Portfolio Resubmission Policy

Portfolios may be resubmitted under either of the following conditions:

Applicant is seeking approval of one or more courses submitted previously and not approved.*

Applicant is seeking approval of a revised portfolio returned due to missing and/or inadequately addressed requirements.

* If one or more courses were approved, a Certificate of Equivalency will be requested from the Colorado Community College System for the approved course(s). The portfolio will be returned to the applicant with a letter explaining why all of the courses were not approved and revisions that must be made or alternatives for documenting proficiency in the course(s) that was/were not approved.

When a portfolio is returned it will be accompanied by a memo specifying the reason(s) the requirements were not met and what actions must be taken by the applicant in order to meet the requirements. It is the applicant's responsibility to address the issues identified in the letter and resubmit a portfolio to the CDE/Office of Adult Education and Family Literacy (AEFL). **No reminders will be sent from CDE.**

Resubmission requirements and instructions:

- Because detailed instructions for portfolios are available on the Adult Basic Education Authorization website and technical assistance is available from CDE/Office of Adult Education and Family Literacy staff members, **applicants can resubmit a portfolio twice**. If the requirements cannot be met after a total of three submissions, the applicant may be advised to pursue another option, such as taking the course, for documenting proficiency in the course competencies.

- Resubmitted portfolios will be returned to the applicant if all items identified in the memo are not addressed.

- Resubmitted portfolios are held to the same standard of professionalism required of all portfolios. Information must not be crossed out and amended. All information on forms other than the signature and signature date must be typed.

- Information on portfolio forms and documents must be updated to be current as of the time of resubmission. This includes the Portfolio Application, Employment/Volunteer History, the resume, and the Documentation of Training.

- At the discretion of the CDE/ Office of Adult Education and Family Literacy (AEFL) staff, the applicant may be contacted by telephone or e-mail to resolve minor issues. The applicant must confirm in writing that he/she authorizes CDE/Office of AEFL staff to add missing information or clarify information in the portfolio. If the issues are resolved, the portfolio will be approved without resubmission.

- CDE/Office of AEFL staff will contact the applicant's employer and/or the evaluator if clarification is needed about information on the Employment/Volunteer History or the scoring and/or the comments for specific competencies.