ABE Authorization Update

January 2013

COURSE COMPETENCY REVISION PROJECT

Course Groups Developing Draft Competencies by May 20, 2013

The CDE Office of Adult Education and Family Literacy (AEFL) invited members of the field to participate in revising the competencies for the four required ABE Authorization courses. On November 29, 2012, 32 people from around the state participated in person and remotely in a meeting to kick off the project. An additional 19 people expressed interest in participating in the project but were unable to participate during the November 29, 2012 meeting. The CDE Office of AEFL staff members are very excited and encouraged by the interest shown in this project.

The agenda included background on the ABE Authorization, a national overview of adult educator credentialing, a review of the course descriptions and competencies, and a discussion of guidelines and recommendations for revising the competencies. The second half of the meeting included an opportunity for the participants to work in small groups to plan how they will work together to draft revised competencies.

Each group is working independently to review and revise the competencies. Written progress updates will be submitted monthly to the CDE Office of AEFL and interim competency drafts will be submitted as revisions are made so that feedback can be provided before the May 20, 2013 deadline for each group to submit their drafts.

The drafts will be reviewed by the CDE Office of AEFL staff and then posted on the ABE Authorization website for comment from the field. The competencies must be approved by the Colorado Community College System and the State Board of Education. The tentative timeframe for implementation of the revised competencies is fall 2014.

Questions about this project should be directed to Jessie Hawthorn at hawthorn_j@cde.state.co.us or 303.866.6942.

SOLICITING FEEDBACK ON ABEA POLICY

Staff Required to Earn the Authorization

The CDE Office of Adult Education and Family Literacy (AEFL) administers Workforce Investment Act (WIA) Adult Education and Family Literacy Act (AEFLA) funding to 32 grantees throughout the state. The ABE Authorization Policy requires that paid instructors who work with AEFLA-reported learners earn the authorization within three years of their date of hire. At any given time, 50% of paid instructors who work 15 hours or more per week with AEFLA reported learners and 25% of paid instructors who work fewer than 15 hours per week with AEFLA reported learners must have the authorization.

Each fall AEFLA-funded programs submit updates to the ABE Authorization Compliance Status Report. Programs are required to report the name, date of hire and the number of hours worked per week

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CONGRATULATIONS!

The Committee approved portfolios in October, November and December submitted by:

- Kendra Cowles, Colorado Mountain College
- Kellsie Endres, Community Educational Outreach
- Rose Ella Ortega, Intergenerational Learning Center
- Deborah Pace, Pine River Community Learning Center
- Ann Stanford, Valley Campus – Trinidad State Junior College
- Agnieszka Zaremba, Colorado Mountain College

Portfolios must be received in the CDE Office of AEFL **by 5 pm January 18** for evaluation in February.

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201 E. Colfax Ave., Room 300, Denver, CO 80203
Ph: 303.866.6884; Email: ABE@cde.state.co.us

for each paid instructor who works with AEFLA-reported learners. This information is used to determine the number of teachers who must have the authorization for the program to be in compliance with the policy by the end of the fiscal year on June 30, 2013.

In reviewing the Compliance Status Reports, it was noted that some paid staff members on the reports are not instructors and that programs are not reporting all non-instructional staff members. The ABE Authorization Committee discussed this issue and recommended to the CDE Office of AEFL staff that feedback from AEFLA program directors be solicited about this. A link to a brief survey will be emailed to AEFLA program directors the week of January 14, 2013. The committee will discuss the survey results during the February 8, 2013 meeting. If any changes are made to the policy, the program directors will be notified before the start of FY14 on July 1, 2013 and would take effect at that time.

HANDBOOK REVISIONS

Revisions have been made to four sections of the ABE Authorization Handbook. A brief overview of the revisions that were made to each section is provided below. The handbook is available on the ABE Authorization website at http://www.cde.state.co.us/cdeadult/LIAIndex.htm.

Section 3: Portfolio
This section required updates to clarify information and to address decisions made by the CDE Office of AEFL staff members based on feedback from the ABE Authorization Committee. Significant revisions were made to the following pages in Section 3.

- 3.1 - Replaced 'Why complete a portfolio?' with 'Who is eligible to submit a portfolio?'
- 3.4 - Added 'Portfolio Decision Appeal Process'
- 3.8 – Added to the first paragraph that up to 180 of the 720 hours of experience can be hours of experience teaching secondary or postsecondary ESL, reading, writing and/or math experience
- 3.13 – Added a list of activities that are ineligible for inclusion on the Documentation of Training

Section 7: Applying to CDE Educator Licensing for the Authorization
The revisions to this section include a notice in Section 7.1 that as of January 2013 authorizations will not be sent by mail. Applicants will get an email directing them to login to their account on eLicensing to print the authorization within 30 days. The link will be inactive after 30 days and applicants will have to pay a $25 fee to generate a new link if they do not save the file and/or print a copy of the document.

Additionally, some details about the process of applying for the ABE Authorization using eLicensing were deleted from Section 7. Now only general information about the application process is available. This was done to minimize the possibility of inaccurate information about the application process being available in the handbook. Detailed information is available on the Educator Licensing website and/or in eLicensing.

Section 8: Renewal
Some details about the process of renewing the ABE Authorization using eLicensing were deleted from Section 8. Now only general information about the renewal process is available

Section 9: Glossary
Some terms and definitions were deleted and others were revised.

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COMMITTEE

Recruiting Members for FY14

Currently there are three members serving on the ABE Authorization Committee – Vera Atilano, Callie James and Karin McGuire. The committee is not evaluating portfolios at this time. In the past this was one of the primary functions of the committee. There are bi-monthly telephone conferences for 1.5 hours each. In FY14 the committee may return to meeting monthly if membership increases. The Office of AEFL is recruiting up to seven committee members. Members are asked to commit to a minimum of two years of service.

Committee members contribute to the development of professional standards for adult basic education instructors in Colorado and assist the state office in providing leadership to the field of adult basic education in Colorado. Members can impact the content of the courses, policy and the options for obtaining the authorization. Some members will be leaving the committee soon.

To learn more about the committee, go to http://www.cde.state.co.us/cdeadult/download/ABE/ABEHandbook/Section%2010/10.32ABEACommittee.pdf. If you have questions or are interested in joining, please email Jessie Hawthorn, the ABE Authorization Committee chair, at hawthorn_j@cde.state.co.us or call 303.866.6942.

ABE AUTHORIZATION COURSES

Courses are offered at the undergraduate level through CCCOnline or local community colleges in Colorado or at the graduate level at Colorado State University. To register or for more information, visit the websites or email the contacts provided below.

IMPORTANT: If you can get a commitment from a cohort of 10 or more adult educators at your program or in your local area, the CDE Office of AEFL will find a college to offer the course. Send an email to ABE@cde.state.co.us expressing your interest in this option.

Professional development (PD) support is available for the courses. Paid teaching staff that work with AEFLA reported learners and meet the other eligibility requirements must submit applications to the Office of AEFL at least 15 days prior to the start of the course. Go to http://www.cde.state.co.us/cdeadult/LIAPDSupport.htm for more information. **Applicants must wait until they receive notification of the approval of the support to register for the courses.**

Spring 2013

EDU 131 Introduction to Adult Education	Morgan Community College www.MorganCC.edu	Hybrid Course, Start date January 19 Contact Julie Waters at Julie.oliver@morgancc.edu
EDU 132 Planning, Organizing and Delivering Adult Education Instruction	Morgan Community College www.MorganCC.edu	Hybrid Course, Start date April 6 Contact Julie Waters at Julie.oliver@morgancc.edu
EDU 133 Adult Basic Education (ABE)/ Adult Secondary Education (ASE)	Colorado Mountain College www.coloradomtn.edu	Online Course, Start date January 15 Contact Christine Tinner at ctinner@coloradomtn.edu

	Community College of Aurora www.ccaurora.edu	Hybrid Course, Start date February 16 Contact Natasha Turner at Natasha.Turner@ccaurora.edu
EDU 134 Teaching English as a Second Language to Adult Learners (EDAE 590 at CSU)	CCCOnline http://www.ccconline.org	Online Course, Start date February 25 Contact Christopher Luchs at christopher.luchs@cccs.edu.
	Front Range Community College www.frontrange.edu	Hybrid Course, Start date March 5 Contact Elizabeth Rogers at Rogers_Elizabeth@svvsd.org
	Trinidad State Junior College www.trinidadstate.edu	Hybrid Course, Start date January 26 Contact Susan Harris at Susan.harris@trinidadstate.edu
	Colorado State University www.learn.colostate.edu/degrees/aet-online/curriculum.dot	Online Course, Start date January 22 Contact Orly Penny at Orly.Penny@colostate.edu
EDU 135 Family Literacy in Adult Education	No classes scheduled	

NOTE: The CSU courses are graduate credit courses. The School of Education Adult Education and Training Specialization at CSU offers three of the four required courses. Courses are offered online and on campus. Transcripts for these courses are submitted to CDE Educator Licensing with the Authorization in ABE Application. PD Support (tuition assistance) is available for these courses but only for a portion of the tuition. Applicants must work with AEFLA-reported learners and meet the other eligibility requirements.

REMINDERS

ABE Authorization Policy Compliance Deadline

June 30, 2013 is the deadline for any programs that received notification in December that the program is not in compliance to be in compliance. Programs that were not in compliance as of December 2012 but were in compliance in FY12 and whose staff have made progress in earning the authorization since December 2012 will be designated as *compliance pending.* Programs whose staff members who have made no progress will be designated as *out of compliance*.

Portfolio Submissions

Portfolios must be received at CDE, Office of Adult Education and Family Literacy, 201 E. Colfax Ave., Room 300, Denver, CO 80203 by 5 p.m. on the dates published on the website. The submission deadlines are available at http://www.cde.state.co.us/cdeadult/download/LIA/Committee/LIACMeetingDates2011-12.pdf. Portfolios received after the deadline will be considered the following month.

ABE AUTHORIZATION RESOURCES

Website - http://www.cde.state.co.us/cdeadult/LIAIndex.htm (Past editions of the Update are available on the website.)

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Course information - http://www.cde.state.co.us/cdeadult/download/ABE/ABECourses/SpringEDUCourses2013Updated1-14-13.pdf

Training information - http://www.cde.state.co.us/cdeadult/LIATraining.htm

COMMITTEE MEMBERS

Jessie Hawthorn, Chair, CDE Office of Adult Education and Family Literacy
Vera Atilano, Director, Intergenerational Learning Center, Adams 14 School District
Callie James, ABE/ASE-GED Instructor & Director at Lake County Schools Adult Education Program
Karin McGuire, Director of Special Education at the CO Dept. of Corrections – Division of Education

For assistance, contact Jean McDonald, by telephone at 303.866.6884 or via email at ABE@cde.state.co.us.

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