

Braille Competency Renewal Testing Guidelines

Colorado Department of Education

Revised May 2010

Once a candidate has earned an initial Colorado Department of Education (CDE) Certificate of Braille Competency, there is a one-time renewal process. Within a full five-year period from the date the original CDE Braille Competency Certificate was issued, the candidate must earn 15 clock hours of CDE-approved braille modules. The process for renewal involves the completion of 15 CDE pre-approved literary braille modules. One clock hour is earned for each successfully completed module. Up to four modules can be taken each subsequent year from the initial certificate, but a minimum of two modules must be reserved for the fifth year.

Currently there are 21 CDE-approved braille modules, which include 15 literary braille modules and six introductory-level modules in other braille codes. These include one module each in Spanish, German, French, Chemistry, Algebra, and Geometry. These latter six modules are designed for candidates who have completed the 15 literary braille modules and would like an opportunity to continue to demonstrate braille competency in other braille codes.

Effective May 2010, candidates must complete each of the 15 literary braille modules to earn a CDE Certificate of Braille Renewal. Individuals who are in the process of renewing their CDE Certificate of Braille Competency and have taken modules other than literary braille will still receive credit for those modules prior to the May 2010 date. These candidates will be required to complete the remaining modules in literary braille.

All literary braille modules involve an interlining passage activity, a transcription activity, and a proofreading activity. The six modules of braille codes involve an interlining passage activity and a transcription activity.

The directions for the modules will be given to the candidate at the onset of each proctored session. The directions will detail the time parameters of the session and the general procedures of the modules.

A passing score of each unit involves the following criteria: (a) two or fewer errors in the transcription activity; (b) two or fewer errors in the interlining activity, (c) two or few errors in the proofreading activity of the literary braille modules, and (d) completion of the module within a one-hour time period once the candidate has received instruction on how to complete the module. If a candidate exceeds the hour and has not successfully completed the module, the module is failed. The proctor will document the start and end time with the candidate.

If the candidate has between three and five errors in one of the graded sections, there is an opportunity, time permitting, for the candidate to redo the errors to within the limit of two errors per section. Correction time is built into the allocation of one hour to complete the full module. While the proctor is grading, the clock will stop and restart once the candidate has the module back to make the needed corrections. If the error is correctable by reinserting the paper and correcting, this attempt is allowed. Erasures must be clean and tactually

undetected. If the paper cannot be reinserted to correct the error(s), the entire sentence in which the error occurred must be rebrailled on a separate piece of paper.

In addition to braille errors, an error will be counted for each occurrence, if the candidate does not use the maximum potential of a 28-cell line or is over the 28-cell line. Hyphenation, however, is not a requirement. Six and over mistakes on any section of a module will result in automatic failure. If a module is failed, it is moved to the end of the sequence of the required literary modules.

Advance notice must be given to the braille proctor as to which modules will be needed in any given proctored session. This allows the braille proctor to prepare the needed materials in advance of the proctored session. If a candidate chooses to take more than one module on a given day and the first module attempted is failed, the candidate will not be allowed to take another module on that day. Practice/review of braille is recommended before attempting to take modules in the future.

Candidates taking the CDE braille-renewal modules will be provided access to a set of standard references during the proctored session. No additional reference materials may be brought into the testing session. Clean copies of the following resources will be provided to the candidate for the duration of the testing session:

- English Braille American Edition 1994 (Revised 2002)
- BANA Braille Codes Update 2007
- Instruction Manual for Braille Transcribing
- New Programmed Instruction in Braille
- Braille Enthusiast's Dictionary
- Condensed Reference Sheet of Literary Braille Code Contractions and Punctuation
- A standard English dictionary

Candidates should bring the appropriate sized braille paper, a brailewriter in good-working condition, a braille eraser, and a pen or pencil to the proctored session for the renewal modules.

The modules must be completed with a brailewriter. The literary modules should be completed with 8.5 by 11 inch braille paper with a 28 cell line. All other modules should be completed with 11 by 11.5 inch paper with a 40-cell line.

If accommodations are needed to access and/or complete the module materials, the candidate should contact Dr. Tanni Anthony no later than one month prior to the proposed module session date. Dr. Anthony's email address is anthony_t@cde.state.co.us and her phone number is (303) 866-6681. If accommodations were used for the initial Colorado Braille Competency Test, these do not automatically transfer to Braille Renewal Modules. The request for an accommodation(s) must be resubmitted to the CDE. For more information about how to request an accommodation(s), please refer to the *Colorado Braille Mastery Test Accommodation Procedures* document located at <http://www.cde.state.co.us/cdesped/BLV.asp>.

Arrangements to take a module(s) should be made with the four approved proctors during the

school year. Summer sessions are dependent on the availability of the proctor. There is no cost to the candidate to taking a module.

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A clock hour certificate will be issued after each module is completed successfully. The clock hours can be used toward CDE teacher re-licensure. It is the responsibility of each candidate to maintain a copy of the certificate(s), a record of the specific units completed, and how many hours he or she has completed. When 15 hours have been completed, a CDE Renewal Certificate of Braille Competency will be issued to the candidate and the Director of Special Education in the candidate’s administrative unit will be notified of the renewal status.