

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 on the forms in this section and 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 6.28-6.35. 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 an Evaluation of Experience 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 in Section 6.28-6.35 of this 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 in Section 3 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.

- 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 the required ABEA EDU and/or EDAE 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 must be applied when completing a portfolio. 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 by the end of each month to be reviewed the following month. Portfolios **ARE NOT** reviewed in July. Documents received after June 30 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

A preliminary screening is done to determine if the basic requirements are met. If this screening is satisfactory, a comprehensive evaluation is completed. If it is not, the portfolio will be returned to the applicant with information on what needs to be done for a successful evaluation.

The applicant and his/her local program director are notified regarding the evaluation status. The applicant will receive a Certificate of Equivalency for each course in the portfolio that met the requirements. The Certificate of Equivalency is to be 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. It may be recommended 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 on the next page (6.6) before resubmitting the Evaluation of Equivalent Coursework documents.

For additional information, contact the ABE Authorization staff at 303.866.6865 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 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.

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.
- 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 (EDU 131)		Not an option for this course	
Planning and Delivering Instruction to Adult Learners (EDU 132)			
Teaching Adult Basic Education (ABE) and Adult Secondary Education (ASE) (EDU 133)			
Teaching English as a Second Language (ESL) to Adults (EDU 134)			

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 131-134 (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 7/8/12)
 - 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 in Adult Education and/or Family Literacy

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 of relevance:

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

Event _____ **Location:** _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

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

Event: _____ **Location:** _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

Documentation of Training in Adult Education and/or Family Literacy

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

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

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

Documentation of Training in Adult Education and/or Family Literacy

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

Event: _____ **Location:** _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

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

Event: _____ **Location:** _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

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

Event: _____ **Location:** _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

Documentation of Training in Adult Education and/or Family Literacy

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

Event: _____ Location: _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

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

Event: _____ Location: _____

Presenter(s): _____

Authorization Course Competency(ies) Addressed: _____

Statement of relevance:

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 five years.

Applicant's Signature

Date

Introduction to Adult Education (EDU 131) Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course provides an introduction to adult education with an emphasis on providing instruction to adult learners developing their ability to listen, speak, read, and write in English and learners with skills below 12th grade equivalency. Key areas include adult education theories, principles, methods and techniques; adult education legislation, initiatives and movements; adult basic education services and service providers; understanding the adult learner; metacognition; the instructional environment; and professional development for adult educators.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 9** of the 11 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. Apply current research related to adult learning and development to delivering instruction to adult English language learners and adults with skills below 12 th grade equivalency.				
2. Summarize applicable federal and state adult education legislation, USDOE initiatives, and movements in adult education.				
3. Discriminate between the types of education services available to adult English language learners and adults with skills below 12 th grade equivalency.				



Introduction to Adult Education (EDU 131) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	<u>Course Number</u>	<u>Course Title</u>	<u>College/University Name</u>	<u>Date Completed</u>
4. Compare and contrast adult and child learning theories to identify research and evidence based instructional methods and techniques appropriate for adult learners.				
5. Explain how adult learners' life experiences and circumstances can affect their participation in adult education.				
6. Evaluate the influence of family, culture and community on adult learners' expectations and learning and use this information to deliver culturally responsive instruction.				
7. Analyze the connection of helping adult learners set and monitor goals to persistence and motivation.				

Introduction to Adult Education (EDU 131) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	<u>Course Number</u>	<u>Course Title</u>	<u>College/University Name</u>	<u>Date Completed</u>
8. Explain the metacognitive process and analyzes strategies for developing metacognition in adult learners.				
9. Distinguish the elements of an instructional environment and climate that engage adult learners and promote purposeful learning.				
10. Describe local resources and support systems to minimize barriers in achieving educational and career goals for adult learners with special needs, e.g. adults with disabilities, skills at or below 3 rd grade equivalency, immigrants and refugees at Student Performance Levels (SPLs) 0-2.				
11. Evaluate professional development options and resources for adult educators and develop a personal professional development plan.				

Planning and Delivering Instruction to Adult Learners (EDU 132)

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form

Applicant Name: _____

This course provides an introduction to planning and delivering instruction to adult learners with an emphasis on developing the English language proficiency of non-native English speakers and improving the skills of learners whose skills are below 12th grade equivalency. Key areas include identification of learners' skills, needs and goals; the use of information about learners to plan instruction and assessment; the development of learners' independence ; the creation of an instructional environment that supports and engages adult learners.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 10** of the 12 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
1. Describe and implement a process to support ABE, ASE and/or ESL learners in identifying, documenting, monitoring and revising personal, educational and career goals.				
2. Explain the purpose and use of formative and summative assessments. Identify specific standardized ABE, ASE and/or adult ESL assessments and describes their uses.				
3. Describe the process of providing accommodations for disabilities during instruction and assessment.				

Planning and Delivering Instruction to Adult Learners (EDU 132) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
4. Describe and implement a process to help adult learners understand and independently monitor academic performance and progress.				
5. Develop and document a profile for adult learners to inform instruction using information such as background, standardized assessment results, prior knowledge, learning preferences, and educational and career goals.				
6. Explain the instructor's role in connecting adult learners to local resources that support them in achieving their personal, educational and career goals.				
7. Prepare written outcomes-based instructional plans that incorporate Webb's Depth of Knowledge levels and align with the curriculum and learner goals.				

Planning and Delivering Instruction to Adult Learners (EDU 132) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
8. Demonstrate the contextualization of ESL, ABE or ASE instruction to address adult learners' personal, educational and career goals.				
9. Create an instructional environment that supports the development of metacognition.				
10. Utilize a variety of learner grouping strategies that address learning objectives.				
11. Relate to instruction research and evidence-based practices that sustain motivation and promote persistence.				
12. Evaluate professional development options and resources for adult educators and develop a personal professional development plan.				

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

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course provides an introduction to providing literacy and numeracy skills instruction to adult learners functioning below 12th grade equivalency. Key areas include understanding the Adult Basic Education and Adult Secondary Education learner and the literacy and numeracy skills needed to complete each Educational Functioning Level: preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for ABE and ASE learners; using technology; and preparing learners to transition to postsecondary education and careers.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for **a minimum of 10** of the 13 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
1. Evaluate the influence of the demographic profile and cultural norms and values of ABE and ASE learners and their instructors on instructional practices.				
2. Compare and contrast instructional techniques and resources appropriate for ABE and ASE learners.				
3. Identify a process for selecting level-appropriate instructional materials for ABE and ASE learners (e.g. print and electronic media).				

Teaching Adult Basic Education (ABE) and Adult Secondary Education (ASE) (EDU 133)

Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
4. Apply results from two or more types of assessments for ABE and/or ASE learners to the planning and delivery of instruction.				
5. Deliver level-appropriate instruction using a written outcomes-based instructional plan that integrates Webb's Depth of Knowledge levels and content areas across the curriculum.				
6. Contextualize instruction based on ABE and/or ASE learners' self-identified prior knowledge, and personal, education and career goals.				
7. Use technology to develop and deliver ABE and/or ASE instruction and provide learners with the opportunity to use technology to develop reading, writing and/or numeracy skills that address educational and/or career goals.				

Teaching Adult Basic Education (ABE) and Adult Secondary Education (ASE) (EDU 133)

Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
8. Demonstrate knowledge of the writing skills adult learners need to complete each Educational Functioning Level (EFL) through the delivery of writing instruction appropriate to the adult learners' EFL.				
9. Demonstrate knowledge of the reading skills adult learners need to complete each Educational Functioning Level (EFL) through the delivery of reading instruction appropriate to the adult learners' EFL.				
10. Demonstrate knowledge of the numeracy skills adult learners need to complete each Educational Functioning Level (EFL) through the delivery of numeracy instruction appropriate to the adult learners' EFL.				
11. Apply instructional practices that support the development of independent ABE and ASE learners prepared to transition to the next step in their education and/or career pathway.				

Teaching Adult Basic Education (ABE) and Adult Secondary Education (ASE) (EDU 133)

Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
12. Utilize a variety of learner grouping strategies that address learning objectives.				
13. Evaluate professional development options and resources for adult educators and develop a personal professional development plan.				

Teaching English as a Second Language (ESL) to Adults (EDU 134)

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: _____

This course provides an introduction to providing instruction to adults who are developing English language proficiency. Key areas include understanding the adult ESL learner, the language acquisition process and the language skills needed to complete each Educational Functioning Level (EFL); preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for adult language learners; using technology; and preparing adult ESL learners to transition to postsecondary education careers.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 11** of the 14 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
1. Demonstrate knowledge of the language acquisition process for adults.				
2. Differentiate the appropriate use of the adult learners' native language by the instructor or the learners during instruction.				
3. Evaluate the influence of the demographic profile and cultural norms and values of ESL learners and their instructors on instructional practices.				

Teaching English as a Second Language (ESL) to Adults (EDU 134) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
4. Compare and contrast language teaching techniques and resources appropriate for adult ESL learners.				
5. Identify a process for selecting level-appropriate instructional materials for ESL learners (e.g. print and electronic media).				
6. Apply results from two or more types of assessments for adult ESL learners to the planning and delivery of instruction.				
7. Deliver level-appropriate instruction using a written outcome-based instructional plan that integrates critical thinking skills and language skills and components (e.g. listening, speaking, reading, writing, pronunciation, vocabulary, syntax).				

Teaching English as a Second Language (ESL) to Adults (EDU 134) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
8. Contextualize instruction based on adult ESL learners' self-identified prior knowledge, and personal, education and career goals.				
9. Use technology to develop and deliver ESL instruction and provides learners with the opportunity to use technology to develop English language proficiency that addresses educational and/or career goals.				
10. Demonstrate knowledge of the skills adult ESL learners need to complete each Educational Functioning Level (EFL) through the delivery of language instruction appropriate to the adult learners' EFL.				
11. Demonstrate techniques for providing targeted, constructive error correction and for helping learners to develop the ability to monitor and correct errors.				

Teaching English as a Second Language (ESL) to Adults (EDU 134) Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
12. Apply instructional practices that support the development of independent ESL learners prepared to transition to the next step in their education and/or career pathway.				
13. Utilize a variety of learner grouping strategies that address learning objectives.				
14. Evaluate professional development options and resources for adult educators and develop a personal professional development plan.				

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 (EDU 131)		Not an option for EDU 131	X
Planning and Delivering Adult Education Instruction to Adult Learners (EDU 132)	X		
Teaching Adult Basic Education (ABE) and Adult Secondary Education (ASE/GED) (EDU 133)			X
Teaching English as a Second Language (ESL) to Adults (EDU 134)			X

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

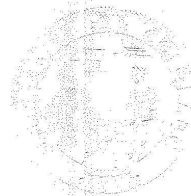
THE REGENTS OF THE
UNIVERSITY OF COLORADO
HAVE CONFERRED ON
Charlotte Anderson
THE DEGREE
BACHELOR OF SCIENCE
EDUCATION

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.

Dred M. Betz Jr.
CHAIRMAN, BOARD OF REGENTS

R. C. Pautinstian
PRESIDENT OF THE UNIVERSITY



J. Russell Nelson
CHANCELLOR

Richard L. Turner
DEAN OF THE FACULTY

Planning and Delivering Instruction to Adult Learners (EDU 132)

Evaluation of Equivalent Coursework Form

See the instructions in Section 6.2 BEFORE completing this form.

Applicant Name: Charlotte Anderson

This course provides an introduction to planning and delivering instruction to adult learners with an emphasis on developing the English language proficiency of non-native English speakers and improving the skills of learners whose skills are below 12th grade equivalency. Key areas include identification of learners' skills, needs and goals; the use of information about learners to plan instruction and assessment; the development of learners' independence; the creation of an instructional environment that supports and engages adult learners.

INSTRUCTIONS: Provide a minimum of one equivalent college or university course that addressed adult learners and learning for a **minimum of 10** of the 12 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
1. Describe and implement a process to support ABE, ASE and/or ESL learners in identifying, documenting, monitoring and revising personal, educational and career goals.	ED 425	Student Testing and Evaluation	University of Colorado	Spring 2008
	ED 420	Teaching Adult Education	University of Colorado	Fall 2007
2. Explain the purpose and use of formative and summative assessments. Identify specific standardized ABE, ASE and/or adult ESL assessments and describes their uses.	ED 425	Student Testing and Evaluation	University of Colorado	Spring 2008
3. Describe the process of providing accommodations for disabilities during instruction and assessment.	ED 435	Understanding Learning Disabilities in Adults	University of Colorado	Fall 2009
	ED 436	Instructional and Physical Accommodations for Students with Disabilities	University of Colorado	Spring 2010

Planning and Delivering Instruction to Adult Learners (EDU 132)

Evaluation of Equivalent Coursework Form

<u>Authorization Course Competencies</u>	<u>Equivalent Coursework</u>			
	Course Number	Course Title	College/University Name	Date Completed
4. Describe and implement a process to help adult learners understand and independently monitor academic performance and progress.	ED 427	Psychology of Education	University of Colorado	Fall 2008
	ED 429	Methods of Teaching the Adult Learner	University of Colorado	Fall 2010
5. Develop and document a profile for adult learners to inform instruction using information such as background, standardized assessment results, prior knowledge, learning preferences, and educational and career goals.	ED 420	Teaching Adult Education	University of Colorado	Fall 2007
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2010
6. Explain the instructor's role in connecting adult learners to local resources that support them in achieving their personal, educational and career goals.	ED 436	Instructional and Physical Accommodations for Students with Disabilities	University of Colorado	Spring 2010
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2010
7. Prepare written outcomes-based instructional plans that incorporate Webb's Depth of Knowledge levels and align with the curriculum and learner goals.	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2010

Planning and Delivering Instruction to Adult Learners (EDU 132) Evaluation of Equivalent Coursework Form

Authorization Course Competencies	Equivalent Coursework			
	Course Number	Course Title	College/University Name	Date Completed
8. Demonstrate the contextualization of ESL, ABE or ASE instruction to address adult learners' personal, educational and career goals.	ED 420	Teaching Adult Education	University of Colorado	Fall 2007
	ESL 440	Teaching Adult English Language Learners	University of Colorado	Spring 2009
	ED 415	Teaching Adult Literacy	University of Colorado	Spring 2010
9. Create an instructional environment that supports the development of metacognition.	ED 427	Psychology of Education	University of Colorado	Fall 2008
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2010
10. Utilize a variety of learner grouping strategies that address learning objectives.	ED 428	Classroom Management	University of Colorado	Fall 2009
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2010
11. Relate to instruction research and evidence-based practices that sustain motivation and promote persistence.	ED 420	Teaching Adult Education	University of Colorado	Fall 2007
	ED 415	Teaching Adult Literacy	University of Colorado	Spring 2010
12. Evaluate professional development options and resources for adult educators and develop a personal professional development plan.	ED 420	Teaching Adult Education	University of Colorado	Fall 2007
	ED 429	Methods for Teaching the Adult Learner	University of Colorado	Fall 2010

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 Course-work 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.