

# Evaluation of Experience: Introduction and Eligibility

## Introduction

Being evaluated based on teaching experience and knowledge is one of three options for demonstrating proficiency in the course competencies. This option is for experienced adult basic educators who **already have** and can demonstrate proficiency in the course competencies in one or more courses. It is **NOT** intended for educators who cannot score proficient in a minimum of **80%** of the [competencies](#) for a course. These individuals should take the course.

This option is only available to individuals with recent experience teaching Adult Basic Education (ABE) - Educational Functioning Levels (EFL) 0-8.9, Adult Secondary Education (ASE)-EFL 9-12.9; and/or English as a Second Language (ESL) - Student Performance Level 0-6 and/or Family Literacy. Experienced adult educators document proficiency in course competencies through an evaluation by a qualified evaluator. The evaluation includes classroom observations, debriefing of those observations and a discussion with the evaluator about course competencies that cannot be evaluated through observation. The evaluator and the applicant must meet specific eligibility requirements for an Evaluation of Experience to be accepted for review by the CDE Office of Adult Education and Family Literacy. The evaluation must be conducted according to the documented requirements. The evaluation, including the observations and the discussion, for a course **must be completed within six months of the date of the first observation**. It is recommended that when the applicant plans on using the Evaluation of Experience option for multiple courses, that all evaluations are included in a single portfolio submission rather than the submission of subsequent portfolios. Questions about the Evaluation of Experience process and forms should be directed to the CDE Office of Adult Education and Family Literacy at [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us) or 303.866.6865.

## Determining Applicant Eligibility

To be eligible to submit Evaluation of Experience an applicant must meet **ALL** of the following criteria.

1. Have proficiency in a minimum of **80%** of the course competencies for the course(s) in which the applicant will be evaluated. Applicants should self-assess their proficiency in the competencies using the rubric on the [Evaluation of Experience forms](#) and consult with their evaluator before proceeding with the Evaluation of Experience process. If the applicant is not proficient in at least 80% of the competencies for the course(s) in which he/she would like to be evaluated, he/she should take the course(s).
2. Have proof of an associate degree or higher.
3. Have worked a minimum of **four consecutive months** with the instructional supervisor who will conduct the evaluation(s).
4. Current employment of a minimum of **four instructional hours per week** (does not include planning time and other administrative hours) in a program that offers ESL, ABE, ASE/GED courses and/or family literacy services. Volunteers who are classroom instructors **are eligible** to submit Evaluation of Experience if they meet the requirements to submit a portfolio. See

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the Employment/Volunteer History instructions in Section 3 of the ABE Authorization Handbook for more information.

5. Have **720 hours** of adult basic education experience within the **past five years**. See Section 3 of the handbook for more information about this requirement. If the applicant does not have experience teaching ESL, ABE, ASE/GED and/or working in a family literacy program, it is recommended that the applicant take the course to demonstrate proficiency in the course competencies. It is **not** recommended that supervisors create an opportunity for the applicant to teach a course in which the applicant has no experience solely to give the applicant an opportunity to meet the portfolio requirements.

If applicants plan to demonstrate proficiency in one of the three content area courses (EDU 133, 134, and/or 135) using the Evaluation of Experience option, the **720 hours** of experience must include:

- **90 hours** of experience in ABE and/or ASE/GED if the applicant is submitting Evaluation of Experience for ABE/ASE
- **90 hours** of experience in ESL if the applicant is submitting Evaluation of Experience form for ESL, and/or
- **90 hours** of experience in Family Literacy if the applicant is submitting Evaluation of Experience for Family Literacy

6. Have **30 hours** of training earned in the past **5 years** related to teaching ESL, ABE and/or ASE. See Section 3 of the handbook for more information about this requirement.
7. Select an evaluator who meets the eligibility criteria and understands the evaluation process. (See Below)
8. Be observed by the evaluator for the required number of observations for each course. See "Requirements for Conducting the Evaluation" in this section for more information.

### Evaluator Eligibility

To be eligible to conduct an evaluation for a portfolio, the evaluator must meet **ALL** of the following criteria prior to conducting the evaluation.

Applicants may have a different evaluator for each course submitted in a portfolio, but **each course may have only one evaluator**.

The evaluator must meet the following criteria:

1. Have a bachelor's degree and at least **1,440 hours** of experience in adult education **or** evidence of completion of ABE Authorization training **and** a minimum of **four consecutive months** of experience in adult education. An ABE Authorization training is a CDE/AEFL approved training that familiarizes evaluators with the requirements for conducting evaluations. Contact [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us) or 303-866-6865 for more information.

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2. Be a supervisor or site coordinator and have worked with the applicant during a **minimum employment period of four consecutive months**. **Peers and relatives are not eligible evaluators.** The evaluator must be able to attest to the application of the course competencies for which the applicant is being evaluated.
3. Evaluators must be familiar with the course competencies and the rubric for each course that he/she will evaluate. Evaluators with limited adult basic education experience should contact the CDE Office of Adult Education and Family Literacy at 303.866.6942 or [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us) to request the Guide for Portfolio Evaluators (GPE).
4. If the evaluator and the applicant are no longer employed at the same program, the evaluator must complete the evaluation **within five years** of the applicant leaving the program. The applicant must request permission in writing from the ABE Authorization Coordinator at the CDE Office of Adult Education and Family Literacy to use an evaluator who is no longer employed at the adult education program at which he/she and the applicant worked together. The email response from the ABE Authorization Coordinator must be included in the portfolio submission. Send an email [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us) to request permission.

The ABE Authorization Coordinator will resolve questions about appropriate evaluators.

The program director's signature on the application and the evaluator's signature on the Evaluation of Experience serve as an assurance that the evaluator meets the requirements. Additional evidence of eligibility may be required if it is deemed necessary in order to constitute assurance that the evaluator meets the requirements.

## Evaluation of Experience: Requirements

### Requirements for Conducting the Evaluation

When conducting Evaluation of Experience for an course, the evaluator must:

- Observe the applicant specifically to evaluate his/her proficiency in the course competencies
- Observe the applicant the required minimum number of times for the minimum required length of time; and
- Meet with the applicant to discuss the competencies that are not observable and are in the "Discussion" and the "Observation and Discussion" Sections of the Evaluation of Experience form
- Complete the evaluation process for a single course within **six** months of the first observation date

In some cases, more than the minimum number of required observations may be necessary to evaluate the applicant's proficiency in the course competencies. This decision must be made by the evaluator. Any additional observation dates should be listed on the Evaluation of Experience form.

The requirements for conducting observations are described below.

1. Evaluators must observe applicants a minimum of **two times** on **two different dates** specifically for conducting the Evaluation of Experience for Introduction to Adult Education (EDU 131) and/or Planning, Organizing and Delivering Adult Education Instruction (EDU 132). Each observation should be for at least **30 minutes**. During the observations, the applicant must demonstrate the application of skills and knowledge listed on the rubric. (See Section 4.6, Scenario #2)
2. Evaluators must observe applicants a minimum of **three times** on **three different dates** specifically for conducting the Evaluation of Experience for each of the content area courses – Adult Basic Education (ABE)/ Adult Secondary Education (ASE) (EDU 133), Teaching English as a Second Language (ESL) to Adult Learners (EDU 134) and/or Family Literacy in Adult Education (EDU 135). Each observation should be for at least **30 minutes with a minimum total of 90 minutes of observation**. At least one of the three observations for ABE/ASE (EDU 133) must be of the applicant teaching numeracy (math) and one must be of the applicant teaching literacy. If the instructor does not provide instruction in both numeracy and literacy, the evaluator must contact the ABEA Portfolio Coordinator at ABE@cde.state.co.us or 303-866-6865 to discuss options. It is recommended that third observation be instruction in Social Studies or Science if the applicant is teaching ASE/GED. Observations for Introduction to Adult Education (EDU 131), and Planning, Organizing and Delivering Adult Education Instruction (EDU 132) can be combined with observations for the content courses (ESL, ABE/ASE, and/or Family Literacy). If this is done, the minimum length of each observation must be **45 minutes**. (See Section 4.6, Scenario #1)
3. If the portfolio contains evaluations for the ABE/ASE (EDU 133), Teaching ESL to Adult Learners (EDU 134) and/or Family Literacy in Adult Education (EDU 135) courses, **the sets of observation dates on the form for each course must be**

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**different.** If the observation dates are the same, a memo explaining this must be included with the portfolio, otherwise the portfolio will **not** be evaluated and it will be returned to the applicant.

4. It is recommended that the evaluator meet with the applicant for a post-observation conference to share what was observed with the applicant and ask clarification questions. It is required that the evaluator meet with the applicant to discuss competencies that cannot be evaluated through observation and are in the "Discussion" and the "Observation and Discussion" sections of the Evaluation of Experience forms. The date(s) of the discussion(s) must be provided on the Evaluation of Experience form for each course that is submitted.

## Evaluation of Experience: Scenarios

### Evaluation of Experience Scenarios:

These scenarios explain the required number of observations for a portfolio based on Evaluation of Experience.

#### **Scenario #1**

Angela Martino submits a portfolio with Evaluation of Experience for the four required courses – Introduction to Adult Education (EDU131), Planning, Organizing and Delivering Adult Education Instruction (EDU 132), Adult Basic Education (ABE)/ Adult Secondary Education (ASE), (EDU 133) and Teaching English as a Second Language (ESL) to Adult Learners (EDU 134). **Angela would need to be observed a minimum of 6 times in order to evaluate her proficiency in the competencies for EDU 131, 132, 133 and 134.**

Because the ABE/ASE (EDU 133) and Teaching ESL to Adult Learners (EDU 134) courses are content area courses, Angela would have to be observed a minimum of 3 times teaching ABE/ASE (EDU 133) and 3 times teaching ESL (EDU 134) for a total of 6 observations. The observations for Introduction to Adult Education (EDU 131) and Planning, Organizing and Delivering Adult Education Instruction (EDU 132) could be combined with the observations for ABE/ASE (EDU 133) and Teaching ESL to Adult Learners (EDU 134). The observations must be for a minimum of 45 minutes each to allow time to observe the Introduction to Adult Education (EDU 131) and Planning, Organizing and Delivering Adult Education Instruction (EDU 132) competencies. Competencies that cannot be evaluated through observation will need to be evaluated after a scheduled discussion with the applicant. This would be at least 4.5 hours of observations, not including the meeting with the applicant to discuss the competencies for each course that must be evaluated through discussion, the scheduling for the observations and discussions, and the time needed to complete the evaluation forms.

#### **Scenario #2**

Daniel Trainer submits a portfolio with Evaluation of Experience for one course – Planning, Organizing and Delivering Adult Education Instruction (EDU 132). **Daniel would need to be observed twice to evaluate his proficiency in the competencies for this course. Each observation must be for a minimum of 30 minutes.** Competencies that cannot be evaluated through observation will need to be evaluated after a scheduled discussion with the applicant. This would be at least 1 hour of observation, not including the meeting with the applicant to discuss the competencies that must be evaluated through discussion, the scheduling for the observations and discussion(s), and the time needed to complete the evaluation form.

## Evaluation of Experience: Instructions

### Instructions for Completing the Evaluation of Experience Form

The Evaluation of Experience form must be completed by the evaluator and reviewed for accuracy and completeness by the evaluator and the applicant. **All of the information on the Evaluation of Experience form except for the evaluator's signature and the signature date must be typed using a computer. Portfolios with handwritten information will be returned.**

1. Complete the information on the Evaluation of Experience cover sheet. There should be only **one evaluator** listed on the cover sheet.
  - a. If the evaluator is not listed as a supervisor on the Employment/Volunteer History, the program director listed on the application must submit a memo explaining why someone other than the applicant's supervisor conducted the Evaluation of Experience.
  - b. If the evaluator consulted with another staff member at the program or another adult education professional to complete the Evaluation of Experience, the evaluator must submit a memo identifying the name and qualifications of the individual who assisted him/her. The memo should explain why the evaluator consulted with this individual and how the individual assisted the evaluator.
  - c. The first observation date must be within **6 months** of the date of the evaluator's signature. The evaluator should sign the form when the evaluation for the course is completed.
  - d. The portfolio must be received in the CDE/AEFL office within **one year** of the earliest signature date on any portfolio forms.
2. Score the applicant's experience or knowledge for each course competency with a proficiency score based on a 1-3 scale using the rubric. The minimum required points are on the Evaluation of Experience forms for each course.
  - a. There is a maximum number of scores of limited proficiency (1) that are acceptable on a single evaluation, even if a minimum total score is achieved. The maximum number of competencies for which an applicant can score 1 can be found on the vvevaluation form for each course.
  - b. Zero (0) or N/A is not acceptable.
  - c. Type the total score on the last page of the evaluation form in the bottom right corner.

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3. Provide comments for the competencies that have required comments. The competencies with required comments are listed on the Evaluation of Experience cover sheet and are marked to differentiate them from the competencies with optional comments. **In addition, comments are required for competencies with a score of 1.** If optional comments are provided, they must be related to the rubric and they will be evaluated by the portfolio evaluator(s).
4. When scoring is completed, it is recommended that the evaluator write an evaluation summary, using only the space provided on the evaluation form, that highlights the experience and knowledge of the applicant. This is helpful, though not required, in the evaluation of a portfolio. See the Sample Portfolio in Section 5 for a completed Evaluation of Experience form.

# Evaluation of Experience: Guidance and Requirements

## Guidance for Applicants

This information addresses some frequently asked questions about portfolios.

- If submitting an Evaluation of Experience for the ABE/ASE (EDU 133), Teaching ESL to Adult Learners (EDU 134) and/or Family Literacy in Adult Education (EDU 135) courses, details about the applicant's experience teaching ESL, ABE/ASE and/or working in a family literacy program must be listed on the Employment/Volunteer History. Levels of ABE/ASE and/or ESL taught (1-6 or beginning, intermediate, advanced) must be included.
- An applicant may have one evaluator for all courses included in a portfolio or there may be a different evaluator for each course submitted. It may be necessary or appropriate for an applicant to have a different evaluator for each course in situations where:
  - The applicant is simultaneously employed at two or more adult education programs
  - The applicant has had two or more supervisors or site coordinators during his/her tenure at the program. (The applicant must have worked with each supervisor or site coordinator for a minimum of **90 hours**.)
  - The applicant teaches or has taught different content areas at the program, e.g. ESL, ABE and/or ASE/GED
- Applicants are responsible for assembling the portfolio according to ABE Authorization Handbook requirements and submitting it to the Office of Adult Education and Family Literacy. Portfolio assembly and submission is **not** the responsibility of the evaluator and/or the program director.

## Guidance for Using Past Experience

This applies to instructors who are currently teaching a specific content area (ESL, ABE and/or ASE/GED ) but who have **past experience** teaching one or more of the other content areas and would like to submit Evaluation of Experience based on this past experience.

## Requirements

Applicants must first meet the general eligibility requirements and complete the requirements for conducting the Evaluation of Experience.

1. The teaching experience must have been within **five years** of the date the portfolio is received in the Office of Adult Education and Family Literacy. The experience must be included on the Employment/Volunteer History.

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2. The applicant must independently prepare and deliver **three lessons** for a minimum of **30 minutes** each. The dates the lessons were delivered must be indicated on the form.
3. The demonstration lessons can be observed and evaluated by the applicant's **current or previous supervisor**. The evaluator must meet the eligibility criteria and conduct the evaluation according to the requirements. If the applicant's previous supervisor is no longer employed at the adult education program where the applicant and the supervisor worked together, that supervisor may not be eligible to conduct the evaluation. The applicant must contact the ABE Authorization Portfolio Coordinator in the CDE Office of Adult Education and Family Literacy office in writing at [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us) to request special permission to use an evaluator who is no longer employed at the program where the applicant and supervisor worked together.
4. The evaluator should meet with the applicant to debrief the observation. The evaluator must meet with the applicant to discuss any competencies that cannot be evaluated through observation.
5. The applicant must submit a memo with the portfolio acknowledging that he/she does not have a current teaching assignment teaching the content area for which he/she was evaluated. The memo must explain the arrangement and delivery of the demonstration lessons.

### Guidance for the Demonstration Lessons

These are requirements and recommendations for preparing for and delivering the demonstration lessons.

- The evaluator must meet all evaluator criteria identified in Section 4.2 - 4.3.
- It is recommended that the evaluator be the applicant's previous supervisor if this individual is still employed at the program where the applicant taught the content for which he/she is being evaluated. The demonstration lessons would be delivered at the adult education program where the evaluator is employed. If the supervisor is no longer working at the program where he/she worked with the applicant, the applicant must request special permission for this individual to conduct the Evaluation of Experience.

If the applicant's previous supervisor is not available to conduct the evaluation and the applicant must use an evaluator who is his/her current supervisor but who does not have experience in the content area he/she will be teaching in the demonstration lessons, it is recommended that the evaluator invite a colleague who is experienced in this content area to provide feedback for the evaluation. It is also recommended that the evaluator request the Guide for Portfolio Evaluators from the CDE Office of AEFL by sending an email to [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us). An example of when this might occur is if the applicant is currently employed as an

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ESL instructor and taught ABE/ASE at a different adult education program but his current supervisor does not have ABE/ASE experience.

- Prior to delivering the lessons, the applicant should meet at least once with each instructor who teaches the learners he/she will teach during the demonstration lessons. During this meeting, the applicant will learn about the curriculum, textbook, and the learners and receive guidance on appropriate content and skill(s) for the demonstration lessons.
- The applicant should observe the instructor(s) whose learners he/she will teach at least once before delivering the demonstration lessons.

Direct any questions about the Evaluation of Experience eligibility requirements, instructions and forms to the CDE Office of Adult Education and Family Literacy, 303-866-6865 or [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us).