

Assembling and Submitting a Portfolio

A portfolio is a collection of documents that demonstrate an individual's education, experience, participation in professional learning and proficiency in the competencies for one or more courses. Successful portfolio applicants must invest time in all of the following tasks and activities:

- Reading the requirements and instructions, downloading the 4 required forms and gathering the 2 required documents
- Collecting documents that contain required information about the trainings in which the applicant has participated
- Completing the forms
- Developing or updating a professional resume
- Being observed two or more times by an evaluator
- Meeting with the evaluator to debrief the observations and discuss any competencies that cannot be evaluated through instructional observation

Proper assembly and submittal of the portfolio is the responsibility of the applicant.

The 4 forms and 2 documents, required for all portfolios, must be typed and assembled in the order listed below. **Documents will NOT BE accepted if the original format has been modified.** It is essential to read the requirements and instructions for each form and document to ensure the portfolio is ready to be evaluated.

- Portfolio Application (See Section 3.6-3.7 of the handbook)
- Proof of a postsecondary degree (a copy of a diploma, a professional teaching license, or an unofficial transcript verifying a degree)*
- Employment/Volunteer History (See Section 3.8-3.11 of the handbook)
- Current professional resume (maximum of 2 pages)
- Documentation of Training (See Section 3.13-3.17 of the handbook)
- An Evaluation of Experience form for each course included in the portfolio (See Section 5 of the handbook)

*Postsecondary degrees earned at a college or university outside of the US must be evaluated by a transcript evaluation service. A copy of the evaluation confirming the equivalency of the degree to a postsecondary degree earned in the US must be submitted as proof of degree. For more information go to the National Association of Credential Evaluation Services website at <http://www.naces.org/>.

Applicants **SHOULD NOT** submit transcripts for EDU and/or EDAE courses. These transcripts are submitted using CDE Educator Licensing's online system, eLicensing, during the completion of the Adult Basic Education Authorization application. The Office of Adult Education and Family Literacy does not forward these transcripts to CDE Educator Licensing.

A standard of professional document preparation will be applied when evaluating portfolios. The completed portfolio documents should be securely fastened with a binder clip. The documents **MUST NOT BE** submitted in a binder. The documents are scanned and distributed electronically to committee members. The portfolio must be received in the CDE/Office of Adult Education and Family Literacy within one year of the earliest signature date on any form in the portfolio.

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Portfolios will be returned if:

- Current versions of forms aren't used
- Modified versions of forms, including double sided forms, are used
- Documents are handwritten, unreadable, unclear, out of order, or incomplete
- Requirements were not met or instructions were not followed
- Documents contain non-standard spelling, punctuation, or are deemed otherwise unacceptable by professional standards for document quality

Submitting a Portfolio:

Portfolios must be delivered by mail or in person by the [deadline](#) listed on the ABE Authorization website to be reviewed the following month. Portfolios are not evaluated in July. Portfolios received after the June deadline (in May) will be reviewed in August. **If more than three instructors at an adult education program will be submitting portfolios for the same deadline, the CDE Office of AEFL must be notified in advance. The director must send an email to ABE@cde.state.co.us at least 5 business days prior to the deadline.** Depending on the total number of submissions, some may need to be evaluated the following month. Applicants will be notified if the evaluation of their documents will be delayed. Portfolios delivered in person will not be screened while the applicant waits. It is recommended that the applicant retain a copy of the documents in the portfolio as none of the documents in the portfolio will be returned to the applicant.

CDE/ Office of Adult Education and Family Literacy
201 E. Colfax Ave., Room 300
Denver, CO 80203-1799

An Overview of the Screening and Evaluation Process

All portfolios are screened to determine if the required documents and information have been provided. Portfolios are returned if the required documents and information are not provided. Portfolios with the required documents and information are evaluated by the second Friday of the month.

Within a week of this date, the applicant and his/her local program director are notified about the evaluation results. The applicant will receive via e-mail a Certificate of Equivalency that lists each course in the portfolio that met the requirements within a week of being notified about the evaluation results. Applicants submit the Certificate of Equivalency to CDE Educator Licensing when applying for the Adult Basic Education Authorization. See an example of the Certificate of Equivalency in Section 10 of the handbook.

If the experience and training requirements were not met and/or one or more courses were not approved, the applicant will be notified in writing of the requirements that were not met and/or the information that must be clarified in order for the portfolio to be approved. It may be recommended that the applicant take one or more courses. If none of the courses were approved, the portfolio will be returned to the applicant. Applicants should review the Resubmission Policy in Section 3.5 of the handbook before resubmitting a portfolio.

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One or more courses may be included in a portfolio. It is recommended (but not required) that an applicant submit only one portfolio for all the courses for which he/she can demonstrate proficiency. If an applicant submits a second portfolio, ALL portfolio forms and documents must be updated and included in any subsequent submission(s). (See Section 3.5 of the handbook for more information about the Portfolio Resubmission Policy.) If the applicant is using Evaluation of Experience for multiple courses and the evaluator is unable to complete all of the evaluations in a single program year, the portfolio must be received within a year of the earliest signature date on any of the portfolio forms.

For additional information, contact the ABE Authorization staff at 303.866.6865 or ABE@cde.state.co.us.

Portfolio Decision Appeal Process

Portfolio applicants will be notified in writing if the portfolio requirements were not met. If applicants disagree with the decision, the CDE Office of Adult Education and Family Literacy (AEFL) must be notified in writing within 15 business days of the date the e-mail notification that the requirements were not met was sent to the applicant.

The written notification must include:

- The applicant's first and last name as provided on the portfolio application and the applicant's current e-mail address and telephone number where he/she can be reached during business hours
- Identification of specific evidence from one or more forms or documents submitted in the portfolio proving that the applicant met the requirement(s) in question
- The action the applicant requests the committee to take based on the information presented

The notification should be emailed to the attention of the Adult Basic Education Authorization coordinator at ABE@cde.state.co.us within 15 business days of the date the applicant was notified that the requirements were not met.

The authorization coordinator will review the information submitted by the applicant and will respond in writing to the applicant's disagreement with the decision within 10 business days. The decision will be final.