Professional Development Support for Adult Basic Education Authorization Courses Award Process

Awarding Professional Development (PD) Support for ABE Courses

This PD support is available only to eligible instructors who serve learners who are reported to the CDE Office of Adult Education and Family Literacy (AEFL) in adult education programs that receive Workforce Investment Act (WIA) Adult Education and Family Literacy Act (AEFLA) Title II funding. The support must be requested BEFORE the adult educator registers for the course.

Eligible instructors must submit an application (PDF or Word) for Professional Development Support for Adult Basic Education Authorization Courses to the CDE Office of AEFL at least 15 days prior to the scheduled start date for the course. Once the application is approved by the CDE Office of AEFL:

1. The Office of AEFL will notify the college registrar to add the adult educator's name to the list of individuals who are receiving PD support for courses. The director and adult educator will be included on the notification e-mail.
2. The recipient is required to pay 50% of tuition and fees at the time of registration. If the recipient does not pay and receives a bill from the college, he/she will be liable for the bill until the balance is zero.
3. The remaining 50% of tuition and fees will be billed automatically to CDE and paid by the Office of AEFL.
4. The registered student will be responsible for 100% of the tuition and fees if the course is dropped after the college's drop deadline.
5. The PD support does not cover the cost of textbooks, parking or insurance. The textbooks are tax deductible as an educational expense.

The 50% tuition paid by the adult educator will be reimbursed when the following forms and attachments are completed by the registered student and received by the Office of AEFL:

1. The CDE Special Request for Reimbursement/Payment-Form CDE 56:
   - Fill in your personal information in the top section.
   - Sign, date and check yes or no in response to the licensing statement on the same line in the Certification Section.
   - **Please do not fill out any other sections on the form.**
2. Unofficial transcript showing the completed course with a grade of A or B.
3. Proof of payment for the tuition.

To request Reimbursement-Form CDE 56, send an email to ABE@cde.state.co.us. Make a copy for your records and mail the printed form that shows your **ORIGINAL** signature in ink and the attachments to the Office of Adult Education and Family Literacy, Colorado Department of Education, 201 E. Colfax Ave., Room 300, Denver, CO 80203-1799.

If a registered student pays 100% of the tuition and fees upon registration for a course, the first 50% can be reimbursed anytime during the semester when the following forms and attachments are completed by the registered student and received by the Office of AEFL:

- The completed Special Request for Reimbursement/Payment – Form CDE 56
- Proof of payment for the tuition
- Unofficial transcript

To receive the second 50% reimbursement, follow the instructions outlined above.

A check will be sent to the mailing address listed on the form.

Professional Development Support for Adult Basic Education Authorization Courses Award Process

To obtain an unofficial transcript: You can view and print your unofficial transcript directly from the college or university's website before the course is completed. If you are taking an online course through CCCOnline, the transcript is available on the website of your "home" college. If you need an official transcript you will need to contact the college or university for instructions.

For questions or concerns regarding the Professional Development Support for courses or the reimbursement process, contact:

PD Support for Adult Basic Education Authorization Courses Coordinator
Email: ABE@cde.state.co.us / Phone: 303.866.6884 / Fax: 303.866.6599

College Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a tuition stipend for students completing undergraduate coursework, either full or part time, at participating public or private colleges and universities in the state of Colorado. The amount of the tuition stipend is determined by the Colorado General Assembly and may vary from year to year. This stipend is available to all adult educators taking an undergraduate course to earn the authorization. Follow these steps:

1. Go to: https://cof.college-assist.org/ to apply. You can also call 720.264.8550 (800.777.2757 outside of the Denver Metro area) for more information.
2. Apply to the college of your choice.
3. Authorize the college to request this funding on your behalf each semester.