	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	McGraw-Hill 1325 Avenue of the Americas New York, NY 10019 646-766-2000	The workbook can be done independently or in a classroom setting to engage group activity. Each chapter has an explanation of the skill to be taught, practice exercises, and tips to help determine the correct answer.
Workplace Skills: Locating Information	ABE/HSE/ Career Pathways	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	McGraw-Hill 1325 Avenue of the Americas New York, NY 10019 646-766-2000	The workbook can be done independently or in a classroom setting to engage group activity. Each chapter has an explanation of the skill to be taught, practice exercises, and tips to help determine the correct answer.
Workplace Skills: Reading for Information	ABE/HSE/ Career Pathways	2020	Print	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	McGraw-Hill 1325 Avenue of the Americas New York, NY 10019 646-766-2000	The workbook can be done independently or in a classroom setting to engage group activity. Each chapter has an explanation of the skill to be taught, practice exercises, and tips to help determine the correct answer.

Virtual Virginia Adult Education Courses

Virtual Virginia Adult Education Courses include nine instructor-led, online courses built by Virtual Virginia for adult education participants. The courses are multi-level, content specific, interactive, and aligned to both the College and Career Readiness Standards and the English Language Proficiency Standards. Course content is culturally responsive and incorporates the U.S. Department of Education’s Employability Skills Framework and Teaching Skills that Matter skills, topics, and approaches. There are three mathematics courses (ABE Levels 1–2, ABE Levels 3–4, and ABE Levels 5–6), three reading language arts courses (ABE Levels 1–2, ABE Levels 3–4, and ABE Levels 5–6), and three English language learner courses (ESL Levels 1–2, ESL Levels 3–4, and ESL Levels 5–6). Courses are designed to offer up to 60 hours of instruction with a mix of synchronous and asynchronous activities and are fully customizable.

Curriculum Name	Target Population	Year Approved and/or Updated	Delivery Mode	Proxy Hour Model	Proxy Contact Hours Criteria	Contact Information
Virtual Virginia Adult Education Courses	ABE/HSE/ESL	2022	Online	Teacher Verification	The teacher determines the percentage of each lesson completed and the time associated with the lesson.	OAEL@doe.virginia.gov

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 time students spend completing online assignments are coupled with regular face-to-face meetings with an Advisor/Assessor and 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 and/or Updated	Delivery Mode	Proxy Hour Model	Proxy Contact Hours Criteria	Contact Information
National External Diploma Program (NEDP)	HSE	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