



## AEL Referral Process

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## Introduction

Within the Gulf Coast Workforce Board Consortium, the following Adult Education and Literacy providers are committed to meeting the adult learning needs of customers in our community by empowering them to continue learning throughout their lives.

- Adult Education Center of Pearland
- BakerRipley
- Houston Community College
- Lone Star College
- Region 6 Education Service Center
- San Jacinto College

Our popular service is channeled to help customers improve and build reading, writing, and math skills, learning to speak English, and preparing to pass the High School Equivalency (GED®) Tests or earn their High School Diploma.

## Adult Education Center of Pearland (AEC)

### **AEC – Counties Served**

Austin

Colorado

Matagorda

Wharton

### **AEC – Cities Served**

Bay City	Bellville	Blessing
Boling-lago	Brazos	Columbus
Eagle Lake	East Bernard	El Campo
Glidden	Hungerford	Industry
Louise	Markham	Nada
Palacios	San Felipe	Sargent
Sealy	Wallis	Wharton
Weimar	Van Vleck	

### **AEC – Courses**

English as a Second Language Courses

High School Equivalency (GED) Courses

Workforce Training Courses

### **AEC – English as a Second Language Courses**

#### **Step 1**

Please have the student contact the AEC office at 281.485.1000 to schedule an orientation appointment with the Testing Lead and the Career Navigator/Coach.

#### **Step 2**

After the student has scheduled an orientation appointment, they will come to an in-person orientation that consists of paperwork and an assessment test. If the student arrives 15 minutes late, they will need to reschedule.

Step 3

During the student's scheduled orientation and testing, an enrollment form must be filled out, provide proper documentation along with meeting the requirements before services are rendered.

Step 4

Once orientation and testing are complete, the student's assessment scores will be used to determine their appropriate course enrollment.

**AEC – High School Equivalency (GED) Courses**

Step 1

Please have the student contact the AEC office at 281.485.1000 to schedule an orientation appointment with the Testing Lead and Career Navigator/Coach.

Step 2

After the student has scheduled an orientation appointment, they will come to an in-person orientation that consists of paperwork and an assessment test. If the student arrives 15 minutes late, they will need to reschedule.

Step 3

During the student's scheduled orientation and testing, an enrollment form must be filled out, provide proper documentation along with meeting the requirements before services are rendered.

Step 4

Once orientation and testing are complete, the student's assessment scores will be used to determine their appropriate course enrollment.

**AEC – Workforce Training Courses**

Step 1

Please have the student contact the AEC office at 281.485.1000 to schedule an orientation appointment with the Testing Lead and Career Navigator/Coach.

Step 2

After the student has scheduled an orientation appointment, they will come to an in-person orientation that consists of paperwork and an assessment test. If the student arrives 15 minutes late, they will need to reschedule.

Step 3

During the student's scheduled orientation and testing, an enrollment form must be filled out, provide proper documentation along with meeting the requirements before services are rendered.

Step 4

Once orientation and testing are complete, the student's assessment scores will be used to determine their appropriate course enrollment.

\*Please have the student contact the AEC office at 281.485.1000 to schedule an orientation appointment with the Testing Lead and the Career Navigator/Coach Erika Pena  
[erika.pena@adulthoodeducationcenter.texas.org](mailto:erika.pena@adulthoodeducationcenter.texas.org).

**BakerRipley**

**BakerRipley – Counties Served**

Harris

**BakerRipley – Cities Served**

Airline	Aldine	Alief	Atascocita	Bammel
Barker	Barrett, Texas	Baytown	Beaumont Place	Bellaire
Bridgeland Community	Bunker Hill Village	Cedar Bayou	Champion Forest	Channelview
Cimarron	Cloverleaf	Coady	Crosby	Cypress
Deer Park	Dyersdale	East Aldine	El Lago	Fall Creek
Friendswood	Galena Park	Hedwig Village	Highlands	Hilshire Village
Hockley	Houmont Park	Houston	Huffman	Hufsmith
Humble	Hunters Creek Village	Jacinto City	Jersey Village	Katy
Kingwood	Klein	Kleinbrook	Kohrville	La Porte
League City	Louetta	Lynchburg	McNair	Morgan's Point
Nassau Bay	North Houston	Northcliffe	Northcliffe Manor	Northgate Forest
Pasadena	Piney Point Village	Remington Ranch	Rose Hill	Satsuma
Seabrook	Sheldon	Shoreacres	South Houston	Southside Place
Spring	Spring Valley Village	Taylor Lake Village	Tomball	Traces
Waller	Webster	West University Place	Westfield	

**BR – Courses**

English as a Second Language Courses  
 High School Equivalency (GED) Courses  
 Workforce Training Courses

**BR – English as a Second Language Courses****Step 1**

Information sessions are held every two weeks in English and Spanish. Please have prospective students email ([AdultEd@BakerRipley.org](mailto:AdultEd@BakerRipley.org)) or call (713.273.3719) BakerRipley for more information on these sessions.

<https://bakerripley.org/programs-and-services/esl-classes/>

**Step 2**

Please have prospective students fill out an interest form to attend an information session. Here, students will learn what is needed for class and how to complete registration.

<https://calendly.com/d/dnk-x5j-3qq>

**Step 3**

Students will attend a registration appointment at the campus they wish to attend class; there are three locations available for ESL classes. During the registration appointment, student orientation and goal setting are completed with a BakerRipley staff member. If applicable, students will take a comprehensive assessment.

**Step 4**

Once the student is ready to commit to a class and is eligible, BakerRipley will proceed with the intake process.

**BR – High School Equivalency (GED)****Step 1**

Information sessions are held every two weeks in English. Please have prospective students email ([AdultEd@BakerRipley.org](mailto:AdultEd@BakerRipley.org)) or call (713.273.3719) BakerRipley for more information.

<https://bakerripley.org/programs-and-services/ged-classes/>

#### Step 2

Please have prospective students fill out an interest form to attend an information session. Here, students will learn what is needed for class and how to complete registration.

<https://calendly.com/d/dnk-x5j-3qg>

#### Step 3

Students will attend a registration appointment at the campus they wish to attend class; there are four locations available for GED classes. During the registration appointment, student orientation and goal setting are completed with a BakerRipley staff member. If applicable, students will take a comprehensive assessment.

#### Step 4

Once the student is ready to commit to a class and is eligible, BakerRipley will proceed with the intake process.

### BR – Workforce Training Courses

#### Step 1

Please have the student select “Email” or “Call” under the “Get Started” section of this page:

<https://bakerripley.org/programs-and-services/tech-equity-final/>

Prospective students will email or call BakerRipley to enroll in the Tech Equity Program.

\*Information sessions are held every two weeks in English. Please have prospective students’ email ([AdultEd@BakerRipley.org](mailto:AdultEd@BakerRipley.org)) or call (713.273.3719) BakerRipley for more information.

<https://bakerripley.org/programs-and-services/>

## Houston Community College (HCC)

### HCC – Counties Served

Fort Bend

Harris

### HCC – Cities Served

Airline	Aldine	Alief	Atascocita	Bammel
Barker	Barrett, Texas	Baytown	Beaumont Place	Bellaire
Bridgeland Community	Bunker Hill Village	Cedar Bayou	Champion Forest	Channelview
Cimarron	Cloverleaf	Coady	Crosby	Cypress
Deer Park	Dyersdale	East Aldine	El Lago	Fall Creek
Friendswood	Galena Park	Hedwig Village	Highlands	Hilshire Village
Hockley	Houmont Park	Houston	Huffman	Hufsmith
Humble	Hunters Creek Village	Jacinto City	Jersey Village	Katy
Kingwood	Klein	Kleinbrook	Kohrville	La Porte
League City	Louetta	Lynchburg	McNair	Morgan’s Point

Nassau Bay	North Houston	Northcliffe	Northcliffe Manor	Northgate Forest
Pasadena	Piney Point Village	Remington Ranch	Rose Hill	Satsuma
Seabrook	Sheldon	Shoreacres	South Houston	Southside Place
Spring	Spring Valley Village	Taylor Lake Village	Tomball	Traces
Waller	Webster	West University Place	Westfield	Arcola
Beasley	Cumings	Fairchilds	Fifth Street	Four Corners
Fresno	Fulshear	Greatwood	Katy	Kendleton
Meadows Place	Missouri City	Needville	Orchard	Peacan Grove
Pearland	Pleak	Richmond	Rosenberg	Sienna
Simonton	Stafford	Sugar Land	Thompson	Weston Lakes

### **HCC – Courses**

English as a Second Language Courses  
High School Equivalency (GED) Courses  
Workforce Training Courses

### **HCC – English as a Second Language Courses**

#### **Step 1**

<https://www.hccs.edu/programs/adult-education/>

Prospective students are able to view an orientation/registration schedule or visit the AEL Zoom lobby for immediate assistance. Please have students click on the Orientation/Registration link and type in their full name (as it appears on their ID), email, and telephone number. They will then select a date and time when they prefer to attend an orientation. Students will receive an email from the Adult Education and Literacy Program with information about orientation location and details.

#### **Step 2**

After completing orientation, the student will be scheduled for an assessment date and time. The student will register for the “best fit” class by location and time.

**If students have any questions, they can contact the AEL office at:**

**Info-line: 713.718.5381**

**Email at [hcc.aelinstruction@hccs.edu](mailto:hcc.aelinstruction@hccs.edu)**

### **HCC – High School Equivalency (GED) Courses**

#### **Step 1**

<https://www.hccs.edu/programs/adult-education/>

Prospective students are able to view an orientation/registration schedule or visit the AEL Zoom lobby for immediate assistance. Please have students click on the Orientation/Registration link and type in their full name (as it appears on their ID), email, and telephone number. They will then select a date and time when they prefer to attend an orientation. Students will receive an email from the Adult Education and Literacy Program with information about orientation location and details.

#### **Step 2**

After completing orientation, the student will be scheduled for an assessment date and time. The student will register for the “best fit” class by location and time.

**If students have any questions, they can contact the AEL office at:**

**Info-line: 713.718.5381**

**Email at [hcc.aelinstruction@hccs.edu](mailto:hcc.aelinstruction@hccs.edu)**

## **HCC – Workforce Training Courses**

### **Step 1**

Prospective students are able to view an orientation/registration schedule or visit the AEL Zoom lobby for immediate assistance. Please have students click on the Orientation/Registration link and type in their full name (as it appears on their ID), email, and telephone number. They will then select a date and time when they prefer to attend an orientation. Students will receive an email from the Adult Education and Literacy Program with information about orientation location and details.

### **Step 2**

After completing orientation, the student will be scheduled for an assessment date and time. The student will work with their Career Navigator to register for the “best fit” program and class by location and time.

**If students have any questions, they can contact the AEL office at:**

**Info-line: 713.718.5381**

**Email at [hcc.aelinstruction@hccs.edu](mailto:hcc.aelinstruction@hccs.edu)**

\* If students have any questions, they can contact the AEL office at:

Info-line: 713.718.5381

Email at [hcc.aelinstruction@hccs.edu](mailto:hcc.aelinstruction@hccs.edu) <https://www.hccs.edu/programs/adult-education/>

Prospective students are able to view an orientation/registration schedule or visit the AEL Zoom lobby for immediate assistance. Please have students click on the Orientation/Registration link and type in their full name (as it appears on their ID), email, and telephone number. They will then select a date and time when they prefer to attend an orientation. Students will receive an email from the Adult Education and Literacy Program with information about orientation location and details.

## **Lone Star College (LSC)**

### **LSC – Counties Served**

Harris

Montgomery

### **LSC – Cities Served**

Airline	Aldine	Alief	Atascocita	Bammel
Barker	Barrett, Texas	Baytown	Beaumont Place	Bellaire
Bridgeland Community	Bunker Hill Village	Cedar Bayou	Champion Forest	Channelview
Cimarron	Cloverleaf	Coady	Crosby	Cypress
Deer Park	Dyersdale	East Aldine	El Lago	Fall Creek
Friendswood	Galena Park	Hedwig Village	Highlands	Hilshire Village
Hockley	Houmont Park	Houston	Huffman	Hufsmith
Humble	Hunters Creek Village	Jacinto City	Jersey Village	Katy
Kingwood	Klein	Kleinbrook	Kohrville	La Porte
League City	Louetta	Lynchburg	McNair	Morgan's Point
Nassau Bay	North Houston	Northcliffe	Northcliffe Manor	Northgate Forest
Pasadena	Piney Point Village	Remington Ranch	Rose Hill	Satsuma
Seabrook	Sheldon	Shoreacres	South Houston	Southside Place

Spring	Spring Valley Village	Taylor Lake Village	Tomball	Traces
Waller	Webster	West University Place	Westfield	Cleveland
Conroe	Cut Shoot	Deerwood	Grangerland	Houston
Magnolia	Montgomery	New Wacerly	North Cleveland	Oak Ridge North
Panorama Village	Patton Village	Pinehurst	Plum Grove	Porter Heights
Richards	Roman Forest	Shenandoah	Shiro	Splendora
Stagecoach	The Woodlands	Tomball	Willis	Woodbranch
Woodloch				

## **LSC – Courses**

English as a Second Language Courses  
High School Equivalency (GED) Courses  
Workforce Training Courses

### **LSC – English as a Second Language Courses**

#### **Step 1**

Please have prospective students visit the following site to schedule their Orientation appointment through Acuity Scheduling:

[CE - Adult Education and Literacy \(AEL\) | \(lonestar.edu\)](#)

#### **Step 2**

Students will schedule an in-person orientation using the following link:

[Schedule Appointment with LSC - Adult Education & Literacy \(as.me\)](#)

Students who schedule an appointment to attend an Orientation are emailed and texted via Acuity Scheduling 1-2 business days before the appointment.

### **LSC – High School Equivalency (GED) Courses**

#### **Step 1**

Please have prospective students visit the following site to schedule their Orientation appointment through Acuity Scheduling:

[CE - Adult Education and Literacy \(AEL\) | \(lonestar.edu\)](#)

Students interested in GED preparation will be required to TABE test before they are able to make their virtual Orientation appointment.

#### **Step 2**

Please have students complete a TABE Test Referral Form <https://forms.gle/j3eoZf6chhKWTorW6> for pre-test eligibility. Once completed, an LSC AEL Front Desk Advisor will contact the student within 1-2 business days with their required referral form for testing. Once the TABE test is complete, students will return to the AEL website to schedule an Orientation appointment.

#### **Step 3**

Please have the student schedule a virtual orientation using the following link:

[Schedule Appointment with LSC - Adult Education & Literacy \(as.me\)](#)

Students who schedule an appointment to attend an Orientation are emailed and texted via Acuity Scheduling 1-2 business days before the appointment.

### **LSC – Workforce Training Courses**

#### **Step 1**



Please have students interested in Funding for Workforce Education and Training schedule an appointment by choosing their program of interest after clicking the following link:

<https://aelappointments.as.me/WFfunding>

Step 2

Please have students select their preferred workforce advisor. Students can view a Fast Track Certificate Program by reviewing: [Programs of Study \(lonestar.edu\)](https://lonestar.edu/Programs) or the latest class schedule: [CE Schedule \(anyflip.com\)](https://anyflip.com/CE)

Step 3

Please have students fill out their general information and click “Complete appointment”. Once complete, the student will receive a confirmation email from Acuity Scheduling.

\*Please have prospective students visit the following site to schedule their Orientation appointment through Acuity Scheduling:

[Schedule Appointment with LSC - Adult Education & Literacy \(as.me\)](https://lonestar.edu/ScheduleAppointment)

Students who schedule an appointment to attend an Orientation are emailed and texted via Acuity Scheduling 1-2 business days before the appointment.

Program Manager Flor Garcia by email at [Flor.Garcia@LoneStar.edu](mailto:Flor.Garcia@LoneStar.edu) or by phone at (281) 260-3576.

Adult Education & Literacy General Email: [gcadulter@lonestar.edu](mailto:gcadulter@lonestar.edu)

#### Other Contact Information

Continuing Education North Harris – 281-618-5602

Adult Education & Literacy Front Desk – Harris County: 281-260-3576

Adult Education & Literacy Front Desk – Montgomery County: 936-273-7518

### **Region 6 Education Service Center**

#### **Region 6 – Counties Served**

Walker

Waller

#### **Region 6 – Cities Served**

Brookshire	Didge
Hempstead	Huntsville
Katy	New Waverly
Pattison	Prairie View
Riverside	Waller

#### **Region 6 – Courses**

English as a Second Language Courses

High School Equivalency (GED) Courses

Workforce Training Courses

#### **Region 6 – English as a Second Language Courses**

Step 1

Please have the student contact Region 6 office at 936.435.8330 to schedule an orientation appointment with the Testing Lead and/or the Career Navigator/Coach.

Step 2

After the student has scheduled an orientation appointment, they will come to an in-person orientation that consists of paperwork and an assessment test. If the student arrives 15 minutes late, they will need to reschedule.

**Step 3**

During the student's scheduled orientation and testing, an enrollment form must be filled out, provide proper documentation along with meeting the requirements before services are rendered.

**Step 4**

Once orientation and testing are complete, the student's assessment scores will be used to determine their appropriate course enrollment.

**Region 6 – High School Equivalency (GED) Courses**

**Step 1**

Please have the student contact Region 6 office at 936.435.8330 to schedule an orientation appointment with the Testing Lead and/or the Career Navigator/Coach.

**Step 2**

After the student has scheduled an orientation appointment, they will come to an in-person orientation that consists of paperwork and an assessment test. If the student arrives 15 minutes late, they will need to reschedule.

**Step 3**

During the student's scheduled orientation and testing, an enrollment form must be filled out, provide proper documentation along with meeting the requirements before services are rendered.

**Step 4**

Once orientation and testing are complete, the student's assessment scores will be used to determine their appropriate course enrollment.

**Region 6 – Workforce Training Courses**

**Step 1**

Please have the student contact Region 6 office at 936.435.8330 to schedule an orientation appointment with the Testing Lead and/or the Career Navigator/Coach.

**Step 2**

After the student has scheduled an orientation appointment, they will come to an in-person orientation that consists of paperwork and an assessment test. If the student arrives 15 minutes late, they will need to reschedule.

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**Step 4**

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## San Jacinto College (SJC)

### **SJC – Counties Served**

Harris

### **SJC – Cities Served**

Airline	Aldine	Alief	Atascocita	Bammel
Barker	Barrett, Texas	Baytown	Beaumont Place	Bellaire
Bridgeland Community	Bunker Hill Village	Cedar Bayou	Champion Forest	Channelview
Cimarron	Cloverleaf	Coady	Crosby	Cypress
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Hockley	Houmont Park	Houston	Huffman	Hufsmith
Humble	Hunters Creek Village	Jacinto City	Jersey Village	Katy
Kingwood	Klein	Kleinbrook	Kohrville	La Porte
League City	Louetta	Lynchburg	McNair	Morgan's Point
Nassau Bay	North Houston	Northcliffe	Northcliffe Manor	Northgate Forest
Pasadena	Piney Point Village	Remington Ranch	Rose Hill	Satsuma
Seabrook	Sheldon	Shoreacres	South Houston	Southside Place
Spring	Spring Valley Village	Taylor Lake Village	Tomball	Traces
Waller	Webster	West University Place	Westfield	

### **SJC – Courses**

English as a Second Language Courses

High School Equivalency (GED) Courses

Workforce Training Courses

### **SJC – English as a Second Language Courses**

Step 1

<https://www.sanjac.edu/continuing-education/adult-education-literacy/esl/>

Intake and screening sessions assist prospective students in determining program availability and matching. Testing and registration rosters are made available at in-person intake sessions so students can see availability of sessions.

Step 2

Assessments are scheduled according to site needs. Students are referred to attend assessment and/or registration events according to the class they want to enter.

### **SJC – High School Equivalency (GED) Courses**

Step 1

Intake and screening sessions assist prospective students in determining program availability and matching. Testing and registration rosters are made available at in-person intake sessions so students can see availability of sessions.

Step 2

Assessments are scheduled according to site needs. Students are referred to attend assessment and/or registration events according to the class they want to enter.

## **SJC – Workforce Training Courses**

### **Step 1**

For more information about training courses, please contact: [adulthoodeducation@sjcd.edu](mailto:adulthoodeducation@sjcd.edu)

Or call at 281-478-2734

\*For more information about training courses, please contact: [adulthoodeducation@sjcd.edu](mailto:adulthoodeducation@sjcd.edu)

Or call at 281-478-2734

<https://www.sanjac.edu/continuing-education/adult-education-literacy/esl/>

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