

Introduction to the Portfolio

What is a Portfolio?

A portfolio is a collection of documents and forms that confirm the applicant's:

- Educational background
- Experience in the field of adult basic education
- Participation in professional learning
- Level of proficiency in the course competencies for one or more courses

Who is eligible to submit a portfolio?

Experienced adult educators who are proficient in the competencies for one or more ABE Authorization courses who:

- Have a postsecondary degree
- Deliver at least four hours/week of Adult Basic Education (ABE), Adult Secondary Education (ASE)/GED and/or English as a Second Language (ESL) instruction
- Have 720 hours of experience teaching ABE, ASE-GED and/or ESL to adult learners (up to 180 hours can be experience teaching reading, writing and/or math at the secondary or postsecondary level)
- Have 30 hours of adult basic education training within the past five years

What documentation is needed in a portfolio?

Every portfolio must contain four required forms and two required documents. All information on the required forms must be typed. The requirements, instructions and forms are available in Sections 3 and 4 of the ABE Authorization Handbook which can be accessed on the website at <http://www.cde.state.co.us/cdeadult/LIAIndex.htm>.

Where can I get assistance with the portfolio process?

- Section 3: Portfolio of the ABE Authorization Handbook available at www.cde.state.co.us/cdeadult/LIAIndex.htm
- Section 5: Sample Portfolio of the ABE Authorization Handbook
- The program administrator at your adult education program
- Participation in an online or face to face portfolio training. Subscribe to email updates by sending an email to ABE@cde.state.co.us
- Contact the CDE/Office of Adult Education and Family Literacy staff via email or phone at ABE@cde.state.co.us, 303.866.6884

When can a portfolio be submitted?

Portfolios must be received by the Office of Adult Education and Family Literacy within a year of the earliest signature date in the portfolio. The portfolio process is independent of the course-work. Portfolio candidates **do not need to complete** any courses they plan on taking for credit before submitting the portfolio.

Portfolios are evaluated monthly. Deadlines are posted on the ABE Authorization website.