

**INTRODUCTORY EMAIL FOR THE SURVEY OF TECHNOLOGY-BASED LEARNING
FOR STATE WORKFORCE AGENCY ADMINISTRATORS**

The U.S. Department of Labor's Employment and Training Administration (ETA) invites State Workforce Agency Administrators to complete an online survey about the current state of technology-based learning (TBL) in their states. This invitation provides background on the larger TBL data collection effort and information about completing the survey. State Workforce Agency Administrators are encouraged to complete the survey by <DATE: ONE MONTH FROM EMAIL INVITATION>.

Background:

Within the last decade, the workforce investment system has seen an increase in the availability and use of technology-based learning (TBL). TBL, also known as distance learning and/or e-learning, is defined as any learning via electronic technology. TBL includes online education as well as learning facilitated by other electronic technologies like intranet sites, satellite broadcasts, audio and video conferencing, Internet bulletin boards and chat rooms, web casts, simulations, electronic gaming, podcasting, CD-ROMs, and a variety of mobile options (e.g., smart phone applications or "apps").

ETA launched a national strategy TBL agenda¹ in 2006. As part of this agenda, ETA is examining the development and implementation of TBL in the public workforce investment system. Additionally, ETA contracted with Abt Associates to develop and administer surveys to explore the current use of TBL in the public workforce investment system².

This survey is for State Workforce Agency Administrators and is designed to obtain information about the current status of TBL development and implementation at the state level.

Upon receipt of the completed surveys, Abt Associates will analyze all responses and prepare a report with the findings. ETA will post the report on the [ETA Research Publication Database Website](#) and share it with the public workforce investment system via the [ETA advisory system](#). A briefing discussing the survey administration and findings also is planned. The report will be useful to local and state leaders to assess their TBL usages and practices, and share models for replication or partnerships.

The final report will not refer to individual survey respondents. Additionally, the data provided for this collection will not affect states' relationships with ETA or future funding opportunities.

Completing the survey:

This survey requires answering 11 questions about the current status of TBL at the level of the state Workforce Investment System. It should be completed by <DATE: ONE MONTH AFTER RECEIPT OF INVITATION>.

State Workforce Agency Administrators will complete this data collection and should, as needed, draw upon staff and data resources to obtain the requested information. The survey may require a small amount of fact-finding on the part of the primary respondent and/or input from multiple respondents, such as staff knowledgeable about the state's Eligible Training Provider List (ETPL).

The survey is estimated to require 30 minutes to complete, though completion time may vary from organization to organization, and may be completed over multiple sessions. To ensure secure access to and completion of the survey, each state is assigned a personalized link to the survey. The survey can be accessed through the following personalized link:

<LINK>

Each web address is linked to a specific state and can be shared with staff in that state if they are assisting with the survey. However, a state's link should *not* be shared outside of that state.

¹ Issued January 3, 2008, Training and Employment Guidance Letter (TEGL) No. 17-07 entitled, Using Technology-Based Learning in the Workforce Investment System (http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2574).

² In addition, Local Workforce Investment Board Executive Directors are being surveyed about TBL usage at the local level.

ETA and Abt Associates appreciate State Workforce Agency Administrators' assistance in providing information that can improve services for the clients of the public workforce investment system. Any inquiries, comments or questions, and supporting information requested in the survey should be sent to the [TBL Survey Solutions Desk](#) at Abt Associates or call the Solutions Desk at 855/295-5528 (toll free).

For general information about ETA's TBL Initiative, please contact [Michelle Ennis](#), Division of Research and Evaluation, Office of Policy Development and Research, Employment and Training Administration, U.S. Department of Labor.

Sincerely,

Glen Schneider
Project Director
Abt Associates

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is 1205-0436. Participation in this information collection is voluntary; however this is the single point of data for each state's context for and use of TBL. The time required to complete this information collection is estimated to average 45 minutes per response, including the time to review instruction, search existing data resources, gather the data needed, and complete and review the information collection. Any comments concerning the accuracy of the time estimate or suggestions for improving this form should be submitted in writing to the U.S. Department of Labor, Office of Policy Development and Research, Room N-4511, Washington, D.C. 20210.