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, Organizing, and Delivering Adult Education Instruction	EDU 132 or EDAE 620
Adult Basic Education (ABE)/Adult Secondary Education (ASE/GED)	EDU 133
Teaching English as a Second Language to Adult Learners	EDU 134 or EDAE 590

*A fifth course, Family Literacy in Adult Education (EDU 135), is optional.

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) or family literacy in the past 5 years is required. Within the required 720 hours, 90 hours of experience are required in each of the topic areas of EDU 133, 134, and 135.		
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) and/ or family literacy in the past 5 years		If coursework was completed more than 10 years ago, thirty (30) hours of training specific to adult education (ABE/ASE and/ or ESL) and/or family literacy in the past 5 years