

SECTION 6: Evaluation of Equivalent Coursework

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Evaluation of Equivalent Coursework: Requirements

Introduction

Using credit bearing college or university teacher training courses from accredited institutions that are equivalent to the ABE Authorization Courses is one of three options for demonstrating proficiency in the course competencies. The ABE Authorization Courses are 3 credit hour courses. The equivalent coursework for a single course must equal or exceed 3 semester credit hours. See Section 2 of the Adult Basic Education (ABE) Authorization Handbook for information about the courses. A list of the course competencies is available in Section 10 of the handbook.

Candidates should use the Adult Basic Education Authorization Plan of Action in Section 1 of the handbook to determine the appropriate option for demonstrating proficiency in each course. Only one of the three options can be used for each course, but a combination of options can be used for the four required courses.

Required Documents (See Section 6.2-6.4 for details about the information that must be contained in these documents.)

1. Evaluation of Equivalent Coursework Application
2. Proof of an associate degree or higher. Candidates who are in the process of earning a degree, should contact the CDE Office of Adult Education and Family Literacy at ABE@cde.state.co.us or 303.866.6865.
3. Evaluation of Equivalent Coursework Form for each ABE Authorization Course in which the applicant has completed equivalent credit bearing college or university coursework.
4. Course syllabus for each course listed on the Evaluation of Equivalent Coursework Form from the year in which the course was taken. The information on the syllabus must confirm that the course addressed adult learners and learning.
5. A transcript issued by a college or university for all courses listed on the Evaluation of Equivalent Coursework form(s) verifying a grade of C or better in each course.

A Documentation of Training form is **required only if the courses included in the application were completed more than 10 years** from the date on which the Evaluation of Equivalent Coursework documents will be submitted to the CDE Office of Adult Education and Family Literacy. If this is necessary, the applicant must have 30 hours of training within the past 5 years. The training must have addressed ABE Authorization Course Competencies.

Optional Supporting Document

A signed and dated letter from the professor(s) who taught the course or from a college or university official confirming the course addressed the course competencies. The letter must be on official letterhead and no longer than one page.

Evaluation of Equivalent Coursework: Instructions

Preparation

1. Read the ABE Authorization Course Competencies for each of the required courses. The competencies are available on the Evaluation of Equivalent Coursework forms in this section and in Section 10 of the ABE Authorization Handbook.
2. Confirm that the equivalent coursework addresses a minimum of 80% of the competencies in a course. Multiple courses can be used to document proficiency in the course competencies. See the sample form in Section 6.34-6.39. The Evaluation of Equivalent Coursework Form for each course indicates the minimum number of competencies that must be addressed.
3. Gather the required documents. (If the applicant cannot obtain **all of the required documents**, he/she should take the course or submit a portfolio.)

Completing the Forms

All of the forms must be typed. They are available for download on the website and they can be saved. The documents must be received in the order listed below and they must meet professional standards in order to be eligible for evaluation, e.g. unsoiled, correct grammar, punctuation and spelling.

Evaluation of Equivalent Coursework Application

Provide all of the information on the two page Evaluation of Equivalent Coursework Application. If courses on the Evaluation of Equivalent coursework forms were taken at two or more universities, please provide the contact information required at the bottom of the second page of the application on a separate page. Please type the information. The applicant will be contacted if there is any missing information and this may delay the evaluation of the documents.

Proof of Degree

Acceptable documents include a copy of a diploma, professional teaching license or college or university transcript confirming that a degree was awarded.

Evaluation of Equivalent Coursework Forms

In the equivalent coursework column next to each competency, provide the information about the course(s) that address the ABE Authorization Competency. Identify the applicable course by course number, course title, college/university name, and date completed; e.g., AD624 Adult Teaching and Learning I, Colorado State University, May 2007. An example of a completed Evaluation of Equivalent Coursework form is available at the end of Section 6 of the handbook.

College or university transcript

A copy of a transcript confirming a C or better **in each equivalent course** listed on the Evaluation of Equivalent Coursework forms must be included. The transcript must have the applicant's first and last name, the name of the issuing college or university, the course

Evaluation of Equivalent Coursework: Instructions & Assembling the Documents

number and name, the semester and year in which the course was taken, the number of credit or quarter hours, and the grade that was earned.

Course Syllabus

Each syllabi must be labeled with the applicant's name and the ABE Authorization Course(s) for which it is being submitted. The syllabi must contain two of these three items that confirm that the course addressed adult learners and learning: a course description, course objectives/competencies and the title and author of the required textbook(s). Questions about the eligibility of a syllabi should be directed to the CDE Office of Adult Education and Family Literacy at ABE@cde.state.co.us or 303.866.6865.

Documentation of Training form (Required **only** if the equivalent coursework was completed more than 10 years ago.)

Read the instructions and review the sample form in Section 5 for assistance in completing this form.

Assembling the Evaluation of Equivalent Coursework Documents

These forms and documents, required for all Evaluation of Equivalent Coursework submissions, 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 use the instructions when completing the forms to ensure they can be evaluated by the ABE Authorization Committee.

- Application
- Proof of a postsecondary degree (a copy of a diploma, a professional teaching license, or an unofficial transcript verifying a degree)
- Evaluation of Equivalent Coursework forms
- Syllabus for each course listed on the Evaluation of Equivalent Coursework forms
- Transcript for each course listed on the Evaluation of Equivalent Coursework forms
- If applicable, Documentation of Training form

Applicants **SHOULD NOT** submit transcripts for EDU and/or EDAA courses. These transcripts are submitted to CDE Educator Licensing with the ABE 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.

Evaluation of Equivalent Coursework: Submitting the Documents

Evaluation of Equivalent Coursework Documents 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 Evaluation of Equivalent Coursework Documents:

The documents must be delivered by mail or in person to the address below 15 business days prior to the scheduled committee meeting. Applicants should refer to the [schedule of deadlines and committee meetings](#) available on the authorization website. The ABE Authorization Committee **DOES NOT** meet in July. Documents received after the deadline for the June meeting will be reviewed in August. If more than three instructors at an adult education program will be submitting Evaluation of Equivalent Coursework documents for the same deadline, the CDE Office of AEFL must be notified by sending 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. Documents delivered in person will not be screened while the applicant waits. It is recommended that the applicant retain a copy of the documents as none of the submitted documents will be returned to the applicant.

Colorado Department of Education
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

After a preliminary screening to determine if the basic requirements are met, the Evaluation of Equivalent Coursework documents are sent electronically to the committee. The committee evaluates Evaluation of Equivalent Coursework documents monthly.

Within a week of the monthly committee meeting, the applicant and his/her local program director are notified regarding the committee's decision. The applicant will receive a Certificate of Equivalency for each course in the portfolio that met the requirements within a week of being notified about the committee's decision. The Certificate of Equivalency is submitted 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.

Evaluation of Equivalent Coursework: Submitting the Documents

If the requirements were not met, 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 Evaluation of Equivalent Coursework documents to be approved. The committee may recommend that the applicant take one or more courses or submit a portfolio if the applicant does not meet the requirements. If none of the courses were approved, the documents will be returned to the applicant. Applicants should review the Resubmission Policy in Section 3 of the ABE Authorization Handbook before resubmitting the Evaluation of Equivalent Coursework documents to the committee.

For additional information, contact the ABE Authorization staff at 303.866.6884 or ABE@cde.state.co.us.

Evaluation of Equivalent Coursework: Resubmission

Resubmission Policy

The Evaluation of Equivalent Coursework documents 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 Evaluation of Equivalent Coursework documents that were 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 documentation 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 Evaluation of Equivalent Coursework documents are returned they will be accompanied by a letter 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 the documents 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 Evaluation of Equivalent Coursework are available on the website and technical assistance is available from CDE Office of Adult Education and Family Literacy staff members, **applicants can resubmit Evaluation of Equivalent Coursework documents twice**. If the requirements cannot be met after a total of three submissions, the applicant may be advised to pursue another option to document proficiency in the competencies.
- Resubmitted documents are held to the same standard of professionalism required of original submissions. Information must not be crossed out and amended. All information on forms other than the signature and signature date must be typed.
- Information on forms must be updated to be current as of the time of resubmission. This includes the Evaluation of Equivalent Application, the Evaluation of Equivalent Coursework forms and the Documentation of Training if applicable.
- At the discretion of the Committee, the applicant may be contacted by telephone or e-mail to resolve minor issues. The applicant must confirm in writing that he/she authorizes Office of AEFL staff to revise information on the documents. If the issues are resolved, the Evaluation of Equivalent Coursework documentation will be approved without resubmission.
- Resubmitted documents will be returned to the applicant if **all of the information** requested in the letter is not addressed.

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: _____

Documentation of Training: Instructions

Thirty (30) training hours earned in the PAST 5 YEARS are needed to document current knowledge in the ABE Authorization Course Competencies. Use additional forms as necessary. DO NOT submit more than 40 hours of training. It is not required to submit documentation of participation in the training activities.

The content of the training events listed on the form must address one or more ABE Authorization Course Competencies in the course(s) for which equivalent coursework is/are being submitted. See the competencies on the Evaluation of Equivalent Coursework forms in Section 6 of the ABE Authorization Handbook or the list of competencies in Section 10. 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.

The required coursework hours for EDU 131-135 (or the equivalent coursework) are **NOT ELIGIBLE** training hours and should not be listed on the Documentation of Training form.

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:
 - Title (name of the training)
 - Date(s) on which the training occurred (month, date and year - Example 7/8/10)
 - Total number of hours for each training activity. Each breakout session must be documented individually. 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)
 - Presenter's name(s) (Provide the first and last name of the presenter(s) who facilitated the training activity.)
 - One or more course competency numbers that were addressed by the training. The course competencies are available in Section 10 of the handbook.
 - A brief statement that explains how the training addressed one or more ABE Authorization Course Competencies in the course(s) for which equivalent coursework is being submitted

Documentation of Training

See the instructions in Section 6.9 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) _____

Authorization Course Competency(ies) Addressed: _____

Statement:

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

Event _____ **Location** _____

Presenter(s) _____

Authorization Course Competency(ies) Addressed: _____

Statement:

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

Event _____ **Location** _____

Presenter(s) _____

Authorization Course Competency(ies) Addressed: _____

Statement:

Documentation of Training

Title/Name of training: _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Title/Name of training: _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Title/Name of training: _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Documentation of Training

Title/Name of training: _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Title/Name of training: _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Title/Name of training: _____ **Date(s)** _____ **# of hours** _____
Event _____ **Location** _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Documentation of Training

Title/Name of training: _____ Date(s) _____ # of hours _____
Event _____ Location _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Title/Name of training: _____ Date(s) _____ # of hours _____
Event _____ Location _____
Presenter(s) _____
Authorization Course Competency(ies) Addressed: _____
Statement: _____

Total Number of Hours _____
(Minimum of 30/ Maximum of 40)

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 5 years.

Applicant's Signature

Date

EDU 131: Introduction to Adult Education

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course introduces the student to the basic concepts in the instruction of adults. 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 learning programs and offers information on additional resources and associations in the field of adult education.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 11** of the ABE Authorization Course Competencies. You must include a syllabus and a transcript with a grade of C or better for each course listed on the form. The syllabi must be labeled using the instructions in Section 6.3.

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
1.01 Creates physical and virtual environments that engage learners in purposeful learning				
1.02 Describes the types of adult education services and the various contexts in which they occur				
1.03 Describes federal legislation, USDOE programs, and movements in adult education in Colorado and the U.S				
1.04 Describes local, state, and national organizations that serve adult educators				

EDU 131: Introduction to Adult Education Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
1.05 Identifies Malcolm Knowles' adult education principles				
1.06 Identifies conditions of adult learning				
1.07 Identifies personal and situational characteristics of adult learners				
1.08 Identifies how community, heritage, culture, and goals shape learning and expectations of adult learners				
1.09 Identifies differences between adult and childhood education				

EDU 131: Introduction to Adult Education Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
1.10 Demonstrates awareness of current research surrounding adult learning and development				
1.11 Identifies resources for professional development				
1.12 Acknowledges adults as learners				
1.13 Demonstrates awareness of urban and rural community services and support systems and how to access them				
1.14 Utilizes a variety of publications and online resources available for adult educators				

EDU 132: Planning, Organizing, and Delivering Adult Education Instruction

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form

Applicant Name: _____

This course covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories addressed in ways that show their applicability to the adult learner and his/her education.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 11** of the ABE Authorization Course Competencies. You must include a syllabus and a transcript with a grade of C or better for each course listed on the form. The syllabi must be labeled using the instructions in Section 6.3.

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
2.01 Implements needs assessment appropriate to learners' level for ESL, ABE, and ASE				
2.02 Integrates learners' background, prior knowledge, and current goals into planning instruction				
2.03 Demonstrates awareness of classroom management techniques				
2.04 Practices a variety of learner grouping strategies and integrates group work with independent learning				

EDU 132: Planning, Organizing, and Delivering Adult Education Instruction

Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
2.05 Modifies planned lessons to accommodate learners' needs and paces lessons appropriately				
2.06 Accommodates various learning styles				
2.07 Incorporates learner diversity as a classroom resource				
2.08 Teaches learners how to learn (metacognitive approaches)				
2.09 Demonstrates awareness of instructional options for adults with disabilities and how to access local resources for assistance				

EDU 132: Planning, Organizing, and Delivering Adult Education Instruction Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
2.10 Explains the purpose and design of the individualized student education plan or the 1-year classroom education plan				
2.11 Identifies ways for adults to apply learning within content areas and integrates employment, family, and community related activities into instruction				
2.12 Develops effective lesson plans using a variety of techniques and outcome measures to meet identified learner goals				
2.13 Defines and applies approaches in adult learning				
2.14 Utilizes knowledge of the factors that contribute to student retention and motivation				

EDU 133: Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course specifically addresses the different levels in ABE/ASE within an adult education program. Each of the 6 levels is addressed in terms of appropriate assessment tools and instructional techniques. Emphasis is placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level as a springboard to the next higher level.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for **a minimum of 13** of the ABE Authorization Course Competencies. You must include a syllabus and a transcript with a grade of C or better for each course listed on the form. The syllabi must be labeled using the instructions in Section 6.3.

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
3.01 Integrates life skills throughout the curriculum				
3.02 Applies knowledge of cognition (comprehension, application, analysis, and synthesis) to the appropriate instructional levels				
3.03 Assists adults at the 0-3.9 levels to develop literacy skills in and out of classroom settings through a variety of instructional approaches and methods				

EDU 133: Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
3.04 Demonstrates competency in teaching math skills to levels 0-12.9 0-3.9—Instruction includes whole number math skills and such competencies e.g. numeration, estimation, problem-solving, whole number operations, and mathematic terms and measurement 4.0-8.9—Instruction includes rational numbers in all four math operations, basic geometry, basic statistics, and problem-solving 9.0—12.9—Instruction includes basic algebra, geometry, statistics, measurement and graphing				
3.05 Teaches techniques that develop comprehension, critical thinking, and problem-solving skills appropriate to the 4.0-12.9 level				
3.06 Teaches learner self-correction strategies				
3.07 Demonstrates knowledge of the cross-curricular nature of the GED test and/or high school completion curriculum				

EDU 133: Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
3.08 Demonstrates awareness of the demographics of ABE/ASE learners and understands the characteristics of the three levels of ABE/ASE learners: 0-3.9, 4.0-8.9, 9.0-12.9				
3.09 Demonstrates awareness of the sequential spiral of skills needed to successfully complete the 5 areas of GED testing or the program's high school completion curriculum				
3.10 Demonstrates understanding of computer-assisted learning in support of learning objectives and identifies computer-based learning programs for ABE/ASE (If computers aren't available for learners, the instructor uses computer based resources and brings material from these resources into the classroom)				
3.11 Identifies document, prose, and quantitative literacy appropriate to the 0-12.9 level				

EDU 133: Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
3.12 Demonstrates ability to evaluate and select textbooks and software for ABE/ASE				
3.13 Identifies, administers, and reports data on at least one standardized assessment that measures ABE/ASE proficiencies and uses the test scores appropriately to guide instruction				
3.14 Identifies techniques or activities that prepare ABE/ASE learners for standardized assessments				

EDU 134: Teaching English as a Second Language (ESL) to Adult Learners

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course introduces the student 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 cover a wide variety of methodologies, both group and individualized, that are aimed at teaching non-English speakers the oral, written and verbal skills, necessary to successfully function in the United States.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 9** of the ABE Authorization Course Competencies. You must include a syllabus and a transcript with a grade of C or better for each course listed on the form. The syllabi must be labeled using the instructions in Section 6.3.

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
4.01 Demonstrates appropriate use of the native language in classroom and individual instruction				
4.02 Teaches self-correction strategies for ESL				
4.03 Demonstrates awareness of the demographics of adult ESL learners, and understands the characteristics of the three levels of ESL: beginning, intermediate, and advanced				

EDU 134: Teaching English as a Second Language (ESL) to Adult Learners

Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
4.04 Demonstrates understanding of computer-assisted learning in support of learning objectives and identifies several computer-based learning programs for ESL				
4.05 Demonstrates a variety of formats for providing constructive error correction with critical linguistic feedback to learners				
4.06 Demonstrates ability to evaluate and select textbooks and software for ESL				
4.07 Identifies, administers and reports data on at least one standardized assessment to measure ESL proficiencies and uses the test score appropriately to guide instruction				

EDU 134: Teaching English as a Second Language (ESL) to Adult Learners

Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
4.08 Identifies techniques or activities that prepare ESL learners for standardized assessments				
4.09 Defines, develops (if necessary) and administers criterion testing and/or performance assessments used to measure proficiency and administers them in English language skills				
4.10 Identifies the processes by which learners acquire a new language in and out of classroom settings and implements various approaches and techniques				
4.11 Identifies and integrates language skills and language components in lesson planning (listening, speaking, reading, writing, vocabulary, semantics, syntax, and sound)				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course introduces the 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 parenting are covered, both in theory and practical application.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 30** of the ABE Authorization Course Competencies. You must include a syllabus and a transcript with a grade of C or better for each course listed on the form. The syllabi must be labeled using the instructions in Section 6.3.

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.01 Involves adult learners in an interactive, ongoing, and cooperative process to set individual and family goals				
5.02 Demonstrates activities for literacy and language skills development based on family experiences and culture				
5.03 Demonstrates strategies to provide a literacy-rich text environment				
5.04 Engages early learners in different types of text, such as stories, conversations, poetry, dramatizations, messages, etc.				
5.05 Promotes children's success with literacy through meaningful literacy experiences and interactions with adults				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.06 Demonstrates the ability to teach the connection between sounds and letters				
5.07 Implements the Plan-Do-Review process, in which staff, parents, and children all have active roles				
5.08 Assists parents in developing goals that support their children's learning				
5.09 Demonstrates strategies that support parents in language and literacy development at home				
5.10 Demonstrates ability to facilitate parent involvement in child's classroom and in school activities				
5.11 Uses extrinsic motivators to encourage families to remain in the program long enough to meet their goals and to form intrinsic motivation				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.12 Demonstrates strategies to listen, ask questions, summarize discussions, and survey parents about interests/needs				
5.13 Demonstrates strategies to facilitate development of problem-solving skills				
5.14 Demonstrates strategies to encourage parent leadership				
5.15 Demonstrates strategies to integrate academic skills into parent support lessons				
5.16 Demonstrates meaningful ways to use print to create an environment that promotes language-rich experiences				
5.17 Demonstrates instructional strategies that utilize or are based on family strengths, interests, and needs				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.18 Demonstrates scaffolding to obtain optimum learning				
5.19 Demonstrates knowledge of literacy development concepts				
5.20 Demonstrates knowledge of how parents and staff support early literacy development				
5.21 Makes use of community resources to support parent learning				
5.22 Demonstrates understanding of Family Action Plans that address parent goals in all four components, and identifies the need for additional resources to support family's educational goals				
5.23 Describes the four component model, including federal definition of family literacy services				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.24 Describes characteristics of an effective family literacy program				
5.25 Identifies and describes the structures that support children's learning: environment, routines, interactions, and assessment				
5.26 Describes a home environment and family experiences that build knowledge and opportunities for learning new concepts				
5.27 Explains the rationale behind PACT time and its purposes in a 4 component family literacy program				
5.28 Demonstrates knowledge of research that supports a strong correlation between children being read to by their primary caretakers and children's interest in books, as well as interactive reading patterns between parents and preschoolers				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.29 Describes the rationale for component integration and how team planning is essential to its successful implementation				
5.30 Identifies ways that themes, ideas, and issues can be integrated throughout the components				
5.31 Describes the role parents play in positive adult-child interactions				
5.32 Demonstrates a team approach to integrating all four components into curriculum planning				
5.33 Develops effective lesson plans to integrate parent support with early childhood education, adult education, and Parent and Child Together time				

EDU 135: Family Literacy in Adult Education Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
5.34 Implements the program's core messages throughout the components				
5.35 Demonstrates ability to evaluate and select a variety of developmentally-appropriate texts				
5.36 Creates and implements daily routine that provides opportunities for small group, large group, and one-on-one learning time throughout the day and throughout the curriculum				
5.37 Identifies, administers, and reports data on appropriate screening/assessment instruments for different ages				
5.38 Identifies and demonstrates effective strategies for parents to support their children's early learning				

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 Anderson Charlotte M.
Last First Middle Initial

Address 750 West Lakeview Lane
Street Apartment

Lakewood CO 80226
City State Zip Code

Phone 303-426-8000 x12 303-420-7743 720-316-6951
Work Home Cell

E-mail canderson@mail.com

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.

Charlotte Anderson May 8, 2012
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 Elizabeth McPherson

Program Name Lakewood Adult Education Center, Program's Address 7800 West Colfax Avenue

Director's Phone 303-426-8000 x 10 E-mail Address Elizabeth.Mcpherson@LKWDAEC.org

I have reviewed and support this application.

Elizabeth McPherson May 10, 2012
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			X
Planning, Organizing, and Delivering Adult Education Instruction	X		
Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED)			X
Teaching English as a Second Language (ESL) to Adult Learners			X
Family Literacy in Adult Education			

Required Document Checklist	
X	Equivalent Coursework Application
X	Proof of degree
X	Equivalent Coursework Form for each ABE Authorization Course in which the applicant has equivalent coursework
X	Syllabi w/ two of the three items—course description, course competencies, required textbook(s)
X	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 University of Colorado Department(s) in which courses were taken Education

Address 500 Broadway St., Boulder, CO

Telephone 303-466-3000 Website: www.colorado.edu

Proof of Degree

THE REGENTS OF THE
UNIVERSITY OF COLORADO
HAVE CONFERRED ON
Charlotte Anderson
THE DEGREE
BACHELOR OF SCIENCE
EDUCATION

WITH ALL THE RIGHTS AND PRIVILEGES THEREUNTO APPERTAINING.
IN WITNESS THEREOF THIS DIPLOMA IS AWARDED BY THE REGENTS
UPON THE RECOMMENDATION OF THE FACULTY.

GIVEN AT BOULDER ON THE TWENTY-FIFTH DAY OF MAY, A. D.
NINETEEN HUNDRED AND EIGHTY-NINE AND IN THE
ONE HUNDRED THIRD YEAR OF THE UNIVERSITY.

Fred M. Betz Jr.
CHAIRMAN, BOARD OF REGENTS

R. C. Rautenstrauss
PRESIDENT OF THE UNIVERSITY



J. Russell Nelson
CHANCELLOR

Richard L. Turner
DEAN OF THE FACULTY

EDU 132: Planning, Organizing, and Delivering Adult Education Instruction

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: Charlotte Anderson

This course covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories addressed in ways that show their applicability to the adult learner and his/her education.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 11** of the ABE Authorization Course Competencies. You must include a syllabus and a transcript with a grade of C or better for each course listed on the form. The syllabi must be labeled using the instructions in Section 6.3.

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
2.01 Implements needs assessment appropriate to learners' level for ESL, ABE, and ASE	ED 425	Student Testing and Evaluation	University of Colorado	Spring 2003
2.02 Integrates learners' background, prior knowledge, and current goals into planning instruction	ED 420	Teaching Adult Education	University of Colorado	Fall 2002
2.03 Demonstrates awareness of classroom management techniques	ED 428	Classroom Management	University of Colorado	Fall 2004
2.04 Practices a variety of learner grouping strategies and integrates group work with independent learning	ED 428	Classroom Management	University of Colorado	Fall 2004
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2005

EDU 132: Planning, Organizing, and Delivering Adult Education Instruction

Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
2.05 Modifies planned lessons to accommodate learners' needs and paces lessons appropriately	ED 420	Teaching Adult Education	University of Colorado	Fall 2002
2.06 Accommodates various learning styles	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2005
	ED 435	Understanding Learning Disabilities in Adults	University of Colorado	Fall 2004
	ESL 440	Teaching Adult English Language Learners	University of Colorado	Spring 2004
2.07 Incorporates learner diversity as a classroom resource	ED 437	Diversity in the Classroom	University of Colorado	Spring 2003
2.08 Teaches learners how to learn (metacognitive approaches)	ED 427	Psychology of Education	University of Colorado	Fall 2003
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2005
2.09 Demonstrates awareness of instructional options for adults with disabilities and how to access local resources for assistance	ED 435	Understanding Learning Disabilities in Adults	University of Colorado	Fall 2004
	ED 436	Instructional and Physical Accommodation for Students with Disabilities		Spring 2005

EDU 132: Planning, Organizing, and Delivering Adult Education Instruction Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
2.10 Explains the purpose and design of the individualized student education plan or the 1-year classroom education plan	ED 435	Understanding Learning Disabilities in Adults	University of Colorado	Fall 2004
	ED 436	Instructional and Physical Accommodations for Students with Disabilities		Spring 2005
2.11 Identifies ways for adults to apply learning within content areas and integrates employment, family, and community related activities into instruction	ED 420	Teaching Adult Education	University of Colorado	Fall 2002
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2005
2.12 Develops effective lesson plans using a variety of techniques and outcome measures to meet identified learner goals	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2005
2.13 Defines and applies approaches in adult learning	ED 420	Teaching Adult Education	University of Colorado	Fall 2002
	ED 428	Classroom Management	University of Colorado	Fall 2004
2.14 Utilizes knowledge of the factors that contribute to student retention and motivation	ED 420	Teaching Adult Education	University of Colorado	Fall 2002
	ED 415	Teaching Adult Literacy	University of Colorado	Spring 2005

Syllabi

A course syllabus for each course listed on the Evaluation of Equivalent Coursework Form must be submitted. The syllabi must be from the year in which the courses were taken. Each syllabi must be labeled with the applicant's name and the ABE Authorization Course(s) for which it is being submitted.

The syllabi must include two of these three items that confirm that the course addressed adult learners and learning: a course description, course objectives/competencies and the required textbook(s).

Transcript

A transcript copy for all of courses listed on the Evaluation of Equivalent Coursework forms must be submitted.

The transcript must include the name of the college or university, course name, number and title, credit hours, semester/year taken, grade of C or better and the applicant's name.