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Introduction to the Portfolio

What is a Portfolio?

A portfolio is a collection of documents and forms that confirm the applicant's:

- Educational background
- Experience in the field of adult basic education
- Participation in professional learning
- Level of proficiency in the course competencies for one or more courses

Who is eligible to submit a portfolio?

Experienced adult educators who are proficient in the competencies for one or more ABE Authorization courses who:

- Have a postsecondary degree
- Deliver at least four hours/week of Adult Basic Education (ABE), Adult Secondary Education (ASE)/GED and/or English as a Second Language (ESL) instruction
- Have 720 hours of experience teaching ABE, ASE-GED and/or ESL to adult learners (up to 180 hours can be experience teaching reading, writing and/or math at the secondary or postsecondary level)
- Have 30 hours of adult basic education training within the past five years

What documentation is needed in a portfolio?

Every portfolio must contain four required forms and two required documents. All information on the required forms must be typed. The requirements, instructions and forms are available in Sections 3 and 4 of the ABE Authorization Handbook which can be accessed on the website at <http://www.cde.state.co.us/cdeadult/LIAIndex.htm>.

Where can I get assistance with the portfolio process?

- Section 3: Portfolio of the ABE Authorization Handbook available at www.cde.state.co.us/cdeadult/LIAIndex.htm
- Section 5: Sample Portfolio of the ABE Authorization Handbook
- The program administrator at your adult education program
- Participation in an online or face to face portfolio training. Subscribe to email updates by sending an email to ABE@cde.state.co.us
- Contact the CDE/Office of Adult Education and Family Literacy staff via email or phone at ABE@cde.state.co.us, 303.866.6884

When can a portfolio be submitted?

Portfolios must be received by the Office of Adult Education and Family Literacy within a year of the earliest signature date in the portfolio. The portfolio process is independent of the course-work. Portfolio candidates **do not need to complete** any courses they plan on taking for credit before submitting the portfolio.

Portfolios are evaluated monthly. Deadlines are posted on the ABE Authorization website.

Assembling and Submitting a Portfolio

A portfolio is a collection of documents that demonstrate an individual's education, experience, participation in professional learning and proficiency in the competencies for one or more courses. Successful portfolio applicants must invest time in all of the following tasks and activities:

- Reading the requirements and instructions, downloading the 4 required forms and gathering the 2 required documents
- Collecting documents that contain required information about the trainings in which the applicant has participated
- Completing the forms
- Developing or updating a professional resume
- Being observed two or more times by an evaluator
- Meeting with the evaluator to debrief the observations and discuss any competencies that cannot be evaluated through instructional observation

Proper assembly and submittal of the portfolio is the responsibility of the applicant.

The 4 forms and 2 documents, required for all portfolios, 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 read the requirements and instructions for each form and document to ensure the portfolio is ready to be evaluated.

- Portfolio Application (See Section 3.6-3.7 of the handbook)
- Proof of a postsecondary degree (a copy of a diploma, a professional teaching license, or an unofficial transcript verifying a degree)*
- Employment/Volunteer History (See Section 3.8-3.11 of the handbook)
- Current professional resume (maximum of 2 pages)
- Documentation of Training (See Section 3.13-3.17 of the handbook)
- An Evaluation of Experience form for each course included in the portfolio (See Section 5 of the handbook)

*Postsecondary degrees earned at a college or university outside of the US must be evaluated by a transcript evaluation service. A copy of the evaluation confirming the equivalency of the degree to a postsecondary degree earned in the US must be submitted as proof of degree. For more information go to the National Association of Credential Evaluation Services website at <http://www.naces.org/>.

Applicants **SHOULD NOT** submit transcripts for EDU and/or EDAE courses. These transcripts are submitted using CDE Educator Licensing's online system, eLicensing, during the completion of the Adult Basic Education 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. The documents are scanned and distributed electronically to committee members. The portfolio must be received in the CDE/Office of Adult Education and Family Literacy within one year of the earliest signature date on any form in the portfolio.

Assembling and Submitting a Portfolio

Portfolios 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 a Portfolio:

Portfolios must be delivered by mail or in person by the [deadline](#) listed on the ABE Authorization website to be reviewed the following month. Portfolios are not evaluated in July. Portfolios received after the June deadline (in May) will be reviewed in August. **If more than three instructors at an adult education program will be submitting portfolios for the same deadline, the CDE Office of AEFL must be notified in advance. The director must send 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. Portfolios delivered in person will not be screened while the applicant waits. It is recommended that the applicant retain a copy of the documents in the portfolio as none of the documents in the portfolio will be returned to the applicant.

CDE/ Office of Adult Education and Family Literacy
201 E. Colfax Ave., Room 300
Denver, CO 80203-1799

An Overview of the Screening and Evaluation Process

All portfolios are screened to determine if the required documents and information have been provided. Portfolios are returned if the required documents and information are not provided. Portfolios with the required documents and information are evaluated by the second Friday of the month.

Within a week of this date, the applicant and his/her local program director are notified about the evaluation results. The applicant will receive via e-mail a Certificate of Equivalency that lists each course in the portfolio that met the requirements within a week of being notified about the evaluation results. Applicants submit the Certificate of Equivalency 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.

If the experience and training requirements were not met and/or one or more courses were not approved, 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 portfolio to be approved. It may be recommended that the applicant take one or more courses. If none of the courses were approved, the portfolio will be returned to the applicant. Applicants should review the Resubmission Policy in Section 3.5 of the handbook before resubmitting a portfolio.

Assembling and Submitting a Portfolio

One or more courses may be included in a portfolio. It is recommended (but not required) that an applicant submit only one portfolio for all the courses for which he/she can demonstrate proficiency. If an applicant submits a second portfolio, ALL portfolio forms and documents must be updated and included in any subsequent submission(s). (See Section 3.5 of the handbook for more information about the Portfolio Resubmission Policy.) If the applicant is using Evaluation of Experience for multiple courses and the evaluator is unable to complete all of the evaluations in a single program year, the portfolio must be received within a year of the earliest signature date on any of the portfolio forms.

For additional information, contact the ABE Authorization staff at 303.866.6865 or ABE@cde.state.co.us.

Portfolio Decision Appeal Process

Portfolio applicants will be notified in writing if the portfolio requirements were not met. If applicants disagree with the decision, the CDE Office of Adult Education and Family Literacy (AEFL) must be notified in writing within 15 business days of the date the e-mail notification that the requirements were not met was sent to the applicant.

The written notification must include:

- The applicant's first and last name as provided on the portfolio application and the applicant's current e-mail address and telephone number where he/she can be reached during business hours
- Identification of specific evidence from one or more forms or documents submitted in the portfolio proving that the applicant met the requirement(s) in question
- The action the applicant requests the committee to take based on the information presented

The notification should be emailed to the attention of the Adult Basic Education Authorization coordinator at ABE@cde.state.co.us within 15 business days of the date the applicant was notified that the requirements were not met.

The authorization coordinator will review the information submitted by the applicant and will respond in writing to the applicant's disagreement with the decision within 10 business days. The decision will be final.

Portfolio Resubmission Policy

Portfolios may be resubmitted under either of the following conditions:

Applicant is seeking approval of one or more courses submitted previously and not approved.*

Applicant is seeking approval of a revised portfolio returned due to missing and/or inadequately addressed requirements.

* If one or more courses were approved, a Certificate of Equivalency will be requested from the Colorado Community College System for the approved course(s). The portfolio will be returned to the applicant with a letter explaining why all of the courses were not approved and revisions that must be made or alternatives for documenting proficiency in the course(s) that was/were not approved.

When a portfolio is returned it will be accompanied by a memo specifying the reason(s) the requirements were not met and what actions must be taken by the applicant in order to meet the requirements. It is the applicant's responsibility to address the issues identified in the letter and resubmit a portfolio to the CDE/Office of Adult Education and Family Literacy (AEFL). **No reminders will be sent from CDE.**

Resubmission requirements and instructions:

- Because detailed instructions for portfolios are available on the Adult Basic Education Authorization website and technical assistance is available from CDE/Office of Adult Education and Family Literacy staff members, **applicants can resubmit a portfolio twice**. If the requirements cannot be met after a total of three submissions, the applicant may be advised to pursue another option, such as taking the course, for documenting proficiency in the course competencies.
- Resubmitted portfolios will be returned to the applicant if all items identified in the memo are not addressed.
- Resubmitted portfolios are held to the same standard of professionalism required of all portfolios. Information must not be crossed out and amended. All information on forms other than the signature and signature date must be typed.
- Information on portfolio forms and documents must be updated to be current as of the time of resubmission. This includes the Portfolio Application, Employment/Volunteer History, the resume, and the Documentation of Training.
- At the discretion of the CDE/ Office of Adult Education and Family Literacy (AEFL) staff, the applicant may be contacted by telephone or e-mail to resolve minor issues. The applicant must confirm in writing that he/she authorizes CDE/Office of AEFL staff to add missing information or clarify information in the portfolio. If the issues are resolved, the portfolio will be approved without resubmission.
- CDE/Office of AEFL staff will contact the applicant's employer and/or the evaluator if clarification is needed about information on the Employment/Volunteer History or the scoring and/or the comments for specific competencies.

Portfolio Application

The information requested must be typed. See the instructions in Section 3 BEFORE completing this form. See sample in Section 5.

Name _____
Last First Middle Initial

Address _____
Street Apartment
City State Zip Code

Phone _____
Work Home Cell

E-mail _____

Current Job Title _____

Place of Current Employment _____

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 portfolio. I certify the accuracy and authenticity of the documents submitted. I grant permission for the evaluation of the documents. I understand the documents will be used to determine if the coursework I have taken documents proficiency in the course competencies. I understand that my employers and/or evaluator(s) may be contacted to verify the information in this portfolio. I understand only the information in this portfolio and any information obtained from my current or former employers and/or evaluator(s) 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 should complete the information below.

Name of current adult education program director _____

Program Name _____ Program's Address _____

Phone _____ E-mail Address _____

I have reviewed and support this portfolio.

Signature of Adult Education Program Director

Date

Portfolio Application

Check the appropriate box to indicate how the requirements for each course will be completed.

Required Courses	Portfolio based on evaluation of experience	Evaluation of Equivalent Coursework	Take the course
Introduction to Adult Education (EDU 131/ EDAE 520)			
Planning, Organizing, and Delivering Adult Education Instruction (EDU 132/ EDAE 620)			
Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) (EDU 133)			
Teaching English as a Second Language (ESL) to Adult Learners (EDU 134/ EDAE 590)			
Optional course Family Literacy in Adult Education (EDU 135)			

I have included these required documents in this portfolio.	
	Portfolio Application
	Proof of a postsecondary degree
	Employment/Volunteer History
	Current professional resume
	Documentation of Training (with supporting documentation, if available)
	Evaluation Form(s) (forms for all of the courses marked above as Portfolio based on evaluation of experience)

Employment/Volunteer History in Adult Education and/or Family Literacy Programs

Because the portfolio is an alternative to taking the courses for experienced adult education instructors, portfolio applicants are required to be teaching a minimum of four hours per week during a semester or term and have **720 employment/volunteer experience hours** that were earned in the **PAST 5 YEARS**. The hours of experience must be with **adult learners** in life skills based adult basic education programs (ESL, ABE and/or ASE-GED). Up to 180 hours of the 720 hours of experience can be teaching credit or non-credit ESL, reading, writing and/or math courses at the secondary or postsecondary level.

The 720 hours must include time spent:

- Preparing to provide instruction to adult learners, including analyzing the results of standardized assessments to inform instruction
- Providing instruction to adult learners

The 720 hours **can include** time spent administering and scoring standardized assessments and performing other administrative duties such as record keeping, participating in meetings, coaching/mentoring instructional staff and volunteers and managing staff and services at an adult education program.

If the portfolio includes Evaluation of Experience for EDU 133, 134 and/or 135, the 720 hours **must include** a specific number of hours of experience in each of those content areas (ABE/ASE, ESL and/or family literacy). See Section 3.9 of the Adult Basic Education Authorization Handbook for more information about this requirement.

Instructions:

Provide the required information on the Employment/Volunteer History. Use additional forms if necessary.

1. Identify each teaching/volunteer assignment (ESL, ABE, ASE or family literacy) and if applicable, each administrative role (program director, site coordinator, lead teacher/mentor). These assignments should be limited to those within five years of the date on which the portfolio application is signed. Hours earned prior to this date are not eligible for consideration.
 - If the applicant has several teaching/volunteer assignments (ESL, ABE, ASE, etc.) at a single program, they must be listed separately on the Employment/Volunteer History.
 - The entries must begin with the most current teaching/volunteer assignment.
 - **The information on the Employment/Volunteer History must be consistent with the information on the professional resume, including dates of employment and/or volunteer service.**
 - Applicants should include information about other administrative duties such as site coordinator, lead teacher/mentor, data collection/reporting coordinator on the Employment/Volunteer History and the professional resume.

Employment/Volunteer History in Adult Education and/or Family Literacy Programs

2. Provide the Educational Functioning Level(s) (EFLs) (0-12.9) or Student Performance Level(s) (SPLs) (0-6) taught for each teaching/volunteer assignment.
3. Provide the date range (month/year to month/year) for each teaching/volunteer assignment and, if applicable, each administrative role. The dates must be within five years of the date on which the portfolio application is signed. The dates must be consistent with the dates the evaluator provided on the Evaluation of Experience cover sheet for each course.
4. Provide the hours worked per week for each teaching/volunteer assignment or administrative role. **Applicants must be delivering at least 4 hours of instruction per week to be eligible to submit a portfolio.**
5. Provide the total number of weeks worked in the date range provided for each teaching/volunteer assignment or administrative role.
6. Provide the total hours worked in each teaching/volunteer assignment or administrative role. Calculate this by multiplying the hours worked per week by the total number of weeks in the semester or term.
7. Provide the instructional supervisor's name, phone number and email address and the name of the program/ school or organization. The supervisor listed should be the staff member at the adult education program where the applicant works who is directly responsible for overseeing the delivery of instruction by the applicant. In some cases the supervisor may also be the program director, but it may be someone different, especially in larger programs.
 - Applicants who teach multiple classes in different content areas may need to repeat this information for each class taught if the applicant has the same supervisor. Ditto marks are not acceptable.
8. Total the hours for each entry and provide the total employment hours at the bottom of the Employment/Volunteer History. The total must equal a minimum of 720 professional hours of experience specific to adult education and/or family literacy. The hours must have been earned within 5 years of the date the portfolio will be submitted.

Other important information for completing the Employment/Volunteer History:

If the portfolio includes Evaluation of Experience for EDU 133, 134 and/or 135, the 720 hours must include a specific number of hours of experience in each of those content areas (ABE/ASE, ESL and/or family literacy).

EDU 133 a minimum of 90 hours of experience specific to ABE/ASE is required

EDU 134 a minimum of 90 hours specific to adult ESL is required

EDU 135 a minimum of 90 hours teaching adults participating in a Family Literacy program is required

Employment/Volunteer History in Adult Education and/or Family Literacy Programs

Professional volunteer experience can be used on the Employment/Volunteer History if all of the criteria listed below can be met:

1. The applicant has been a professional volunteer delivering or assisting in the delivery of 4 hours of instruction per week for at least 4 months at the adult education program
2. The professional volunteer experience includes experience developing lesson plans. The applicant was supervised by a member of the program's professional teaching staff in his/her delivery of instruction.
3. The applicant has proof of volunteering training. Acceptable documentation includes a letter, memo or certificate. The documentation must be signed by the trainer(s) and it must identify:
 - Title of the training
 - Name(s) of the trainers
 - Date(s) of the training
 - Length of the training (e.g. 2 hours)
 - Location of the training
 - Topics included in the training

Employment/Volunteer History in Adult Education and Family Literacy Programs

See the instructions in Section 3 BEFORE completing this form. For a completed sample of this form, see Section 5.

Applicant Name: _____

Teaching/Volunteer Assignment and/or Administrative Role Specify ESL, ABE, ASE, or Family Literacy	Level(s) Taught Specify EFLs 0-12.9 for ABE/ASE or SPLs 0-6 for ESL	Dates (Month/Year – Month/Year) Within past 5 years	Total Hours/Week	Total Number of Weeks	Total Hours (Multiply hrs/week by total # of wks)	Supervisor's Name, Phone Number, and E-mail & Program/School Name
Total Employment Hours: (Must total at least 720 hours in the past 5 years)						

I certify that the above information accurately reflects my employment/volunteer history in adult education and/or family literacy during the past five years

Applicant's Signature

Date

Professional Resume

All portfolio applicants are required to submit a professional resume. The resume must be no more than two pages with an 11 point minimum font size. Because portfolio evaluators do not meet and interview applicants, the resume must be relied upon to provide important information about the applicant's education, training and experience in the field of adult basic education. The resume must be consistent with and must expand upon the information provided on the Employment/Volunteer History, the Documentation of Training and the Evaluation of Experience forms.

It is recognized that there are a variety of professional resume formats and any resume format that is **typewritten, well-organized and includes the required information** will be accepted. If the information on the resume contradicts or is inconsistent with information on another portfolio document, the portfolio will be returned to the applicant with a request for clarification.

Required Information:

- Applicant's first and last name, mailing address, telephone number and e-mail address
- Post-secondary education experience
 - ♦ College or university name, years attended (e.g. 2007-2011), field of study, and degree conferred
- Adult education employment history for at least the past five years. For each place of employment provide:
 - ♦ Employer's name and dates of employment (month/year - month/year)
 - ♦ Position title
 - ♦ Learners' level(s) (beginning, intermediate and/or advanced), the content area(s) (ABE, ASE, ESL and/or family literacy).
 - ♦ A brief list of responsibilities, including any experience administering standardized assessments.

If the applicant teaches multiple groups of learners in a single content area, e.g. a beginning and an intermediate ESL class, or in different areas, e.g. ESL and ABE, the resume should include a separate listing for each group of learners and course taught/content area.

- Community service/volunteer experience
- Membership in adult education professional associations or organizations, including the name of the association or organization and the number of years of membership
- Training experience (includes presentations **by the applicant** at program in-services, conferences, workshops, etc.). For each training/presentation, provide the following information:
 - ♦ Presentation title/topic
 - ♦ Conference/Workshop name, if applicable
 - ♦ Location of training
 - ♦ Length of presentation, e.g. 1.5 hours
 - ♦ Date(s) of presentation (month/date/year)

Documentation of Training

Because the portfolio is an alternative to taking the courses for experienced adult education instructors, portfolio applicants are required to have 30 hours of training earned in the PAST 5 YEARS. The hours must be contact hours. Use additional forms as necessary. Hours provided beyond 30 may not be reviewed by the evaluators and do not impact the decision about the portfolio.

The trainings listed on the form must be those that increased the applicant's:

- Knowledge of the principles of adult education
- Understanding of the background and needs of adult learners participating in life-skills based ESL, ABE/ASE and/or family literacy programs
- Skill in administering and/or interpreting the results of standardized assessment; and/or
- Competence in the delivery of instruction for adult ESL or ABE/ASE learners

It is preferred that applicants list training activities in which they have participated rather than training they have delivered. If applicants choose to list trainings they have delivered, the training can only be listed once if it was offered multiple times to different audiences.

Web-based trainings are acceptable if all of the required information can be provided on the form. Hours earned for participating in onsite program monitoring visits at other programs are also acceptable.

INELIGIBLE HOURS

- Taking ABEA coursework and/or equivalent coursework
- Preparing for the portfolio process and/or participating in other Adult Basic Education Authorization trainings
- Participating in self-paced, non-facilitated training e.g. reading professional journal articles or texts about adult basic education and participating in non-facilitated webinars
- Participating in staff meetings
- Participating in two or more trainings with the same or very similar content

Instructions:

Provide the required information on the Documentation of Training. Use additional forms if necessary.

1. Type your first and last name
2. List each training activity in chronological order
3. For each training activity (conference session, workshop, teacher in-service, etc.) provide the following:
 - Title (name of the training)
 - Date(s) on which the training occurred (month, date and year - ex. 7/8/10)
 - Total number of **contact hours** for each training activity. Each breakout session must

Documentation of Training

be documented separately. DO NOT put the total number of hours for a one or two day conference such as CAEPA Rendezvous, CoTESOL, TESOL, MPAEA, or the Literacy Coalition Mini-Conference.

- Event (Provide the name of the conference or workshop. If the training was not a conference or workshop with a variety of sessions and presenters the event will be the same as the title.)
- Location of the training activity (city and state)
- First and last name(s) of presenters who facilitated the training activity
- A brief statement (preferably at least 3 sentences) that explains how the training increased the applicant's knowledge of the principles of adult education, understanding of the background and needs of adult learners participating in life-skills based ESL, ABE/ASE and/or family literacy programs, skill in administering and/or interpreting the results of standardized assessment, and/or competence in the delivery of instruction for adult ESL or ABE/ASE learners

If available, attach evidence of completion/participation in the training activities on the Documentation of Training, e.g., photocopies of certificates issued by CDE, CAEPA, the Literacy Coalition, the applicant's program or school. Original documents **SHOULD NOT** be submitted. They **WILL NOT** be returned.

Documentation of Training

See the instructions in Section 3 BEFORE completing this form. For a completed sample of this form, see Section 5.

Applicant Name _____

Title/Name of training _____ **Date(s)** _____ **# of hours** _____

Event _____ **Location** _____

Presenter(s) _____

Statement of relevance

Title/Name of training _____ **Date(s)** _____ **# of hours** _____

Event _____ **Location** _____

Presenter(s) _____

Statement of relevance

Title/Name of training _____ **Date(s)** _____ **# of hours** _____

Event _____ **Location** _____

Presenter(s) _____

Statement of relevance

Documentation of Training

Title/Name of training _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Statement of relevance

Title/Name of training _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Statement of relevance

Title/Name of training _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Statement of

Documentation of Training

Title/Name of training _____ Date(s) _____ # of hours _____
Event _____ Location _____
Presenter(s) _____
Statement of relevance _____

Total Number of Hours _____
(Minimum of 30)

I certify that the above information accurately reflects the most relevant training specific to adult education and/or family literacy in which I have participated during the past five years.

Applicant's Signature

Date

Evaluation of Experience

Go to Section 4 for the Evaluation of Experience requirements, instructions and forms. The evaluator must complete a form for each course in which the applicant is being evaluated.