



COLORADO
Department of Education

2017-18 Adult Basic Education Authorization Policy

Adult Education and Family Literacy Act

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Office of Adult Education Initiatives
201 E. Colfax Ave. Room 300, Denver, CO 80203
Phone: 303-866-6884
Email: AEI@cde.state.co.us



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Rationale

To ensure educational services are provided by well-trained instructors for all Adult Education and Family Literacy Act (AEFLA) eligible learners, the Office of Adult Education Initiatives (AEI) has drafted the following adult basic education authorization (ABEA) policy.

AEFLA requires the state to evaluate the extent to which local programs' educational services are provided by well-trained instructors. "Well-trained" is not defined by the Act; such definition is the state's responsibility.

Colorado's purpose in establishing and implementing certification for adult educators is to:

- Standardize the basic knowledge and skills needed to teach in adult basic education programs in Colorado;
- Provide an entry point for instructors to the field of adult basic education;
- Recognize and validate the expertise and knowledge of experienced adult educators;
- Foster professionalism in Colorado's adult basic education workforce; and
- Require participation in professional development activities to maintain and update knowledge and skills.

The Colorado Educator Licensing Act (CRS 22-60.5-111) grants the Colorado Department of Education (CDE) the authority to issue an adult basic education authorization to an applicant who provides documented evidence of adult basic education training and experience. Further, the rule by the State Board of Education in the Code of Colorado Regulations (1 CCR 301-37-4.16) establishes guidelines for this authorization to include education and training requirements for authorization issuance.

Definitions

- Instructor: Paid or unpaid staff, including volunteers, responsible for development and/or delivery of instructional content to AEFLA-funded learners.
- Substitute instructor: Instructors operating in a short-term time interval when the regular instructor is unavailable. Short-term is defined as no longer than six consecutive calendar weeks in the same class.
- Paraprofessional/teacher aide/teacher assistant: Paid or unpaid staff, including volunteers, who assist teachers in the classroom or provide administrative support for teaching. **Note: Paraprofessionals, teacher assistants or teacher aides are not instructors and should not have responsibilities for delivery of instructional content like instructors.**

Requirements

AEFLA-funded programs must:

1. Ensure all instructors who work with AEFLA-funded learners be authorized within three years of their date of hire;
2. Have at least one authorized instructor on staff at all times;
 - a. Programs that have not received AEFLA funding in the past will work with AEI staff to ensure compliance with this requirement.
3. Establish and keep a local compliance plan with progress updates on file at the program for each instructor teaching courses in which AEFLA-reported learners are enrolled and who do not have the authorization.



Special Circumstances

Substitute instructors are exempt from the policy. For any instructor serving beyond the six consecutive calendar week time interval, the program director must notify AEI of the situation through the “[Substitute Instructor Authorization Exception Form](#).” In order for this exception to be in compliance, the substitute instructor would be expected to participate in all required activities for regular instructors, including professional development and learning needs guidance.

Compliance

Consistent with the Single Assurance Form for State Administered Federal Education Programs, each AEFLA-funded program has assured that it will comply with all state policies and requirements, including but not limited to, adult basic education authorization.

1. Each AEFLA-funded program must submit an ABEA Compliance Status Report annually. The ABEA Compliance Status Report template will be distributed to programs annually in the spring for completion and submission to AEI.
2. Each AEFLA-funded program must gather and submit information for all instructors teaching for the program from July 1st of the grant year through the date of submission of the ABEA Compliance Status Report.

Compliance status will be determined based on review of instructors compared with the requirements listed in this policy.



Substitute Instructor Authorization Exception Form

Substitute instructors who teach for six consecutive calendar weeks or less are exempt from ABEA requirements. This form is for use in the event of a special circumstance in which a substitute instructor must be employed beyond the six week time period. Please fill out this form, sign, scan and email it to your AEI Regional Specialist.

Date of Request: _____

AEFLA Program Name: _____

Program Director: _____

Substitute Instructor Name: _____

Hire Date: _____

Projected End Date: _____

Reason for substitute instructor need beyond a six consecutive calendar week instructional period:

By signing below, I verify that this substitute instructor is participating in all required activities for regular instructors, including professional development and learning needs guidance.

Program Director Signature

Date