

# Glossary

**ABE** – Adult Basic Education

**ABEA**—See Adult Basic Education Authorization

**ADA** – Americans with Disabilities Act

**Adult** – See description under Adult education

**Adult Basic Education (ABE)** – A component of adult education. ABE is instruction in basic skills below the 9<sup>th</sup> grade level (0-8.9).

**Adult Basic Education Authorization** - A credential issued by Educator Licensing that represents that an individual has a basic foundational knowledge in the field of adult basic education, which includes English as a Second Language, Adult Basic Education and Adult Secondary Education.

<http://www.cde.state.co.us/cdeadult/LIAIndex.htm>

**ABE Training and Learning Center (ABE-TLC)** – The Adult Basic Education Training and Learning Center is operated by Colorado State University School of Education, Adult education and Training Division through a state leadership grant administered by the Adult Education and Family Literacy Office. ABE-TLC maintains a resource library and provides regional professional development and training to AEFLA-funded programs throughout the state. <http://www.cde.state.co.us/cdeadult/abe-tlc>

**Adult education** – Services or instruction below the postsecondary level for individuals who:

- Have attained 16 years of age; and
- Are not enrolled or required to be enrolled in secondary school under State law; and
  - Lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; or
  - Do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; or
  - Are unable to speak, read, or write the English language

**Adult Education Act (AEA) of 1966** – The federal legislation that first established adult literacy as a distinct federal program. In 1991, the National Literacy Act was incorporated into the AEA. It was repealed and replaced by the Adult Education & Family Literacy Act (AEFLA), Title II of Workforce Investment Act (WIA), in 1998.

**Adult Secondary Education (ASE)** – A component of adult education. ASE is instruction in basic skills at or above the 9<sup>th</sup> grade level (9.0-12.9), Adult High School (AHS), and GED preparation.

**AEA** – Adult Education Act

**AEFL** – The office at the Colorado Department of Education that administers the Adult Education and Family Literacy Act (AEFLA) grant.

**AEFLA** – Adult Education and Family Literacy Act. AEFLA is Title II of the Workforce Investment Act (WIA) enacted in 1998 to replace the Adult Education Act of 1966.

<http://www.cde.state.co.us/cdeadult/download/pdf/adulttitle2.pdf>

**AEFLA eligible provider** – Agencies eligible for AEFLA funds: a local educational agency, a community-based organization of demonstrated effectiveness, a volunteer literacy organization of demonstrated effectiveness, an institution of higher education, a public or private nonprofit agency, a library, a public housing authority, a nonprofit institution that has the ability to provide literacy services to adults and families, or a consortium of such organizations. For-profit entities are not eligible providers under AEFLA.

# Glossary

**Annual Performance Report (APR)** – Performance reports that AEFLA-funded programs are required to submit to the state of Colorado annually. APRs include (but are not limited to) programs' data on student learning gains, enrollment numbers, and achievement goals.

**APR** – See Annual Performance Report

**ASE** – See Adult Secondary Education

**Benchmark** – An established point of reference against which to compare or measure progress.

**BEST Plus** – BEST Plus is a standardized test for assessing the oral English proficiency of adult English language learners using interpersonal communication in every day language. BEST Plus comes in two versions – a computer-adaptive assessment on CD-ROM or a semi-adaptive print-based version. Both versions are individually administered as face-to-face scripted oral interviews.

**BOCES** – Board of Cooperative Educational Services, <http://www.coloradoboces.org/>

**CAELA** – Center for Adult English Language Acquisition, [www.cal.org/caela/](http://www.cal.org/caela/)

**CAEPA** – Colorado Adult Education Professional Association, [www.caepa.org/](http://www.caepa.org/)

**CAESAR** – Colorado Adult Education System for Accountability and Reporting; the current CDE/AEFL data collection system.

**CASAS** – Comprehensive Adult Student Assessment System tests are standardized assessment instruments for assessing adult basic skills within a functional context. CASAS tests can be used for ESL, ABE, and ASE learners.

**CBO** – Community-Based Organization

**CCOnline** – The Colorado Community Colleges Online is a consortium comprised of the thirteen Community Colleges in the Colorado Community College System (CCCS). CCCOnline offers online courses, including the required EDU courses for the ABE Authorization. The website is: <http://www.ccconline.org/>.

**CCCS** – See Colorado Community College System

**CDE** – Colorado Department of Education, [www.cde.state.co.us](http://www.cde.state.co.us)

**CDLE** – Colorado Department of Labor and Employment

**Certificate of Equivalency** – An official document issued by CCCS that verifies a portfolio applicant has demonstrated proficiency in the ABE Authorization course competencies for the course(s) listed on the certificate. It is equivalent to a transcript and submitted to Educator Licensing with the ABE Authorization application.

**Civics education** – An educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. government and history to help students acquire the skills and knowledge to become active and informed parents, workers, and community members.

**CLICK** – Statewide electronic communication system (listserv) for adult education and family literacy

# Glossary

programs. To subscribe to CLICK, contact the list administrator, Debra Fawcett at 303.866.6914, [fawcett\\_d@cde.state.co.us](mailto:fawcett_d@cde.state.co.us).

**COABE** – Commission on Adult Basic Education

**COF** – See College Opportunity Fund

**Colorado Community College System** – Thirteen state community colleges comprise the CCCS. It's the states largest system of higher education. The courses required to complete the ABE Authorization are offered through the following participating colleges:

- CCA – Community College of Aurora
- FRCC – Front Range Community
- MCC – Morgan Community College
- RRCC – Red Rocks Community College
- TSJC – Trinidad State Junior College

**College Opportunity Fund** – The College Opportunity Trust Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of a student's total in-state tuition when attending a [Colorado public institution](#) or a [participating private institution](#). <http://cof.college-assist.org/cofapp/cofapp/Default.aspx>

**Committee (ABE)** – The ABE Authorization Committee was established in 2004 to evaluate ABE Authorization Portfolios. The committee also advises the CDE Office of Adult Education and Family Literacy on ABE Authorization policies and procedures. (See Section 10 of the ABE Authorization Handbook)

**Core indicators of performance** – The outcomes required by the Adult Education and Family Literacy Act, which are:

- Improvements in literacy skill levels in reading, writing and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills;
- Placement in, retention in, or completion of, postsecondary education, training, unsubsidized employment or career advancement; and
- Receipt of a secondary school diploma or its recognized equivalent.

**Core outcome measures** – The central measures of the NRS which address the requirements for core indicators of performance in the Adult Education and Family Literacy Act. The core outcome measures are:

- Educational gains (achievement of skills to advance one or more educational functioning levels);
- Enter (or retain) employment;
- Placement in postsecondary education or training; and
- Receipt of a secondary school diploma or GED certificate.

**Correctional institution** – Any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.

**CoTESOL** – The Colorado affiliate of TESOL (Teachers of English to Speakers of Other Languages). <http://www.colorado.edu/iec/cotesol/>

**DAEL** – Division of Adult Education and Literacy is a division of the Office of Vocational Adult Education (OVAE) at the U.S. Department of Education. DAEL administers the federal grant for adult education through the AEFLA grants.

# Glossary

**DOC** – Department of Corrections

**DOL** – U.S. Department of Labor

**EDU** – The course designation assigned to the required courses to earn the ABE Authorization.

**Educational Functioning Level (EFL)** – The levels at which students are initially placed based on their ability to perform literacy-related tasks in specific content areas as determined by a state approved standardized assessment (initial EFL). After a set period of time or number of instructional hours, students are again assessed with an alternate form of the assessment to determine their skill level.

**Educator Licensing** – The office at CDE that issues licenses and authorizations for professional educators. [www.cde.state.co.us/index\\_license.htm](http://www.cde.state.co.us/index_license.htm).

**EFL** – Educational Functioning Level

**EL/Civics** – English Literacy and Civics Education sometimes referred to as EL/CE. (See English Literacy and Civics Education grant program)

**ELL** – English Language Learner

**English as a Second Language (ESL)** – A program of instruction designed to help individuals of limited English proficiency achieve competence in the English language.

**English Literacy and Civics Education (EL/Civics) grant program** – Federal grant funds, made available under AEFLA, to enable local programs to provide integrated English literacy and civics education services to immigrants and other limited English proficient populations. EL/Civics programs provide integrated services that incorporate both English literacy and civics education so that students improve English and civic opportunities e.g. navigate governmental, educational, and workplace systems and key institutions such as banking and health care.

**ESL** – English as a Second Language

**ESOL** – English for Speakers of Other Languages

**ETA** – Employment and Training Administration (U.S. Department of Labor)

**Evaluator** – See Portfolio Evaluator

**Family literacy** – See Family Literacy Services

**Family literacy services** – Services that are of sufficient intensity in terms of hours, and of sufficient weeks of instruction per year, to make sustainable changes in the family and integrate all of the following activities:

- Interactive literacy activities between parents and their children (PACT)
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children
- Parent literacy training that leads to economic self-sufficiency (ABE, ASE, and/or ESL)
- An age-appropriate education program to prepare children for success in school and life experiences (early childhood and school age)

# Glossary

**FBO** – Faith-Based Organization

**FERPA** – The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Follow-up measures** – The outcome measures pertaining to those main and secondary learner goals that programs are required to follow up on in order to collect outcome data to be entered into CAESAR. Goals requiring follow-up (which may occur after a student has left the program) are: obtain a job, retain current job, earn a secondary school diploma or achieve GED certificate, and enter postsecondary education or training. In addition, programs must report outcomes related to education gains for all students.

**FY** – Fiscal Year

**GED** – General Educational Development. The GED is a obtained through a nationally normed test that measures skills in five areas: reading, writing, social studies, science, and math.

**GEPA** – General Education Provisions Act. Section 427 of GEPA requires each applicant for assistance under U.S. Department of Education programs to develop and describe in the grant application the steps it proposes to take to ensure equitable access to and equitable participation in its proposed project for program beneficiaries with special needs.

**GPE** – See Guide for Portfolio Evaluators.

**Guide for Portfolio Evaluators** – A guide for supervisors or program directors who evaluate the experience of staff members for the portfolio process. The guide supports the rubrics for the evaluation of each ABE Authorization course and can be requested from CDE by sending an email to [ABE@cde.state.co.us](mailto:ABE@cde.state.co.us).

**Handbook (ABE Authorization)** – The ABE Authorization Handbook explains the ABE Authorization, its history, the policy, the three options that can be used to document proficiency in the course competencies, the requirements and procedures for earning the ABE Authorization and how to apply to Educator Licensing for the Authorization.

**Head Start** – Head Start and Early Head Start are comprehensive child development programs that serve children from birth to age 5, pregnant women, and their families with the overall goal of increasing the school readiness of young children in low-income families.

**Home College** – College where students who would like to take EDU courses online through CCCOnline must apply and register (See Colorado Community College Online); records are kept by the home college and transcripts are issued. [http://www.cconline.org/About\\_Us/Home\\_Colleges](http://www.cconline.org/About_Us/Home_Colleges)

**Intensity and duration** – Services that provide sufficient hours of instruction each week, and sufficient weeks of instruction per year to make sustainable changes in the skill levels of adults.

**LEA** – Local Education Agency

**Learner goal(s)** – A student’s reason(s) for enrolling in and attending adult education class(es). These goals may include:

- Obtain a job/retain current job

# Glossary

- Improve employment
- Earn a secondary school diploma
- Earn a GED diploma
- Enter postsecondary education or training
- Improve basic literacy skills
- Improve English skills
- Increase involvement in children’s education
- Increase involvement in children’s literacy activities
- Complete work-based project (for Work-based Project learners only)
- Other personal goal(s)

**LEP** – Limited English Proficient or Proficiency

**Limited English Proficient/Proficiency (LEP)** – Refers to an adult or out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English, or who lives in a family or community environment where a language other than English is the dominant language.

**LINCS** – Literacy Information and Communication System, <http://lincs.ed.gov/>

**Literacy** – An individual’s ability to read, write, and speak in English, compute, and solve problems at levels of proficiency necessary to function on the job, in the family and in society.

**Monitoring and evaluation** – A process for examining performance and outcomes using indicators that help measure progress toward achieving goals.

**MPAEA** – Mountain Plains Adult Education Association; an adult education professional association serving an 8 state region: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming.

**National Literacy Act of 1991** – Adult literacy legislation superseded by AEFLA

**National Reporting System for Adult Education (NRS)** – An outcome-based reporting system for the state-administered federally funded adult education program. Developed with the support of the U.S. Department of Education’s Division of Adult Education and Literacy (DAEL), the NRS is the result of an ongoing cooperative process between state adult education directors and DAEL to identify appropriate outcomes for adult education.

**NCFL** – National Center for Family Literacy, <http://www.famlit.org/>

**NCFL Foundations Training** – Provides beginning family literacy practitioners the framework needed to fully understand the comprehensive, four-component family literacy model. Foundations training is designed to provide a basic overview of the principles and practices of family literacy and the research that supports those practices.

**NCLB** – No Child Left Behind

**Needs assessment** – A form to identify a learner’s personal needs for attending adult education classes; this identifies reasons for participating in class rather than identifying specific skills to be gained to achieve success academically.

**NRS** – See National Reporting System (for adult education)

# Glossary

**OVAE** – Office of Vocational and Adult Education. OVAE is an office of the U.S. Department of Education that manages a number of federal programs and grants, including adult education through its Division of Adult Education and Literacy (DAEL).

**PACT** – Parent and Child Together (PACT) Time; one of the four components of a model family literacy program designed to help parents become their child’s first and most important teacher.

**Portfolio (ABE Authorization)** – An ABE Authorization Portfolio documents an applicant’s educational background and teaching experience and professional development in the field of adult basic education through the use of required forms and documents. Successful portfolio applicants earn a Certificate of Equivalency for the course(s) included in the portfolio. (See Sections 3 - 6 in the ABE Authorization Handbook)

**Portfolio Evaluator** – An instructional supervisor who has worked with and observed a portfolio applicant teaching Adult Basic Education (includes ESL) or Adult Secondary Education/ GED preparation courses for at least one semester (approximately 4 months). (See Section 4 of the ABE Authorization Handbook)

**PAIR** – Program Accountability and Improvement Review. PAIRs are conducted annually on a rotating basis. The purpose is to provide an evaluation of programs’ compliance with the requirements of WIA and the implementation of their program and instructional plans. PAIR teams work with AEFLA-funded programs on compliance and quality issues. Formerly known as Peer Review.

**PDAG** – See Professional Development Advisory Group

**Peer Review** – See PAIR

**Performance assessment** – A form of testing that requires learners to perform a task rather than select an answer from a ready-made list. Sometimes called alternative or authentic assessment, it requires performance of the skill being measured. Performance assessment can be administered by gathering data through systematic observation of students’ directly-observable behavior.

**Phonemic awareness** – The awareness of the sounds (phonemes) that make up spoken words

**Placement tests** – The initial assessments administered to students to determine proficiencies in basic skills. The results guide placement into the appropriate instructional program and educational functioning level.

**Policy (ABE Authorization)** – The ABE Authorization Policy was enacted on July 1, 2007; Adult education programs that receive AEFLA funds must be in compliance with the policy which requires instructors who work with AEFLA-reported learners to have the authorization or earn it within three years of their date of hire. (See Section 10)

**Post tests** – Tests administered to students upon completion of learner goals or completion of a course of study or during the final quarter of the fiscal year (April, May, or June). The results are used to determine learning progress and ending educational functioning level.

**Pre tests** – Tests administered to students to establish an initial benchmark against which learning progress is measured.

**Professional Development** – In adult education, professional development is the means and opportunities by which adult educators enhance the knowledge and skills needed to instruct and prepare adult learners for their roles as citizens, workers, and family members.

# Glossary

**Professional Development Advisory Group (PDAG)** – The advisory body that assists in the development of policies governing professional development for adult education instructors and program directors of AEFLA-funded programs in Colorado. <http://www.cde.state.co.us/cdeadult/PDAG.htm>

**Professional volunteer** – a person who has been active in implementing lesson plans in an adult program and has been supervised by a member of the program’s professional teaching staff.

**ProLiteracy** – An international volunteer literacy organization formed by the merger of Laubach Literacy and Literacy Volunteers of America.

**Public assistance** – Receipt of financial assistance from federal, state, or local government agencies, including TANF, food stamps, refugee cash assistance, old-age assistance, general assistance and aid to the blind or totally disabled. Social Security benefits, unemployment insurance and employment-funded disability are not included under this definition.

**Realia** – Objects (such as coins and food packages) and real-life print materials (such as job applications, phone books, maps, tax forms, and bus schedules) used as teaching tools.

**Rendezvous Conference** – Colorado’s annual conference for adult education and family literacy service providers. The conference is planned by the Board of Directors of the Colorado Adult Education Professional Association (CAEPA).

**Retention strategies** – Strategies employed in order to prevent students from dropping out of a program before achieving learning goals.

**RFP** – Request for Proposals

**Rubric** – A standard for evaluation. A rubric is available for each ABE Authorization course for which an applicant wishes to submit a portfolio. (See Sections 6 and 10 of the ABE Authorization Handbook)

**SCANS** – See Secretary’s Commission on Achieving Necessary Skills

**Secretary’s Commission on Achieving Necessary Skills** – In 1990, The Secretary of Labor appointed this commission to identify the skills needed to succeed in the workplace. The SCANS Skills are made up of five workplace competencies based on a three-part foundation.

**SEP** – See Student Educational Plan

**SPDRC** – See State Professional Development Resource Center

**SLRC** – State Literacy Resource Center, see State Professional Development Resource Center

**SPL** – See Student Performance Level

**Standardized assessments or standardized test(ing)** – Normed tests that are administered, scored, and interpreted in a consistent manner whenever, wherever, and to whomever they are given.

**State Literacy Resource Center (SLRC)** – Former name of the State Professional Development Resource Center (SPDRC) program.

**State Plan for Adult Education and Family Literacy** – Colorado is required to submit to the U.S. Department of Education a 5-year plan for the administration of the federally funded adult education

# Glossary

program (AEFLA). The State Plan includes federally mandated progress measures that State and local programs must meet.

**Student Educational Plan (SEP)** – An individualized plan for instruction that assists learners in achieving their academic and personal goals.

**Student Performance Level (SPL)** – Descriptions associated with standardized testing and federally-mandated progress measures (NRS) that summarize an adult learner’s ability at a range of levels e.g. Beginning Basic 0-1.9, Basic 2.0-3.9, Low Intermediate 4.0-5.9.

**Systematic phonics** – A technique for teaching decoding and spelling that stresses sound-symbol relationships and is integrated into the instructional plan as a component of reading instruction.

**TA** – See Technical assistance

**TABE** – See Tests of Adult Basic Education

**TANF** – Temporary Assistance for Needy Families

**Technical assistance** – Assistance given by the funding agency in the development, operation, or management of a grant project.

**TESOL** – Teachers of English to Speakers of Other Languages; an international professional association for English language educators.

**Tests of Adult Basic Education (TABE)** – A standardized assessment of adult basic skills in reading math, language and spelling. It is one of Colorado’s approved standardized assessments used with ABE/ASE students to determine initial and final Student Performance Levels by pre and post testing. The two available forms span a range of difficulty from pre-literacy through the 12.9 grade level.

**USDOE** – United States Department of Education

**WIA** – See Workforce Investment Act

**WIA Title I** – Authorizes the Workforce Investment System, establishes state workforce investment boards, authorizes governors to designate local “workforce investment areas” and oversee local workforce investment boards, establishes youth councils as a subgroup of the local board to guide the development and operation of programs for youth, establishes a “One-Stop” delivery system with career centers where citizens can access core employment services and be referred directly to job training, education, or other services.

**WIA Title II** – Authorizes the Adult Education and Family Literacy Act.

**Work-based Project** – An instructional or training course in partnership with a local employer that has at least 12 hours and no more than 30 hours of scheduled instruction and is designed to teach work-based literacy skills.

**Workforce Centers** – Offices located in workforce regions throughout the state that offer services to job seekers and to employers.

<http://www.colorado.gov/cs/Satellite/CDLE-EmployTrain/CDLE/1248095319014>

# Glossary

**Workforce education** – Instruction related to job acquisition or improvement, job readiness, job retention, or any vocationally specific training.

**Workforce Investment Act (WIA)** – Signed into law on August 7, 1998, the Workforce Investment Act of 1998 (P.L. 105-220) reformed federal employment, adult education, and vocational rehabilitation programs to create an integrated, “one-stop” system of workforce investment and education activities for adults and youth. Local programs funded under AEFLA (Title II of WIA) are mandatory partners in the one-stop delivery system.

**Workforce Investment Board (WIB)** – The entities responsible for ensuring that workforce development services effectively and efficiently support the labor and job training demands of local areas’ industries and employers. In Colorado, the State WIB is the Colorado Workforce Development Council.

**WorkKeys** – WorkKeys, developed by ACT, is a national system for teaching and assessing workplace skills. The system is designed to help businesses fulfill their needs for workplace skills in hiring and training. It also helps individuals document their workplace skills. Since it is not a diagnostic assessment, it cannot be used as a standardized assessment for AEFLA programs.

**Workplace education** – Instruction using customized or modified curriculum based on employers’ needs. Workplace education can be either on-site or off-site ABE, ESL, or GED instruction.

**Workplace literacy services** – Literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills. This definition is aligned with the responsibility of the provider to coordinate activities with local workforce development boards.