

## **SECTION 1: Overview of the Adult Basic Education Authorization**

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# **The Adult Basic Education Authorization**

## **What is the Adult Basic Education Authorization?**

The authorization is the only credential issued by CDE Educator Licensing for educators who work with adult learners to improve literacy skills, English language proficiency and/or to prepare them to pass a high school equivalency exam.

Colorado Educator Licensing issues this authorization with authority from the State Board of Education under Colorado Code of Regulations 301-37, Rules for the Administration of the Educator Licensing Act of 1991, as amended by Regulation 2260.5-R-4.16. It is valid for five years.

To receive the authorization, individuals must document a foundational knowledge in adult basic education (English as a Second Language, Adult Basic Education, and Adult Secondary Education) by demonstrating proficiency in the competencies in the four required courses.

## **What are the goals of the Adult Basic Education Authorization?**

- Foster professionalism in Colorado's adult basic education workforce by:
  - ◊ Standardizing the basic knowledge and skills individuals need to teach in adult basic education programs in Colorado
  - ◊ Providing an entry point to the field of adult basic education
  - ◊ Recognizing and validating the expertise and knowledge of experienced adult educators
- Require participation in professional development activities to maintain and update knowledge and skills

## **How did the Adult Basic Education Authorization (formerly LIA) originate?**

The effort to create minimum standards for adult basic education instructors in Colorado began in the late 1970s. Successful applicants received a certificate from the state adult education association through the work of volunteers. This program was phased out and during the 1980s and 90s there was not a credential available to adult educators due to lack of state level support. In 2002, a workgroup was formed to develop a credential. In 2004, the State Board of Education authorized CDE Educator Licensing to issue the LIA. The first authorization was awarded in 2005. To learn more about the history of the authorization, see the Appendices of the ABE Authorization Handbook in Section 10.

## **How can the Adult Basic Education Authorization be obtained?**

For three courses, there are three options for documenting proficiency in the course competencies - complete the coursework, obtain approval of already completed equivalent college or university credit coursework, or obtain approval of a portfolio. The "Introduction to Adult Education" must be documented by completing the course work or obtaining approval of already completed equivalent college or university credit coursework.

To be eligible to apply for the authorization, candidates need to be legal residents of the U.S., have a transcript or Certificate of Equivalency for each of the four required courses, proof of an associate degree or higher, a completed background investigation from the Colorado Bureau of Investigation that meets CDE requirements and the ability to pay the application fee charged by

# The Adult Basic Education Authorization

Educator Licensing. Details about obtaining and applying for the authorization are available in other sections of the ABE Authorization Handbook.

## Why do adult educators need the Authorization?

There is much state and national focus on teacher quality and effectiveness. The Division of Adult Education and Literacy (DAEL) in the Office of Career, Technical and Adult Education (OCTAE) at the US Department of Education has invested significantly in these efforts. The availability of a credential is one way to strengthen teacher quality and effectiveness and to establish adult basic education as a professional field.

The authorization is the only Colorado state-issued credential for educators who are delivering English as a Second Language (ESL), Adult Basic Education (ABE) and/or Adult Secondary Education (ASE) to adult learners. It is the minimum professional standard for instructors in Colorado adult education programs that receive AEFLA funding. Individuals must have the authorization to be hired or be willing to obtain it within a specific timeframe. The authorization is also a professional standard for instructors who teach in Colorado Department of Corrections facilities.

# Options for Obtaining the Adult Basic Education Authorization

Authorization candidates must select one of the options below to document proficiency in the course competencies. Candidates do not have to use the same option for each course. **Only one option can be used per course.** See the Flow Chart in Section 1.6 for a visual description of the process for obtaining the authorization. Guidance for developing a plan of action is available in Section 1.7-1.8. Applicants need a transcript or Certificate of Equivalency for each course to apply to Educator Licensing for the authorization.

## 1. Complete the four required three-credit courses\*

Introduction to Adult Education	EDU 131—Colorado community college or EDAE 520—Colorado State University
Planning and Delivering Adult Education Instruction	EDU 132 or EDAE 620
Teaching Adult Basic Education (ABE)/Adult Secondary Education (ASE)	EDU 133 or EDAE 590 (Workshop: Adult Basic Education)
Teaching English as a Second Language to Adults	EDU 134 or EDAE 590 (Workshop: ESL to Adult Learners)

**Documentation of Proficiency:** Course transcript

See Section 2 of the Adult Basic Education Authorization Handbook on the website at <http://www.cde.state.co.us/cdeadult/LIAIndex.htm> for more information about the coursework.

## 2. Complete the Portfolio Process

This requires the submission of forms and other documents that demonstrate proficiency in the course competencies through evaluation by an instructional supervisor.

**Documentation of Proficiency:** Certificate of Equivalency

See Sections 3, 4, and 5 in the Adult Basic Education Authorization Handbook available on the website at <http://www.cde.state.co.us/cdeadult/LIAIndex.htm> for more information about the portfolio process.

## 3. Complete the Evaluation of Equivalent Coursework Process

This requires the submission of forms and other documents that demonstrate proficiency in the course competencies through completion of college or university credit coursework that addressed course competencies.

**Documentation of Proficiency:** Certificate of Equivalency

See Section 6 of the Adult Basic Education Authorization Handbook on the website at <http://www.cde.state.co.us/cdeadult/LIAIndex.htm> for more information about Evaluation of Equivalent Coursework.

# Options for Obtaining the Adult Basic Education Authorization

## Comparison of the Portfolio and Evaluation of Equivalent Coursework

Portfolio		Evaluation of Equivalent Coursework
Complete and submit an application Submit proof of an associate degree or higher		
Complete and submit Documentation of Training (only required for Evaluation of Equivalent Coursework IF courses were completed more than 10 years ago)		
Complete and submit an Employment/Volunteer History. Submit a current professional resume.		
Demonstrate proficiency in at least 80% of the competencies for one or more courses through evaluator observation and discussion. Evaluator completes an Evaluation of Experience form for each course.		Demonstrate proficiency in at least 80% of the competencies for one or more courses through documentation that verifies completion of college or university credit courses. Applicant completes an Evaluation of Equivalent Coursework form for each course.
		Provide a copy of an official transcript(s) that includes each course listed on the Evaluation of Equivalent Coursework form(s)
		Provide a syllabus for each course listed on the Evaluation of Equivalent Experience form(s)
A minimum of 720 hours of professional employment and/or volunteer experience in adult education (ESL and/or ABE/ASE) in the past 5 years is required. Within the required 720 hours, 90 hours of experience are required in the topic areas of EDU 133 and 134.		
An applicant must teach a minimum of 4 hours per week to complete a portfolio		
Thirty (30) hours of training specific to adult education (ABE/ASE and/or ESL) in the past 5 years must be identified on the Documentation of Training form.		If coursework was completed more than 10 years ago, thirty (30) hours of training specific to adult education (ABE/ASE and/or ESL) in the past 5 years must be identified on the Documentation of Training Form.

## Other Steps in the Process

### Colorado Bureau of Investigation Background Check

All authorization candidates who do not have a current CDE approved background investigation on file must follow the steps below. **It is recommended that the steps below be completed two to three months before the candidate plans on applying to Educator Licensing for the authorization.** The application cannot be approved without a CDE approved background investigation on file. To confirm that a background check is on file at CDE, call 303.866.6628 or go to the Educator Licensing website at [http://www.cde.state.co.us/index\\_license.htm](http://www.cde.state.co.us/index_license.htm).

1. Go to a qualified law enforcement agency and have a complete set of fingerprints taken. A fingerprint card will be provided. Specific information must be printed on the card to alert that CBI that the fingerprints are for a CDE required background investigation. For more information see <http://www.cde.state.co.us/cdeprof/fingerprints.htm>.
2. Submit the completed fingerprint card and \$39.50 processing fee (certified checks, money orders, cash [in person only], MasterCard, and Visa) to: **Colorado Bureau of Investigation, 690 Kipling St., Ste 3000, Denver, CO 80205**. If you would like to pay by a credit card through the mail, go to this website to download the payment form: <http://www.colorado.gov/cs/Satellite/CDPS-CBIMain/CBON/1251622155214>.

### Applying to CDE Educator Licensing for the Authorization

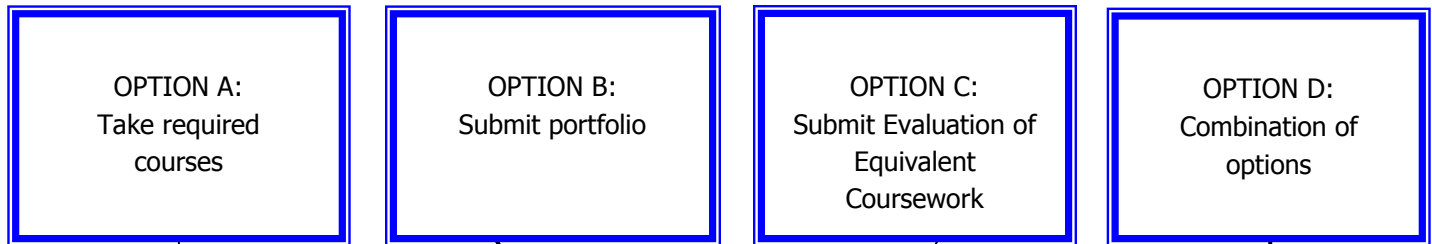
Go to [Section 7: Applying to CDE Educator Licensing for the Authorization](#) and to the CDE Educator Licensing website, [http://www.cde.state.co.us/index\\_license.htm](http://www.cde.state.co.us/index_license.htm), for information and forms needed to apply for the authorization.

The authorization is valid for five years from the date of issue. It is renewable every five years with six semester hours of university credit or 90 professional development hours or a combination of credit and professional development hours that were completed during the five years after the date of issue.

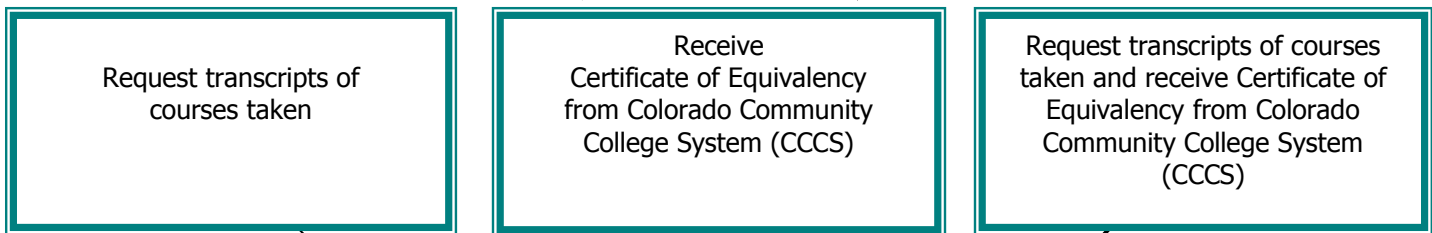
# Adult Basic Education Authorization Flow Chart

## Four Steps to Earn the Authorization

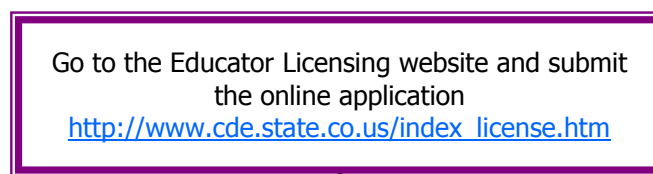
### STEP ONE



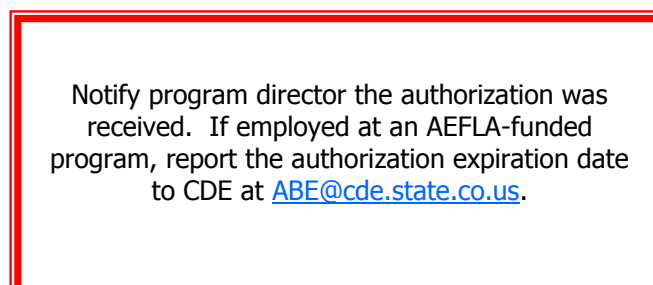
### STEP TWO



### STEP THREE



### STEP FOUR



# Choose a Plan of Action for Completing The Adult Basic Education Authorization

The Authorization documents your knowledge/experience in the following courses:

Introduction to Adult Education (EDU 131 or EDAE 520)  
 Planning and Delivering Instruction to Adult Learners (EDU 132 or EDAE 620)  
 Teaching Adult Basic Education (ABE) and Adult Secondary Education (ASE) (EDU 133 or EDAE 590: Workshop: Adult Basic Education)  
 Teaching English as a Second Language (ESL) to Adults (EDU 134 or EDAE 590: Workshop: Teaching ESL to Adults)

## To document proficiency in each course you can:

Take the course (See Section 2 of the Adult Basic Education Authorization Handbook)  
 Submit a portfolio based on Evaluation of Experience (See Sections 3 & 4 of the Adult Basic Education Authorization Handbook)  
 Submit Evaluation of Equivalent Coursework documents (See Section 6 of the Adult Basic Education Authorization Handbook)

## Use this chart to help determine which method of demonstrating your knowledge is best for each course:

(See Section 10 of the Adult Basic Education Authorization Handbook for course competencies)

<b>1.</b> Do you feel your teaching experiences and professional development addressed the course competencies?	<b>YES →</b>	You may be able to use your experience to submit a Portfolio →	Review requirements and instructions for this option in Sections 3 and 4 of the Adult Basic Education Authorization Handbook
	<b>NO →</b>	Go to next question	
<b>2.</b> Have you taken courses that addressed the course competencies? Do you have or can you obtain for these courses transcripts and a syllabus from the year in which they were taken?	<b>YES →</b>	You may be able to use Evaluation of Equivalent Coursework →	Review requirements and instructions for this option in Section 6 of the Adult Basic Education Authorization Handbook
	<b>NO →</b>	Go to next question	
<b>3.</b> If you do not meet the requirements for equivalent coursework or the portfolio...	→ → → → → → → →	Take the course →	Review the list of available courses at the CDE/AEFL website: <a href="http://www.cde.state.co.us/cdeadult/LIAIndex.htm">http://www.cde.state.co.us/cdeadult/LIAIndex.htm</a>
<b>4.</b> Repeat steps for each course.			



## Adult Basic Education (ABE) Authorization Plan of Action:

**Purpose:** To identify an adult educator's plan for earning the ABE Authorization.

**Instructions:** Based on responses to the questions on the chart (Section 1.7 of the ABE Authorization Handbook), select one option for each course on the Plan of Action. **Information must be provided for each of the four required courses.** If 'Take the Course' is selected, provide the semester and year in which the course will be completed. If 'Portfolio' is selected, provide the month and year the portfolio will be submitted. If 'Evaluation of Experience' is selected, provide the month and year the Evaluation of Equivalent Coursework documents will be submitted. If you have already obtained the documentation for a course (a transcript or Certificate of Equivalency), provide the date the document was received.

**PLEASE NOTE:** The year provided for each course must be within three years of the instructors' hire date if the instructor is employed at a program that receives AEFLA funds. The ABE Authorization Policy requires instructors to be authorized or earn authorization within three years of their hire date.

Courses	Option A Take the course	Option B Portfolio	Option C Evaluation of Equivalent Coursework
Introduction to Adult Education (EDU 131 or EDAE 520)	Semester/year	Date (month/year)	Date (month/year)
Planning and Delivering Instruction to Adult Learners (EDU 132 or EDAE 620)		Not an option for EDU131	
Teaching Adult Basic Education (ABE)/Adult Secondary Education (ASE) (EDU 133 or EDAE 590)			
Teaching English as a Second Language (ESL) to Adults (EDU 134 or EDAE 590)			

Authorization Application Status			
Complete this information if you are in the process of applying to Educator Licensing for your authorization. If you have completed any of these steps, indicate the date the step was completed.			
Fingerprints submitted to CBI?	Date	Application submitted to Educator Licensing?	Date
Received authorization and faxed copy to CDE?	Date	Authorization expiration date	