

**Oregon Adult Basic Skills  
WIOA Title II  
Adult Education and Family Literacy Grant**

**Distance Learning Application 2020-2021  
Due May 31, 2020**

**Program:**

Before offering a distance learning class/course section, an Oregon ABS Program must submit a Distance Learning Application to CCWD for approval.

Does the program have a Distance Learning Application on file for 2019-20 that will remain unchanged for 2020-21?       Yes       No

If yes, please email [HECC.absteam@HECC.oregon.gov](mailto:HECC.absteam@HECC.oregon.gov), to indicate no changes.

Otherwise, please answer the following questions:

1. Distance Learning Contact Hour Model (e.g., Teacher Verification, Clock Time or Learner Mastery – See Oregon ABS Distance Learning Policy for definitions). Describe how you will allocate hours for each segment of the course.
  
  
  
  
  
  
  
  
  
  
2. Method(s) for Tracking Student Distance Learning Hours (i.e., what internal method will your program use to collect and track student hours in this class?)
  
  
  
  
  
  
  
  
  
  
3. Method(s) for Reporting Student Distance Learning Hours (i.e., How will the hours get reported in TOPS? What will your internal process be to input the student hours into TOPS?)