# Evaluation of Equivalent Coursework: Requirements

## Introduction

Using credit bearing college or university teacher training courses from accredited institutions that are equivalent to the ABE Authorization Courses is one of three options for demonstrating proficiency in the course competencies. The ABE Authorization Courses are 3 credit hour courses. The equivalent coursework for a single course must equal or exceed 3 semester credit hours. See Section 2 of the Adult Basic Education (ABE) Authorization Handbook for information about the courses. A list of the course competencies is available in Section 10 of the handbook.

Candidates should use the Adult Basic Education Authorization Plan of Action in Section 1 of the handbook to determine the appropriate option for demonstrating proficiency in each course. Only one of the three options can be used for each course, but a combination of options can be used for the four required courses.

## Required Documents (See Section 6.2-6.4 for details about the information that must be contained in these documents.)

1. Evaluation of Equivalent Coursework Application
2. Proof of an associate degree or higher. Candidates who are in the process of earning a degree, should contact the CDE Office of Adult Education and Family Literacy at ABE@cde.state.co.us or 303.866.6865.
3. Evaluation of Equivalent Coursework Form for each ABE Authorization Course in which the applicant has completed equivalent credit bearing college or university coursework.
4. Course syllabus for each course listed on the Evaluation of Equivalent Coursework Form from the year in which the course was taken. The information on the syllabus must confirm that the course addressed adult learners and learning.
5. A transcript issued by a college or university for all courses listed on the Evaluation of Equivalent Coursework form(s) verifying a grade of C or better in each course.

A Documentation of Training form is **required only if the courses included in the application were completed more than 10 years** from the date on which the Evaluation of Equivalent Coursework documents will be submitted to the CDE Office of Adult Education and Family Literacy**.** If this is necessary**,** the applicant must have 30 hours of training within the past 5 years. The training must have addressed ABE Authorization Course Competencies.

## Optional Supporting Document

A signed and dated letter from the professor(s) who taught the course or from a college or university official confirming the course addressed the course competencies. The letter must be on official letterhead and no longer than one page.

# Evaluation of Equivalent Coursework: Instructions

## Preparation

1. Read the ABE Authorization Course Competencies for each of the required courses. The competencies are available on the Evaluation of Equivalent Coursework forms in this section and in Section 10 of the ABE Authorization Handbook.
2. Confirm that the equivalent coursework addresses a minimum of 80% of the competencies in a course. Multiple courses can be used to document proficiency in the course competencies. See the sample form in Section 6.34-6.39. The Evaluation of Equivalent Coursework Form for each course indicates the minimum number of competencies that must be addressed.
3. Gather the required documents. (If the applicant cannot obtain **all of the required documents**, he/she should take the course or submit a portfolio.)

## Completing the Forms

All of the forms must be typed. They are available for download on the website and they can be saved. The documents must be received in the order listed below and they must meet professional standards in order to be eligible for evaluation, e.g. unsoiled, correct grammar, punctuation and spelling.

### Evaluation of Equivalent Coursework Application

Provide all of the information on the two page Evaluation of Equivalent Coursework Application. If courses on the Evaluation of Equivalent coursework forms were taken at two or more universities, please provide the contact information required at the bottom of the second page of the application on a separate page. Please type the information. The applicant will be contacted if there is any missing information and this may delay the evaluation of the documents.

### Proof of Degree

Acceptable documents include a copy of a diploma, professional teaching license or college or university transcript confirming that a degree was awarded.

### Evaluation of Equivalent Coursework Forms

In the equivalent coursework column next to each competency, provide the information about the course(s) that address the ABE Authorization Competency. Identify the applicable course by course number, course title, college/university name, and date completed; e.g., AD624 Adult Teaching and Learning I, Colorado State University, May 2007. An example of a completed Evaluation of Equivalent Coursework form is available at the end of Section 6 of the handbook.

### College or university transcript

A copy of a transcript confirming a C or better **in each equivalent course** listed on the Evaluation of Equivalent Coursework forms must be included. The transcript must have the applicant's first and last name, the name of the issuing college or university, the course

number and name, the semester and year in which the course was taken, the number of credit or quarter hours, and the grade that was earned.

**Course Syllabus**

Each syllabi must be labeled with the applicant's name and the ABE Authorization Course(s) for which it is being submitted. The syllabi must contain two of these three items that confirm that the course addressed adult learners and learning: a course description, course objectives/competencies and the title and author of the required textbook(s). Questions about the eligibility of a syllabi should be directed to the CDE Office of Adult Education and Family Literacy at ABE@cde.state.co.us or 303.866.6865.

**Documentation of Training form** (Required **only** if the equivalent coursework was completed more than 10 years ago.)
Read the instructions and review the sample form in Section 5 for assistance in completing this form.

## Assembling the Evaluation of Equivalent Coursework Documents

These forms and documents, required for all Evaluation of Equivalent Coursework submissions, 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 use the instructions when completing the forms to ensure they can be evaluated by the ABE Authorization Committee.

- Application
- Proof of a postsecondary degree (a copy of a diploma, a professional teaching license, or an unofficial transcript verifying a degree)
- Evaluation of Equivalent Coursework forms
- Syllabus for each course listed on the Evaluation of Equivalent Coursework forms
- Transcript for each course listed on the Evaluation of Equivalent Coursework forms
- If applicable, Documentation of Training form

Applicants **SHOULD NOT** submit transcripts for EDU and/or EDAE courses. These transcripts are submitted to CDE Educator Licensing with the ABE 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.

# Evaluation of Equivalent Coursework: Submitting the Documents

## Evaluation of Equivalent Coursework Documents 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 Evaluation of Equivalent Coursework Documents:

The documents must be delivered by mail or in person to the address below 15 business days prior to the scheduled committee meeting. Applicants should refer to the schedule of deadlines and committee meetings available on the authorization website. The ABE Authorization Committee **DOES NOT** meet in July. Documents received after the deadline for the June meeting will be reviewed in August. If more than three instructors at an adult education program will be submitting Evaluation of Equivalent Coursework documents for the same deadline, the CDE Office of AEFL must be notified by sending 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. Documents delivered in person will not be screened while the applicant waits. It is recommended that the applicant retain a copy of the documents as none of the submitted documents will be returned to the applicant.

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## An Overview of the Screening and Evaluation Process

After a preliminary screening to determine if the basic requirements are met, the Evaluation of Equivalent Coursework documents are sent electronically to the committee. The committee evaluates Evaluation of Equivalent Coursework documents monthly.

Within a week of the monthly committee meeting, the applicant and his/her local program director are notified regarding the committee's decision. The applicant will receive a Certificate of Equivalency for each course in the portfolio that met the requirements within a week of being notified about the committee's decision. The Certificate of Equivalency is submitted 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.

# Evaluation of Equivalent Coursework: Submitting the Documents

If the requirements were not met, 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 Evaluation of Equivalent Coursework documents to be approved. The committee may recommend that the applicant take one or more courses or submit a portfolio if the applicant does not meet the requirements. If none of the courses were approved, the documents will be returned to the applicant. Applicants should review the Resubmission Policy in Section 3 of the ABE Authorization Handbook before resubmitting the Evaluation of Equivalent Coursework documents to the committee.
For additional information, contact the ABE Authorization staff at 303.866.6884 or ABE@cde.state.co.us.