**Policy Clarification - Employment & Training - Policy/Procedure  
EPP-19205-135**

**Submitted by:** Headquarters **Agency:** Bureau of Employment Programs

**Subject:** Distance Learning and Vocational Education Verification

**Question**:

1. Does the County Assistance Office (CAO) have to seek Bureau of Employment Programs (BEP) approval for distance learning for vocational education students that are enrolled in an Employment and Training (E&T) program, such as Keystone Education Yields Success (KEYS), Employment Advancement and Retention Network (EARN), or Work Ready (WR), or CAO-Directed vocational education activities before the student can count hours spent in online classes toward their participation requirements?
2. Do the methods of vocational education verification identified in OPS Memo 15-01-03: “Vocational Education Verification” apply to all types of vocational education enrollment? For example: whether the individual is enrolled in a CAO-directed educational activity, enrolled in an E&T contractor-directed vocational education activity, or enrolled in distance learning (i.e. distance learning)?
3. Are CAOs and E&T programs required to complete the Employment and Training Weekly Activity Verification Form (PA 1895) to verify activities such as vocational education.

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| **Response By: Bureau of Employment Programs** | **Date: 10/10/2018** |

**Response:**

1. No. With the increased usage of technology in education, it is no longer necessary for the CAO to seek approval from the Bureau of Employment Programs to allow students to utilize online classes, or distance learning, to meet their required hours of participation. The CAO and E&T program staff will determine that distance learning is appropriate for students.
2. Yes. OPS Memo 15-01-03 outlines the appropriate vocational education verification methods to be used by the CAO, E&T contractors, and while enrolled in online classes.
3. CAOs must continue to require the PA 1895 to verify vocational education activities for individuals enrolled in a CAO-directed activity. E&T contractors may utilize other approved attendance sheets as long as the BEP contractor form captures all the same information located on the PA 1895.