

SECTION 2: Adult Basic Education Authorization Coursework

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Completing Adult Basic Education Authorization Coursework Nuts and Bolts

Before registering for a course, candidates should evaluate their eligibility to submit a Portfolio or Evaluation of Equivalent Coursework using the guidance in Section 1 of the Adult Basic Education Authorization Handbook. See Sections 3 - 6 for information about submitting a Portfolio and/or Evaluation of Equivalent Coursework.

What are the required courses?

Introduction to Adult Education	EDU 131 - Colorado community college or EDAE 520 - Colorado State University
Planning, Organizing, and Delivering Adult Education Instruction	EDU 132 or EDAE 620
Adult Basic Education (ABE)/Adult Secondary Education (ASE/GED)	EDU 133
Teaching English as a Second Language to Adult Learners	EDU 134 or EDAE 590

*A fifth course, EDU 135: Family Literacy in Adult Education, is optional.

When and where are the courses offered?

The courses are available at the undergraduate and graduate level. They are offered throughout the year during the fall, spring and summer semesters. The individual institutions determine which courses to offer each semester.

- CCCOnline offers the courses in an online format.
- The Colorado community colleges offering the courses in hybrid or traditional format include, but are not limited to:
 - [Colorado Mountain College](#)
 - [Community College of Aurora](#)
 - [Morgan Community College](#)
 - [Red Rocks Community College](#)
- Graduate level courses are offered at [Colorado State University](#).

Course offerings are listed on the Adult Basic Education Authorization website at: <http://www.cde.state.co.us/cdeadult/LIAIndex.htm> (Authorization Courses). Announcements about course offerings are emailed to AEFLA program directors and posted on the CLICK listserv. To subscribe to CLICK, contact Debra Fawcett at fawcett_d@cde.state.co.us.

How do you register for a course?

- Register for CCCOnline courses at <http://www.ccconline.org/register/>
- Register for courses at the individual college web sites.

See Section 2.3 for more information about registering for courses.

Is financial support available?

- The College Opportunity Fund (COF) provides a tuition stipend for students completing undergraduate coursework. (See Section 2.7)
- PD Support for courses is available to eligible staff in AEFLA funded programs that are in compliance with the Adult Basic Education Authorization Policy. (See Section 2.4)

Adult Basic Education Authorization Course Descriptions

For a list of course competencies go to Section 10 of the Adult Basic Education Authorization Handbook.

Introduction to Adult Education (EDU 131 or EDAE 520) (3 credit hours)

This course introduces the basic adult education principles and theories. Emphasis is placed on understanding adult learners and how their individual backgrounds and experiences can affect the learning process. Additionally, the course covers applicable federal and state legislation that affects adult education programs that offer Adult Basic Education, Adult Secondary Education and English as a Second Language instruction. Adult education resources, including professional development opportunities, are also addressed in this course.

Planning, Organizing, and Delivering Adult Education Instruction (EDU 132 or EDAE 620) (3 credit hours)

This course covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering instruction in a variety of ways, both in group and individualized instruction. Assessment - standardized, formal assessment and informal assessment - is addressed in this course.

Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) (EDU 133) (3 credit hours)

This course addresses instruction at all of the levels (0-12.9) in Adult Basic Education and Adult Secondary Education. Each level is addressed in terms of appropriate assessment tools and instructional techniques. Emphasis is placed on teaching ways that adult educators can encourage the development of cognitive skills at each level and use them as a springboard to the next level. The teaching of reading, writing, and math skills is emphasized.

Teaching English as a Second Language (ESL) to Adult Learners (EDU 134 or EDAE 590) (3 credit hours)

In this course, the student is introduced to the development and implementation of a program to teach English to adults whose first language is not English. Topics range widely from assessment and placement to the theories behind language acquisition. Students are exposed to a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills necessary to function successfully in the United States.

Family Literacy in Adult Education (EDU 135) (3 credit hours)

(This course is optional.)

This course introduces students to the philosophy and theory behind family literacy, as well as gives practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and Parent Time is covered, both in theoretical and practical application.

Adult Basic Education Authorization Coursework Options

Online

To sign up for online courses through CCCOnline, go to <http://www.ccconline.org/apply/> and follow the instructions. You may need to complete a 'Home College' application. Typically individuals choose a local community college as their home college.

Individual community colleges also offer online courses. To register for these courses, go to the college's website.

The Adult Education and Training department at Colorado State University (CSU) also offers online graduate credit courses. For information about the courses and the schedule go to: <http://www.learn.colostate.edu/degrees/aet-online/curriculum.dot>.

Other course formats:

Hybrid (a combination of face to face and online contact hours)

Traditional/On Campus (all contact hours are face to face)

Most of the undergraduate credit courses offered at Colorado community colleges are hybrid courses which typically meet on 3 to 5 Saturdays throughout the semester and require learners to participate weekly in online discussions and complete other projects outside of class to meet the required 45 contact hours.

The graduate courses at Colorado State University are delivered online and on campus.

Course offerings are listed on the Adult Basic Education Authorization website: <http://www.cde.state.co.us/cdeadult/LIAIndex.htm>.

Professional Development Support for Adult Basic Education Authorization Courses

The Program

Professional Development (PD) Support for ABE Authorization Courses is provided to eligible instructors employed at adult basic education programs in Colorado that receive grant funding administered by the CDE Office of AEFL. Recipients must be committed to earning the ABE Authorization, a credential issued by CDE Educator Licensing. The amount of PD support available is determined annually through a budgeting process and is dependent upon respective program year priorities. The support for the courses operates on a tuition reimbursement basis and is for approved ABE Authorization Courses only. Instructors can receive support **for only one course per semester**. Funds cannot be used for parking fees, medical insurance, textbooks or other materials.

Eligibility Requirements

- Applicants must be **paid instructors** who are teaching English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE) or family literacy courses at adult education programs in Colorado who receive Workforce Investment Act (WIA) Title II, Adult Education and Family Literacy Act (AEFLA) funding.
- Instructors employed at AEFLA-funded programs with outstanding or unresolved grant compliance issues are ineligible to apply for PD Support for ABE Authorization Courses.
- Applicants must be teaching **AEFLA reported learners** and employed a minimum of 90 hours at an AEFLA-funded program prior to submitting an application.
- Applicants must submit evidence of a postsecondary degree, e.g. a copy of a diploma, a professional teaching license, or a transcript verifying a degree. A transcript documenting the credit hours completed must be submitted in lieu of proof of a degree for applicants who are within 12 credit hours of completing a degree.
- Applicants must submit a maximum 300 word typed statement. Information that must be addressed in the statement is part of the application form.
- The application must be signed by the AEFLA program director.
- Applicants must be approved for the [College Opportunity Fund](#) (COF) and able to pay 50%-100% of tuition and fees upon enrollment in the course; PD support is awarded on a reimbursement basis and is contingent on the applicant attaining a grade of B or higher.
- Recipients of PD Support for ABE Authorization Courses are **required to obtain the authorization within three years** of accepting support for the first time. Applicants must be willing to enroll in and complete an online course if that is the only option for fulfilling the course requirements within the three-year timeframe. PD support awarded to recipients who do not obtain the authorization within three years may be deducted from a program's grant award.

To Apply

- **First read [Tuition Reimbursement](#) information, which explains the tuition reimbursement process.** Email or fax the completed and signed application, the typed statement and proof of a post-secondary degree or a transcript showing that the applicant is within 12 credit hours of obtaining a degree to the Office of AEFL at CDE. Email: ABE@cde.state.co.us; Fax: 303-866-6599
- Applications must be received at least 15 business days prior to the day the class is scheduled to begin.

Professional Development Support for Adult Basic Education Authorization Courses

Selection of Recipients

CDE/AEFL staff will evaluate the applications for PD support. Preference will be given to applicants who have only one course to complete. Applicants and AEFLA program directors will be notified about approval of the support via email. **Applicants must wait until they receive notification of approval to register for the course.**

Applicants who are awarded PD Support for ABE Authorization Courses who are unable to complete the course should contact the college registrar and request an "incomplete" for the course before the college's deadline. Recipients who drop a course must immediately notify the Office of AEFL at CDE. Failure to notify the office could result in future ineligibility for PD support. The recipient will be billed for the amount of support provided if the course is dropped after the college's deadline.

This fillable form is available online at: [PD Support for Adult Basic Education Authorization Courses](#)

Professional Development Support for Adult Basic Education Authorization Courses Award Process

Awarding Professional Development (PD) Support for ABE Courses

This PD support is available only to eligible instructors who serve learners who are reported to the CDE Office of Adult Education and Family Literacy (AEFL) in adult education programs that receive Workforce Investment Act (WIA) Adult Education and Family Literacy Act (AEFLA) Title II funding. The support must be requested **BEFORE** the adult educator registers for the course.

Eligible instructors must submit an application ([PDF](#) or Word) for Professional Development Support for Adult Basic Education Authorization Courses to the CDE Office of AEFL at least 15 days prior to the scheduled start date for the course. Once the application is approved by the CDE Office of AEFL:

1. The Office of AEFL will notify the college registrar to add the adult educator's name to the list of individuals who are receiving PD support for courses. The director and adult educator will be included on the notification e-mail.
2. The recipient is required to pay 50% of tuition and fees at the time of registration. If the recipient does not pay and receives a bill from the college, he/she will be liable for the bill until the balance is zero.
3. The remaining 50% of tuition and fees will be billed automatically to CDE and paid by the Office of AEFL.
4. The registered student will be responsible for 100% of the tuition and fees if the course is dropped after the college's drop deadline.
5. The PD support does not cover the cost of textbooks, parking or insurance. The textbooks are tax deductible as an educational expense.

The 50% tuition paid by the adult educator will be reimbursed when the following forms and attachments are completed by the registered student and received by the Office of AEFL:

1. The CDE Special Request for Reimbursement/Payment-Form CDE 56:
 - Fill in your personal information in the top section.
 - Sign, date and check yes or no in response to the licensing statement on the same line in the Certification Section.
 - **Please do not fill out any other sections on the form.**
2. Unofficial transcript showing the completed course with a grade of A or B.
3. Proof of payment for the tuition.

To request Reimbursement-Form CDE 56, send an email to ABE@cde.state.co.us. Make a copy for your records and mail the printed form that shows your **ORIGINAL** signature in ink and the attachments to the Office of Adult Education and Family Literacy, Colorado Department of Education, 201 E. Colfax Ave., Room 300, Denver, CO 80203-1799.

If a registered student pays 100% of the tuition and fees upon registration for a course, the first 50% can be reimbursed anytime during the semester when the following forms and attachments are completed by the registered student and received by the Office of AEFL:

- The completed Special Request for Reimbursement/Payment – Form CDE 56
- Proof of payment for the tuition
- Unofficial transcript

To receive the second 50% reimbursement, follow the instructions outlined above.

A check will be sent to the mailing address listed on the form.

Professional Development Support for Adult Basic Education Authorization Courses Award Process

To obtain an unofficial transcript: You can view and print your unofficial transcript directly from the college or university's website before the course is completed. If you are taking an online course through CCCOnline, the transcript is available on the website of your "home" college. If you need an official transcript you will need to contact the college or university for instructions.

For questions or concerns regarding the Professional Development Support for courses or the reimbursement process, contact:

PD Support for Adult Basic Education Authorization Courses Coordinator
Email: ABE@cde.state.co.us / Phone: 303.866.6884 / Fax: 303.866.6599

College Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a tuition stipend for students completing undergraduate coursework, either full or part time, at participating public or private colleges and universities in the state of Colorado. The amount of the tuition stipend is determined by the Colorado General Assembly and may vary from year to year. This stipend is available to all adult educators taking an undergraduate course to earn the authorization. Follow these steps:

1. Go to: <https://cof.college-assist.org/> to apply. You can also call 720.264.8550 (800.777.2757 outside of the Denver Metro area) for more information.
2. Apply to the college of your choice.
3. Authorize the college to request this funding on your behalf each semester.