Evaluation of Equivalent Coursework Application

The information requested must be typed. See the requirements and instructions Section 6.1 - 6.3 BEFORE completing this form.

Name _____
Last First Middle Initial

Address _____
Street Apartment

_____
City State Zip Code

Phone _____
Work Home Cell

E-mail _____

I hereby apply to the CDE Office of Adult Education and Family Literacy for a Certificate of Equivalency from the Colorado Community College System for the course(s) included in this application. I certify the accuracy and authenticity of the documents submitted. I grant permission for the evaluation of the documents included in this application. I understand the documents will be used to determine if the coursework I have taken documents proficiency in the course competencies. I understand that staff at the college and/or university that offered the courses may be contacted to verify the information submitted with this application. I understand that only the information submitted with this application and any information obtained from the college(s) and/or university(ies) will be used to determine I qualify for a Certificate of Equivalency.

_____ _____
Applicant's Signature **Date**

If the applicant is currently employed in an adult education program, the program director must complete the information below.

Name of current adult education program director _____

Program Name _____ Program's Address _____

Director's Phone _____ E-mail Address _____

I have reviewed and support this application.

_____ _____
Signature of Adult Education Program Director **Date**

Evaluation of Equivalent Coursework Application

Check the appropriate box to indicate how the requirements for each ABE Authorization Course will be completed.

	Authorization Plan of Action		
Required Courses	**Equivalent course-work application**	**Portfolio based on evaluation of experience**	**Take the course**
Introduction to Adult Education			
Planning, Organizing, and Delivering Adult Education Instruction			
Adult Basic Education (ABE) and Adult Secondary Education (ASE/ GED)			
Teaching English as a Second Language (ESL) to Adult Learners			
Family Literacy in Adult Education			

Required Document Checklist	
	Equivalent Coursework Application
	Proof of degree
	Equivalent Coursework Form for each ABE Authorization Course in which the applicant has equivalent coursework
	Syllabi w/ two of the three items—course description, course competencies, required textbook(s)
	Transcripts for all courses listed on Equivalent Coursework forms with grade of C or better
	Documentation of Training (if coursework is more than 10 years old)
Optional Document	
	Letter of support from professor or university official

College/University Contact Information (if courses on Evaluation of Equivalent Coursework forms are from multiple colleges/universities, provide this information on a separate page.)

College/University _____ Department(s) in which courses were taken _____

Address _____

Telephone _____ Website: _____