

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
AND
NEW MEXICO HIGHER EDUCATION DEPARTMENT



ADULT DIPLOMA PROGRAM PROVIDER
REQUEST FOR APPLICATIONS

CONTACT:

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ADULT DIPLOMA PROGRAM PROVIDERS

REQUEST FOR APPLICATIONS (RFA)

Background and Purpose of Request for Applications

In response to concerns about accessible pathways for adults to earn a high school diploma, the New Mexico Legislature enacted Laws 2019, Chapter 185 (Senate Bill 391). Senate Bill 391 directs the Public Education Department (NMPED) to authorize an external diploma program for adults. The Bill requires that any such program document the educational attainment of participants through college and career readiness standards, assess high-school level skills in applied life and work contexts, and prepare participants to enter college or the workforce, upgrade their skills, advance to a better job, or move from one field of work to another. Successful completion of this program would result in receipt of a New Mexico-issued diploma rather than a high school equivalency (HSE) credential. The intention of the legislation was that the external diploma program will provide a cost-effective alternative to a high school equivalency credential for adults who do not possess a high school diploma. The New Mexico Administrative Code (NMAC) holds the rule that establishes criteria for the issuance of Department high school adult diplomas [6.30.3.10 NMAC, 1/28/2020] and becoming a qualified adult diploma program [6.30.3.12 NMAC, 1/28/2020].

The purposes of this RFA are to inform potential providers of the requirements contained in the NMAC and to solicit applications from eligible adult diploma program providers.

Eligible Applicants

The NMPED and the NMHED seek applicants that:

- A. Are recognized as an eligible adult diploma program by the division of the United States Department of Education that oversees career and college standards for adult education,
- B. Have an established adult diploma program with a comprehensive curriculum aligned to or comparable with the College and Career Readiness Standards for Adult Education:
<https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>;
- C. Assesses high school-level skills in applied life and work contexts,
- D. Prepares individuals within its program to enter college or the workforce, upgrade their skills, advance to a better job, or move from one field of work to another, and
- E. Issues a transcript acceptable for college admissions and applications.

Application Procedure

This RFA is posted on the HED and PED websites.

All eligible providers should complete the enclosed application in full and submit it to:

John Sena, Policy Director
New Mexico Public Education Department
john.sena@state.nm.us

You will be notified of receipt of your application. Applications are considered on an ongoing basis. Incomplete or paper applications will not be accepted. Applications that do not meet the above eligibility requirements will not be considered.

Eligible applications will be reviewed by a joint committee of representatives from NMPED, the Department that will authorize the successful external diploma program(s), and the New Mexico Higher Education Department (NMHED), which will issue the external diploma for New Mexico. The committee representatives from NMHED include the Division Director and an additional staff member from the Adult Education Division of NMHED, as stipulated by 6.30.3.12 NMAC, 1/28/2020. This review committee will evaluate the adult diploma applications and make a determination as to whether the applicant meets criteria to become a qualified adult diploma program in the state of New Mexico.

Determination of and notification to successful applicants will be made on an ongoing basis and within 60 days of application.

Evaluation Criteria

The committee will authorize providers based on the following three factors:

- Alignment of applicant's program with eligibility requirements
- Evidence provided related to program's eligibility
- Extent of demonstrated alignment with CCRS

In addition, the review committee may contact employees, partners, diploma recipients, or current customers of applicants to clarify or verify information and responses provided by applicants.

APPLICATION

Required Application Contents

1. SIGNED APPLICANT INFORMATION SHEET
2. APPLICANT ELIGIBILITY CONFIRMATION
3. APPLICATION NARRATIVE
4. SIGNED ASSURANCE

Applications must contain all three of the above components to be considered complete and to be evaluated by the review committee.

Your submitted application, along with a signed letter from the Secretary of the New Mexico Public Education Department, will constitute the Agreement for your organization.



ADULT DIPLOMA PROGRAM PROVIDER

APPLICANT INFORMATION

Name of Provider Organization

Address

City

State

Zip Code

Chief Executive Officer of Organization –Printed Name

Chief Executive Officer of Organization –Signature

Date

Contact Person

Email Address

Phone Number

2. APPLICANT ELIGIBILITY CONFIRMATION

Check the box next to each eligibility requirement. If you cannot and do not check every box, your application cannot be reviewed.

Your adult diploma program is recognized by the division of the United States Department of Education that oversees college and career readiness standards.

Your adult diploma program is comparable to all college and career readiness standards established by the state of New Mexico.

Your adult diploma program assesses high school-level skills in applied life and work contexts.

Your adult diploma program prepares individuals within its program to enter college or the workforce, upgrade their skills, advance to a better job, and/or move from one field of work to another.

Your adult diploma program can issue a transcript acceptable for college admissions and applications.

3. APPLICATION NARRATIVE

Directions:

- Respond fully, clearly, and concisely to each of the following questions.
 - Please include or attach any evidence to support your responses.
1. Please provide the name and an overall description of your adult diploma program. Include how long it has been in existence; the approximate number of students it has served and where; why it is appropriate for adult learners in New Mexico who wish to earn an adult high school diploma; what the general process of preparation, assessment, and achievement is; and the strengths and any drawbacks of your model.
 2. Describe and provide evidence for the recognition your adult diploma program has received from the United States Department of Education.
 3. Describe your curriculum and provide evidence for how your adult diploma program aligns with college and career readiness standards.
 4. Describe how your adult diploma program assesses high school-level skills in applied life and work contexts.
 5. Describe how your adult diploma program prepares individuals within its program to enter college or the workforce, upgrade their skills, advance to a better job, and/or move from one field of work to another.
 6. Provide details on the acceptability of the transcript you provide for college admissions and applications.
 7. Please describe in detail the costs incurred by local schools and adult education programs associated with implementing and running your adult diploma program.

8. What types of schools, programs, or facilities can administer your adult diploma program? What specific requirements would they need to meet?

9. Describe your adult diploma program's effectiveness in supporting adult learners to achieve their high school diploma. Please provide data and other evidence that demonstrate this effectiveness.

10. What else would you like us to know about your adult diploma program?

4. ASSURANCE

If authorized by the New Mexico Public Education Department as an adult diploma program provider, we promise to issue a transcript in the format that is required by Diploma Sender. We promise to send all supporting documentation for every diploma earned through our adult diploma program to the New Mexico Higher Education Department (NMHED). NMHED will then upload this documentation to Diploma Sender, which will issue the credential on behalf of NMHED.

Chief Executive Officer of Organization –Signature

Date