

**SECTION 8:
Adult Basic Education
Authorization
Renewal**

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Renewal FAQ

Applying to CDE Educator Licensing to Renew the Adult Basic Education Authorization

The Adult Basic Education (ABE) Authorization is valid for five years. Applicants can submit their renewal application **up to 6 months prior to the expiration date of the authorization**. To renew, applicants must have documentation of professional activities participated in during the five years the authorization was valid. Activities can include six semester hours from a college or university, 90 clock hours or a combination of contact hours and semester hours. One semester hour is equal to 15 clock hours. (Example: 30 clock hours of professional development plus 4 semester hours of college coursework would equal 6 semester hours or 90 clock hours). If the authorization is expired when the renewal application is submitted, the hours must have been earned within five years of the date the application is submitted.

CDE Educator Licensing implements the renewal requirements for licenses and authorizations as approved by the state board of education. Educator Licensing also receives and processes renewal applications. Access eLicensing, the web-based application system, on the Educator Licensing website at <https://www.colorado.gov/cde/licensing/>.

Questions about eLicensing should be directed to CDE Educator Licensing at 303-866-6865 or educator.licensing@cde.state.co.us.

Please note that the authorization **can not be** an endorsement on a license. Licenses and authorizations must be renewed separately. It is possible to use the same professional activities for the renewal of a license and the authorization if the professional activities are relevant to both credentials.

Completing the Application for Renewal of the ABE Authorization

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. An application checklist is available under general information at <http://www.cde.state.co.us/cdeadult/liaindex>. The online application can be saved, which allows the applicant to logout and return once all of the required information is available.
5. Upload all required documents. 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. Original transcripts from all US colleges or universities attended must be uploaded AND mailed. Transcripts are still accepted as official if opened.
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.

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

Applying to CDE Educator Licensing to Renew the Adult Basic Education Authorization

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 resubmitted and the processing fee must be paid again.

Helpful Information about Professional Activities Required for Renewal

1. Professional activities must result in one or more of the following:
 - Increased skills and/or competence in the delivery of instruction
 - Increased content knowledge in life skills or GED content areas
2. Professional activities must be in one or more of the *Accepted Renewal Activities* categories established by CDE Educator Licensing. Information about these categories is available on the [CDE Educator Licensing website](#).
3. Professional activities used for renewal must correlate with one or more of the *Performance-Based Standards for Colorado Teachers* available on the [CDE Educator Licensing website](#). To find these before you begin the application process, google "Performance-Based Standards for Colorado Teachers."
4. Documentation of completion of professional activities must be uploaded in eLicensing. Information about the documentation is available on the [CDE Educator Licensing website](#).

Adult Basic Education Authorization Renewal FAQ

Q1: Where is the Authorization Renewal Application submitted?

A: The application is submitted online to Educator Licensing using eLicensing at <https://www.colorado.gov/cde/licensing/Default.aspx>.

Q2: When should I submit the renewal application?

A: The documents can be submitted up to **6 months prior to the expiration date of the authorization or license**. All professional activities used for renewal must be completed within 5 years of the date of submission for renewal and after the date of the issuance of the authorization. If an authorization or a license is expired, the professional activities must be completed within 5 years of the date of submission for renewal. The date of issuance, in this case, does not apply.

Q3: Do I need to upload my transcripts if I have submitted them to Educator Licensing in the past?

A: Yes. All transcripts from colleges and universities that you have attended must be uploaded to eLicensing the first time an applicant uses it. As of 9/1/13, you no longer need to mail or bring your official transcript to CDE unless specifically requested to do so. However, high quality scans of your transcripts do need to be uploaded into your eLicensing application.

Q4: How can I renew the authorization as an endorsement on my Professional Teacher License?

A: The authorization cannot be an endorsement on a teaching license. The license and the authorization must be renewed separately.

Q5: Will CDE reimburse me for my renewal fee?

A: No. CDE only reimburses staff members who work with AEFLA reported learners for their original ABE Authorization application and fingerprint processing fees.

Q6: Who do I contact to learn about the status of my application?

A: Check the status of the application online at: <https://edx.cde.state.co.us/PublicEducatorSearch/DOBSearch.jsp>.

You can also email Educator Licensing at educator.licensing@cde.state.co.us or reach them by phone at 303-866-6628.