COLORADO
Department of Education

Completing and Submitting the
Adult Basic Education Authorization Application

The Adult Basic Education (ABE) Authorization application is available in the eLicensing system on the CDE Educator Licensing website at https://www.colorado.gov/cde/licensing/. Questions about eLicensing should be directed to CDE Educator Licensing at 303-866-6628 or educator.licensing@cde.state.co.us.

Applicants employed at AEFLA-funded programs are responsible for submitting their application to CDE Educator Licensing with adequate time for the application to be processed before the ABE Authorization Policy compliance deadlines.

NOTE: As of June 23, 2011, Educator Licensing will **NOT** accept applications on paper. As of January 15, 2013, Educator Licensing will **NO LONGER** print licenses and authorizations. These documents will be available online for applicants to print.

Adult Basic Education Authorization Application Process

1. Go to https://www.colorado.gov/cde/licensing/. If you do not already have an account, click on register in the upper right corner of the screen. Complete all of the required registration information and submit it. Be sure to keep a record of the user name and password. Check the email account that was provided on the registration form for an email to authenticate the registration.
2. Login at https://www.colorado.gov/cde/licensing/ with your username and password
3. Click on applications. Select the Adult Basic Education Authorization
4. Provide all required information on the application form
5. Upload all required documents (Original transcripts from US colleges or universities verifying a degree must be uploaded. As of 9/1/13, you no longer need to mail or bring in your official transcripts to CDE unless specifically requested to do so. However, high quality scans of your transcripts do need to be uploaded into your eLicensing application.)
6. Submit the application when all required information has been provided and documents have been uploaded
7. Pay the non-refundable application processing fee with a valid credit or debit card

Applications cannot be approved until CDE receives confirmation from the Colorado Bureau of Investigation (CBI) that the background investigation has been completed. CBI must receive fingerprints and the required fee in order to conduct the background check. All applicants must submit fingerprints to CBI unless the applicant has confirmed that fingerprints are on file with CDE in association with another CDE issued license or authorization. **If fingerprints were submitted to CBI for CDE Educator Licensing before 2004, they must be submitted again.**

Helpful Information

An application checklist is available under general information at http://www.cde.state.co.us/cdeadult/liaindex. To document proficiency in the ABE Authorization course competencies, applicants must have transcript(s) with a grade of C or better and/or Certificate(s) of Equivalency for the four required courses. Acceptable courses are:

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- EDU 131-134 courses offered at Colorado community colleges and CCCOnline
- EDAE 520 Adult Learning, EDAE 590 Adult Education, EDAE 590 Teaching ESL to Adults and/or EDAE 620 Process and Methods from Colorado State University
- ED 589 Teaching ESL to Adult Learners from Adams State College

It is recommended that prior to completing the online application, applicants can access the required documents in an electronic format. Accepted file types include: .ach, .bmp, .doc, .docx, .fil, .jpeg, .jpg, .pdf, .rtf, .tif, .txt, .vsd, .wpd, .xls, .xlsx. The online application can be saved, which allows the applicant to logout and return once all of the required information is available.

A transcript evaluation confirming degrees awarded outside of the US are equivalent to degrees in the US must be submitted to Educator Licensing if the degree was not awarded by a US college or university. Information about transcript evaluation services is available at http://www.naces.org/.

IMPORTANT: Applicants should ensure the accuracy of the information submitted to Educator Licensing to avoid being required to resubmit the application and pay the processing fee again. Applicants must respond within 30 days to any communication from Educator Licensing about the application to avoid the possibility of the application being deemed expired and deleted from the eLicensing system. If the application is deleted from the system, it must be resubmit-ted and the processing fee must be paid again.

Applicants can check the status of their application at the Educator Licensing website or contact Educator Licensing with questions at (303) 866-6628 or educator.licensing@cde.state.co.us.

CBI Background Investigation

Fingerprints are taken at a local law enforcement agency on a card provided by the agency. See http://www.cde.state.co.us/cdeprof/fingerprints.htm for more information about the infor-mation that must be printed on the card for it to be submitted to CDE Educator Licensing.

Submit the completed fingerprint card and $39.50 processing fee to:

Colorado Bureau of Investigation
690 Kipling St., Ste 3000
Denver, CO 80205
303-239-4208
http://cbi.state.co.us

CBI accepts the following forms of payment: money orders, certified checks, Master Card, Visa and cash. Cash will be accepted by CBI only if delivered in person with your fingerprint card. If you would like to use a credit card by mail go to http://www.colorado.gov/cs/Satellite/CDPS-CBIMain/CBON/1251622155214.

Reimbursement for Fees

Recipients of the Adult Basic Education Authorization who are paid employees at AEFLA-funded programs are eligible to request reimbursement for the authorization application and CBI fingerprinting fee. Reimbursements are paid by the CDE Adult Education and Family Literacy office.

Reimbursement Request Process

A copy of the authorization issued by Colorado Educator Licensing, fee payment receipt from CBI and a Special Request For Reimbursement/Payment - Form CDE 56 must be sent to the address below.

1. For instructions for Reimbursement/Payment, go to: http://www.cde.state.co.us/cdeadult/LIAPDSupport.htm

2. For a copy of the Special Request for Reimbursement/Payment – Form CDE 56, send an email request to ABE@cde.state.co.us.

   - Complete the top section with the applicant's personal information.
   - Sign, date and check 'yes' or 'no' in response to the licensing statement in the "Certification" section.
   - **Please DO NOT complete any other sections on the form.**

2. Mail, fax or e-mail the completed form **along with** a copy of the **Adult Basic Education Authorization** to:

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Colorado Department of Education
Adult Education and Family Literacy
201 E. Colfax Ave., Room 300
Denver, CO 80203-1799
Fax: 303.866.6599
Email: ABE@cde.state.co.us

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Call (303) 866-6884 or email ABE@cde.state.co.us with any questions about the reimbursement process.

NOTE:

- Paid teaching staff at AEFLA-funded programs will be reimbursed only for the application fee and the fingerprinting fee associated with CBI. No additional costs associated with the authorization will be reimbursed.

- Applicants who are requesting reimbursement for fingerprinting must include proof of payment.

- Reimbursement requests (Form CDE 56) will not be processed unless a copy of the authorization is included.

Adult Basic Education Authorization Application FAQs

Q1: Where is the ABEA application submitted?
A: The completed application and required documents are submitted to CDE Educator Licensing using the online application system at https://www.colorado.gov/cde/licensing/. DO NOT submit any paper documents to Educator Licensing unless they request that you do so.

Q2: Can I save the application on the Educator Licensing website and return to it later?
A: Yes, it's possible to save it, log out and return to the website at a later time to complete the application.

Q3: If I had fingerprints done for a teaching license, do I need to have them done again?
A: If you have submitted fingerprints to the Colorado Bureau of Investigation (CBI) for CDE Educator Licensing before 2004, you must submit them again. It's recommended that you confirm that your fingerprints are on file by calling Educator Licensing at 303.866.6628. If your fingerprints were submitted to CBI for the Department of Corrections or Early Childhood Education they will need to be submitted again to CBI following the instructions on the Educator Licensing website at http://www.cde.state.co.us/cdeprof/fingerprints.htm.

Q4: Do I need to mail an official transcript to CDE Educator Licensing?
      As of 9/1/13, you no longer need to mail or bring in your official transcripts to CDE unless specifically requested to do so. However, high quality scans of your transcripts do need to be uploaded into your eLicensing application.

Q5: Can the authorization be an endorsement on my Teacher License?
A: No. As of March 30, 2011, the authorization can no longer be an endorsement on a license. Licensed teachers must apply for and renew their license and authorization   separately with separate fees.

Q6: Will the ABE Authorization be mailed to the address I provide when I apply for the authorization?
A: No. As of January 15, 2013, Educator Licensing will **NO LONGER** print licenses and authorizations. These documents will be available online for applicants to print.

Q7: Can I be reimbursed for the application fee and the CBI fingerprinting fee?
A: At this time only paid teaching staff at AEFLA-funded programs are eligible to request reimbursement for these fees. You must submit a copy of the authorization and payment receipt for CBI fingerprinting fees and a CDE reimbursement request form. See Section 7.3 for more information.

Q8: Do staff in the CDE Office of Adult Education and Family Literacy review applications?
A: No. Applications are submitted to CDE Educator Licensing and CDE/AEFL staff do not have access to the applications.