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, Organizing, and Delivering Adult Education Instruction (EDU 132 or EDAE 620)
Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) (EDU 133 or EDAE 590: Workshop: Adult Basic Education)
Teaching English as a Second Language (ESL) to Adult Learners (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 Section 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)

1. Do you feel your teaching experiences and professional development addressed the course competencies?	**YES →**	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
	NO →	Go to next question	
2. Have you taken courses that addressed the course competen-cies? Do you have or can you obtain for these courses tran-scripts and a syllabus from the year in which they were taken?	**YES →**	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
	NO →	Go to next question	
3. 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: http://www.cde.state.co.us/cdeadult/LIAIndex.htm
4. 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**
	Semester/year	Date (month/year)	Date (month/year)
Introduction to Adult Education (EDU 131 or EDAE 520)			
Planning, Organizing, and Delivering Adult Education Instruction (EDU 132 or EDAE 620)			
Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) (EDU 133)			
Teaching English as a Second Language (ESL) to Adult Learners (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	