

Robert D. Moore
 1074 W. Holly Dr. | Santa Claus, IN 47579-6185 | Phone (812) 686-0466
 rdm47579@gmail.com

MONTHLY MINDERS FOR NEW ADMINISTRATORS

June 1, 2026

An Idea to Increase Enrollments

Are you looking for a population of folks to fill your IET classes? Consider making it an official pre-apprenticeship with the Indiana Department of Workforce Development's Office of Work Based Learning & Apprenticeship. By having your IET bear the official designation as a pre-apprenticeship, participants will have the opportunity to get a facilitated entry into a Registered Apprenticeship Program. Advertising your IET as a Pre-Apprenticeship could thereby be an enticing incentive for people to participate. Would you like some more information? Contact me at (812) 686-0466 or rdm47579@gmail.com, and I'll be glad to help.

Tasks Upcoming

<input type="checkbox"/>	Monday, June 1, 2026	ProLiteracy® Opportunity Grant opens. Deadline to apply is July 1.	Contact Person: ProLiteracy® Grants Manager grants@proliteracy.org
<input type="checkbox"/>	Friday, June 5, 2026	Deadline to submit a presentation proposal for the IAACE Conference.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Tuesday, June 9, 2026. 11:30 am Eastern.	PDF Lunch & Learn. Join with this link.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Wednesday, June 10, 2026	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites George Jurado inters@dwd.in.gov
<input type="checkbox"/>	Wednesday, June 10, 2026. 10:00 – 11:30 am Eastern.	Adult Education & Workforce Development Statewide Webinar. Link will be sent via e-mail.	Contact People: Lara Pastore lpastore@dwd.in.gov

<input type="checkbox"/>	Wednesday, June 17, 2026	IAACE Awards Nominations are open.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, June 17, 2026. 2:00 – 3:30 pm Eastern.	HEA 1195 Training on new eligibility requirements for high school equivalency testing. Join the meeting at this link .	Contact People: Lara Pastore lpastore@dwd.in.gov
<input type="checkbox"/>	Thursday, June 18, 2026	Read the IAACE Newsletter , sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, June 18, 2026.	Webinar “Preparing Adult Learners for an AI Driven Workforce with Human I-T.” Register at this link .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, June 26, 2026. 10:00 – 11:30 am Eastern.	Professional Development Facilitators Meeting. (Directors may join also!) Meeting link will be sent via e-mail.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Tuesday, June 30, 2026	Last day to encumber monies from the 2025-2026 adult education grant.	Contact People: Donna Lovelady Joetta Mayfield adulthood@dwd.in.gov
<input type="checkbox"/>	Tuesday, June 30, 2026	Deadline to complete Table 7 in InTERS.	Contact People: Matt Crites George Jurado inters@dwd.in.gov
<input type="checkbox"/>	Tuesday, June 30, 2026	Deadline to complete your IAACE membership survey .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in June	Submit your request for reimbursement for May expenses from your adult education grant using this address: adulthood@dwd.in.gov .	Contact People: Donna Lovelady Joetta Mayfield adulthood@dwd.in.gov

<input type="checkbox"/>	Sometime in June	Attend your regional consortium meeting.	Contact People: Lara Pastore lpastore@dwd.in.gov
<input type="checkbox"/>	Sometime in June	Share student success stories with IAACE using the simple template found at https://iaace.com/stories/ . Your nominee receives a free IAACE student membership!	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in June	Share an advocacy success story for your program with IAACE at https://iaace.com/share-an-advocacy-success/ .	Contact Person: Jenn Wigginton director@iaace.com

TABE® Concordance Study

DRC is inviting adult education and programs to participate in its TABE® concordance study. The purpose of the study is to align TABE® test results to a nationally recognized norm-referenced test. By participating in the study, you can help shape the future of TABE, and students can earn \$75! For more information, go to <https://tabetest.com/tabe-concordance-study-2026/>.

Table 7 is due June 30

In InTERS, there’s a report we need to complete called Table 7. It reports the number administrators, teachers, support staff, and unpaid volunteers who worked in our adult education programs any time during the 2025-2026 program year. Table 7 is kind of hard to find in InTERS. In InTERS, go to “Views,” then “Locations.” RIGHT-click on your location, and then the little menu that appears will give you access to fill out Table 7. Do this before the deadline of June 30. E-mail Matt Crites or George Jurado at inters@dwd.in.gov with questions.

Zero, My Hero

By June 30, the goal is to spend your 2025-2026 adult education grant down to \$0. So, it’s important to check with your local program’s fiscal people today to make sure you’re on track to do that. The money doesn’t have to be paid out by June 30; it just has to be *encumbered* by

June 30. Your fiscal person will understand that concept.) The purchases are to be used for goods and services you are going to use—or at least possibly use—in the 2025-2026 program year. (Do you have some classes going on in June? Buy them some supplies and materials!) So get those purchase orders going now; don't wait until June 30!

Professional Development Requirements

According to the DWD Adult Education Professional Qualifications and Development Policy, teachers and instructional aides working nine (9) hours per week in AE must complete a minimum of one (1) DWD Adult Education sponsored professional development (PD) initiative annually. Each DWD AE professional development initiative will be at minimum 10 hours in length, . . .” If you have staff members who still need professional development activities to meet this requirement in the 2025-2026 program year, here are some opportunities remaining:

- The [Institute for the Professional Development of Adult Educators \(IPDAE\)](#) has webinars and trainings.
- [COABE](#) has live and recorded webinars for professional development.
- [ProLiteracy](#)[®] offers courses and online professional learning webinars.
- The [Literacy Information and Communication System \(LINCS\)](#) offers online courses for adult educators.
- DWD Adult Education offers the AE Teacher Orientation Course. For more information, contact Amy Ramer at aramer@dwd.in.gov
- IAACE offers the New Adult Education Directors Course, open to all adult education staff members. For more information, contact Rob Moore at rdm47579@gmail.com.

After your staff members complete their professional development requirement, you record it in InTERS and keep documentation on file (e.g., certificates of completion).

Time for Some Pomp and Circumstance

As you're planning your program's end-of-the year graduation and awards ceremonies, remember to invite your state legislators, other local policy-makers and government officials, referral partners, business partners, local media, and local school officials to attend. And if you can acknowledge their presence publicly, that could help continue and enhance the support they give to your program. It's not uncommon to even invite some of them to participate, not just attend. For example, a legislator might be willing to give a keynote address. A school superintendent or CEO of your organization could give a word of welcome. Both of them could hand diplomas and certificates to the students and shake their hands on stage. These invitations provide an opportunity for these important stakeholders to be involved in your adult education program, even for just an hour or so. And, of course, please send your graduations and awards ceremony information to the state adult education office at adulthood@dwd.in.gov, so they can attend as well!

IAACE Invites You!

All IAACE committee meetings are open to guests, and any member can join a committee at any time. Get involved, share your ideas, and help shape the future of IAACE! Sign up at <https://iaace.com/committee-sign-up/#!/form/Committees>

Collaboration and Engagement Committee

Thursday, June 4, 2026

2:00 – 3:15 pm Eastern

<https://us06web.zoom.us/j/84052761122?pwd=uBkdIT404nJfffEvmD3wqYrgdUo64E.1>

Meeting ID: 840 5276 1122

Passcode: 040490

IAACE Executive Director's Connection Hour

Mondays, June 1, 8, 15, and 22, 2026

1:00 – 2:00 pm Eastern

<https://us06web.zoom.us/j/83871830046?pwd=84bqGNrJDaf8YiqjuuAbJSaQmTZhMM.1>

Meeting ID: 838 7183 0046

Passcode: 607072

Advocacy Committee

Thursday, June 9, 2026

11:00 am – 12:00 pm Eastern

<https://us06web.zoom.us/j/87223625927?pwd=to22VQ9nW5vdXEabAwtk0DxOOuqoO2.1>

Meeting ID: 872 2362 5927

Passcode: 660384

2026 Conference Committee

Friday, June 12, 2026

9:00 – 10:00 am Eastern

<https://us06web.zoom.us/j/88400659965?pwd=lgYm0sqFEWw6PWyrCOYMuPk67s4Ov8.1>

Meeting ID: 884 0065 9965

Passcode: 001454

Submit a Newsletter Article

Deadline: Wednesday, June 17, 2026

Email to director@iaace.com

IAACE Community Chat

Friday, June 19, 2026

10:30 – 11:30 am Eastern

<https://iaace.com/membership/community-chat/>

<https://us06web.zoom.us/j/87330652708?pwd=dIVxMUkzQ21GQ24zcm83djVYZGxlUT09>

Meeting ID: 873 3065 2708

Passcode: 143626

Professional Development Committee

Friday, June 26, 2026

2:00 – 3:00 pm Eastern

<https://us06web.zoom.us/my/iaace?pwd=1HL6VhD9ta4284YdJxihGI1RfdD3LV.1&omn=82960385111>