# Adult Basic Education (ABE) Authorization Policy

## Rationale

The Adult Education and Family Literacy Act 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 (with federal approval). Colorado's purpose in establishing and implementing certification for adult educators are 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
- Require participation in professional development activities to maintain and update knowledge and skills

1. All paid instructors who work with AEFLA-reported learners must be authorized **within three years** of their date of hire. **Those employed on or before July 1, 2012 <u>who have never received PD Support for authorization courses</u> must obtain the ABE Authorization by June 30, 2015.** An ABE Authorization Plan of Action with progress updates must be on file at the program for **ALL** paid instructors who do not have the authorization.

2. **There must <u>always be</u> at least one authorized paid instructor** who works with AEFLA-reported learners employed at the program. If the program employs only one instructor who works 15 hours* or more per week and one instructor who works fewer than 15 hours* per week, both instructors must be authorized.

    a. A minimum of 50 percent of paid instructors who work 15 or more hours per week must be authorized

    b. A minimum of 25 percent of paid instructors who work fewer than 15 hours per week must be authorized

3. Recipients of PD Support for ABE Authorization Courses are required to obtain the authorization within three years of accepting support for the first time.

*The hours include preparation, instruction, reporting and other responsibilities assigned by the instructional supervisor and/or program manager.

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## Determining ABE Authorization Compliance

All AEFLA-funded programs are required to submit updates to the program's ABE Authorization Compliance Status Report by November 15 each year. Each program's mid-year ABE Authorization compliance status is determined in December. The two mid-year ABE Authorization compliance status options are in compliance and not in compliance. Programs not in compliance must submit an ABE Authorization Compliance Improvement Plan by December 31. Technical assistance will be provided to these programs and programs will submit updates to their compliance status report in April. Final compliance status is determined in July. The three status options are in compliance, compliance pending and not in compliance. Programs with a status of compliance pending and not in compliance must submit a revised improvement plan by July 31. Compliance with this, and all other state and federal requirements, is a condition of AEFLA funding. Refer to the program's Sub-grantee Agreement and Award Notification (Terms and Conditions of Award and Program Requirements).

| **Explanation of ABE Authorization Compliance Status Categories** | | |
|---|---|---|
| In Compliance | Compliance Pending | Not in Compliance |
| Meets all policy requirements | • Failed to meet one or more policy requirements<br>• Program was in compliance in prior fiscal year<br>• Program staff are making reasonable progress towards earning the ABE Authorization | • Failed to meet one or more policy requirements<br>• Program had 'compliance pending' or 'not in compliance' status in prior fiscal year<br>• Program staff are NOT making reasonable progress towards earning the ABE Authorization |

For more information about the ABE Authorization compliance process, see the ABE Authorization Compliance Timeline in Section 10.3 of the ABE Authorization Handbook.