



# APPROVAL PROCEDURES FOR BRIDGES AND ICAPS

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# BRIDGE AND ICAPS EXPECTATIONS

Every ICCB funded program is required to have an active Bridge program in FY21.

Every ICCB funded program should have, or be working toward the development of an ICAPS program.

*In order to count toward the AEL Bridge and ICAPS requirement, 51% of the classroom instruction must come from the ICCB AEFL Grant.*

# PROGRAM VERSUS COURSE

- Your Bridge, ICAPS, and IELCE programs include specific and targeted courses, transition and support services, and lead to a credential.
- A course is an instructional component within a program.
- A class is a section of the course.

Program: Healthcare

Courses: ASE Math 201 (Math for Healthcare)  
Workplace Literacy 201 (Healthcare Career Essentials)  
ASE RLC 201 (Reading, Language, & Communication Essentials for Healthcare)

Classes: ASE Math 201-001      Math 201 is offered twice  
ASE Math 201-002      this particular term.

*(For information on the difference between a course and a class, please contact Jane Black.)*

# BRIDGE APPROVAL PROCESS

*What we're looking for:*

- Contextualized Curriculum
- Career Exploration
- Transition Services

*4 steps:*

1. Apply using the Bridge Program Approval
2. Input your Bridge Courses into DAISI
3. Input your Bridge Classes into DAISI
4. Enter the Career Cluster/Credential(s) of Bridge Students

# HOW TO APPLY:


The screenshot shows a web browser window displaying the ICCB Adult Education & Literacy website. Three steps are highlighted with yellow callouts:

- 1 Visit the Adult Education website**: A yellow box highlights the URL `iccb.org/adult_ed/resources/` in the browser's address bar.
- 2 Click the "Resources" tab**: A yellow box highlights the "Resources" tab in the website's navigation menu.
- 3 Click the link to the Bridge Program Approval Form**: A yellow box highlights the "Bridge Program Approval Form" link in the "Additional Resources" list.

Direct link to JotForm:

<https://form.jotform.com/202576170095051>

# BRIDGE APPROVAL FORM:

**ICCB**  
ILLINOIS COMMUNITY COLLEGE BOARD

**Bridge Program Approval**  
(For use with Adult Education funds only, not any other grant.)

Program/Community College Name

APC Number

5-Digit College Number

Bridge Program Name

Anticipated Start Date  
 date

List of ALL individual courses (both code and name) that are part of the Bridge Program

Code	Name
<input type="text"/>	<input type="text"/> <input type="button" value="Add Row"/>

Select your Bridge Program Career Cluster(s)

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, A/V Technology, and Communications
- Business, Management and Administration
- Career/Culinary
- Education and Training

# EXAMPLE PROPOSAL: ROE #48

## SERVSAFE BRIDGE

### ServSafe Food Handler

#### Transition Services

##### Transition Services for Community Class

1. Collaborate with the following agencies within the neighborhood to support students with child care and other family supports, food pantry, emotional counseling, crisis counseling, etc.
  - a. East Bluff Community Resource Center
  - b. Wisconsin Ave Resource Center (Peoria Police Department)
  - c. Boys and Girls Club of Peoria
  - d. Friendship House
  - e. Neighborhood House
2. Enroll students in GED courses at Wisconsin Ave Resource Center
3. Provide regular review of academic progress, options for further educational opportunities
4. Work with Illinois Community College Adult Education (ICCB funded) to transition students as they develop capacity to take advantage of the extended programs ICC can offer

##### Contextualized Instruction

ServSafe Food Handler curriculum uses industry knowledge instruction along with increased vocabulary, ability to use applied math as necessary to be successful in the professional field, and appropriate language skills to increase the probability of student being successful on the ServSafe Food Handler exam which results in a 3-year state recognized industry supported certificate.

Students will also be offered small group and/or individual tutoring as necessary to support academic success in all courses.

##### Career Development

Students in the Bridge Program Associated with ServSafe Food Handler will also be offered the following courses to increase their career planning capacity and their job readiness:

- Job Preparedness
- Work Communications (I & II) Essential Employability Skills
- MicSoft Word (Beginning & Intermediate)
- MicSoft Excel (Beginning & Intermediate)
- ReEntry Skills for ExOffenders (for incarcerated/previously incarcerated students)

- Mentions each of the three criteria of a Bridge Program:
  - Transition Services
  - Contextualized Curriculum
  - Career Development
- Provides details about program that demonstrate how it satisfies these criteria

# ICAPS APPROVAL PROCESS

*What we're looking for:*

- ✓ Adult Education Curriculum
- ✓ Workplace preparation Activities
- ✓ Workforce Training Activities
- ✓ Team Teaching – CTE and Adult Education

*4 steps:*

1. Download Rubric from ICCB Website
2. Submit Proposal
3. Return rubric with answers or missing pieces
4. Identify class appropriately in Dais-I



# ICAPS RUBRIC - PARTIAL

Key: **Yes** **partial answer** **No** **formats used**

Components – required pieces in bold	Must include all pieces	Comments	Program Response
<b>Contextualized and Integrated Adult Education Curricula</b>	Yes No		
<b>Career Development / Workforce Preparation</b>	Yes No		
<b>Transition Services</b>	Yes No		
<b>Technology Skills</b>	Yes No		
<b>Employability Skills</b>	Yes No		
<b>Comprehensive Student Support Services</b>	Yes No		
<b>Model 1: College Credit-bearing Career &amp; Technical Ed (Workforce Training) If so, how many?</b>	Yes No		
<b>Shared Learning Objectives</b>	Yes No		
<b>Team-Taught Environment</b>	Yes No		
<b>Contextualized Support Class</b>	Yes No		
<b>Narrative Description</b>	Must include all pieces	Comments	Program Response
<b>Alignment of AE Instruction to IL Content Standards</b>	Yes No		
<b>Utilizing at least 1 of the 11 workforce training formats *1</b>	Yes No		

# QUESTIONS ABOUT ICAPS

Angela Gerberding, ICCB

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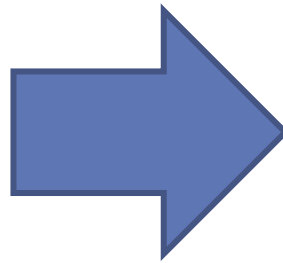
# GRANTS VS. APPROVALS

Receiving an ICCB grant  
– Integrated Education &  
Training (IET),  
Innovative Bridge &  
Transition (IBT), Perkins  
V, Leadership, etc.



Course approvals

Course proposals



Course approval

# COURSE APPROVAL/MODIFICATION

**All new courses funded by Adult Education funds must be approved by ICCB prior to being offered.**



Community Colleges must submit new courses via CurricUNET. The process is, however, the same as for other Adult Education providers in that the same forms and information is needed.

**All forms are found in the Provider Manual, Appendix C.**

- *New Course Submission Form*
- *Course Modification Form*
- *Bridge Course Addendum (11D)*
- *On-line/Hybrid Course Addendum (11-OL)*
- *Request to Use State AEL Funds for CTE Classes*

**Do NOT use old forms.**

# COURSE APPROVAL/MODIFICATION

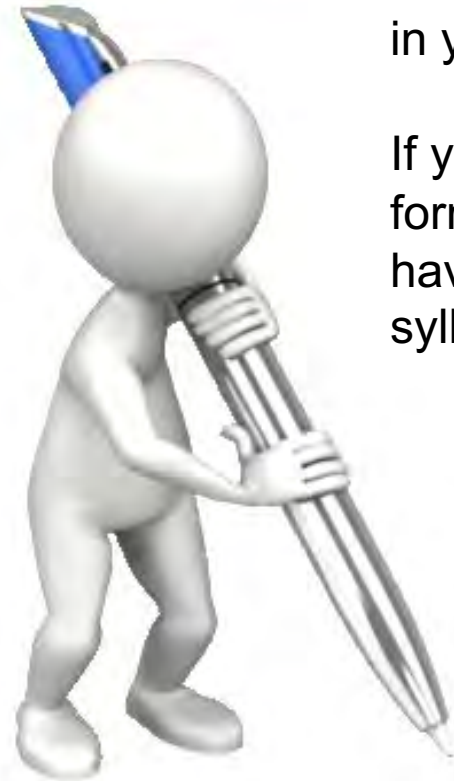
## What Is Needed...



- A course syllabus
- The appropriate form and addendums with the correct PCS/CIP Codes as found in the Provider Manual, Appendix C

Make sure you fill out any form(s) in their entirety with all applicable information.  
(Some information may not be applicable to you.)

# COURSE APPROVAL/MODIFICATION



If the form asks for a description, please be thorough in your description.

If you do not have to use CurricUNET, send the forms and course syllabus directly to ICCB. If you have to use CurricUNET, attach the forms and the syllabus with your submission.

**There is no need to attach forms or information in CurricUNET that are not needed for Adult Education unless they are necessary for other purposes or unless you want to include them for clarification.**

# MODIFICATION FOR DELIVERY METHOD



**Do NOT send these modifications through CurricUNET if the only thing you are changing is delivery method.**

I would suggest including all possible delivery options in a modification. I would also suggest combining course modification forms as applicable if you have a large number of courses being modified exactly the same way.

**E-mail me if you have any questions.**



# FOR MORE INFORMATION

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Compliance – Adult Education

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**Illinois Community College  
Board**

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# ENTERING BRIDGE COURSES INTO DAISI 2.0

**daisi** Data and Information System Illinois *Cait Test Program -FY 2021* [Logout](#)

[Change FY](#) [Students](#) [Classes](#) [Courses](#) [Instructors](#) [Funding](#) [Administration](#) [Help](#)

**Course: Add/Edit Details**

**Course Details** [View Classes](#)

\* Course Code

\* PCS,CIP Code

\* Course Name

\* **Transition Course:**  
 Yes  No

\* **Bridge Course:**  
 Yes  No

*Click "Yes" to identify the course as a Bridge course*

# ENTERING BRIDGE CLASSES INTO DAISI 2.0

**daisi** Data and Information System Illinois *Cait Test Program -FY 2021* [Logout](#)

[Change FY](#) [Students](#) [Classes](#) [Courses](#) [Instructors](#) [Funding](#) [Administration](#) [Help](#)

**Class: Add/Edit Details**

**Class Details** Roster Attendance

**General Information**

\* Start Date

\* End Date

\* Class/Section No

\* Course Code

*To create a Bridge Class, select the Bridge Course you created for the "Course Code" field*

# ENTERING BRIDGE STUDENTS INTO DAISI 2.0

For all students enrolled in a Bridge or ICAPS/IET course, be sure to fill out their Career Pathway on the Goals/Achievements tab of their student page:

The screenshot shows the DAISI 2.0 interface. At the top, there is a green header with the DAISI logo, the text "Data and Information System Illinois", the current program "Cait Test Program -FY 2021", and a "Logout" button. Below the header is a navigation bar with icons and labels for "Change FY", "Students", "Classes", "Courses", "Instructors", "Funding", "Administration", and "Help".

The main content area shows the student name "Adams, Marsha" and navigation buttons for "Prev" and "Next". Below this is a tabbed interface with the following tabs: "Search Results", "Bio/Demo", "Status", "Test Info", "Class Info", "Goals/Achievements" (highlighted in yellow), "Student Notes", "Custom Fields", and "IEL/CE".

Under the "Goals/Achievements" tab, there is a section titled "Achievements" and "Credentials Earned". Below this is a form with the following fields:

- \* Career Pathway: Select (dropdown menu)
- Specific Credential: (text input field)
- Month/Year Earned: mm/dd/yyyy (text input field with a calendar icon)
- ADD (green button)

Below the form is a table with the following data:

Career Cluster	Specific Credential	Month/Year Earned	Delete
HEALTH	CPR Certification	2020-12-04	Delete

# DAISI 2.0 ONLINE HELP GUIDE

For additional support, visit the DAISI 2.0 Online Help Guide:

<https://www.iccb.org/daisi/>

# RESOURCES FOR BRIDGE DEVELOPMENT AND SCALING

## Bridge Planning Notes

## Bridge Contextualized Curriculum

- Manufacturing
- Health Care
- Transportation, Distribution & Logistics
- Career Pathways
- Information Technology (coming November, 2020)

## Bridge Process and Policy recorded webinar:

[https://www.youtube.com/watch?v=qNLgi\\_76N5k&feature=youtu.be](https://www.youtube.com/watch?v=qNLgi_76N5k&feature=youtu.be)

## Mentors

# RESOURCES FOR ICAPS/IETs DEVELOPMENT AND SCALING

**ICAPS Website:** <https://www.icapsillinois.com/>

**ICAPS Toolkit:** <https://www.icapsillinois.com/quick-link/>

**ICAPS Planning Notes:** <https://www.icapsillinois.com/wp-content/uploads/2019/09/ICAPS-Planning-Notes.pdf>

**ICAPS Template:** <https://www.icapsillinois.com/wp-content/uploads/2019/01/ICAPS-Planning-Template-19.pdf>

**Mentors**