



## Applicant Information

Please complete the following with your information. Type/print legibly.

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2 (Optional)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Work Phone Home Phone Cell Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Current Employer (Program/Organization)

\_\_\_\_\_  
Current Job Title

## Portfolio Information

Please complete the following with the information about this portfolio.

### How are you completing the course requirements for the ABEA?

|   | <b>Take the Course</b><br><i>(No documentation needed for portfolio)</i> | <b>Equivalent Coursework</b><br><i>(Documentation needed)</i> | <b>Demonstration of Experience</b><br><i>(Documentation needed)</i> | <b>Included in Portfolio?</b> |
|---|--|---|---|-------------------------------|
| <b>EDU-131 (or EDAE-520)</b> - Introduction to Adult Education                                      |  |   |   |                               |
| <b>EDU-132 (or EDAE-620)</b> - Planning and Delivering Instruction to Adult Learners                |  |   |   |                               |
| <b>EDU-133 (or EDAE-530)</b> - Teaching Adult Basic Education (ABE)/Adult Secondary Education (ASE) |  |   |   |                               |
| <b>EDU-134 (or EDAE-540)</b> - Teaching English as a Second Language (ESL) to Adults                |  |   |   |                               |



## Required Documentation Checklist

**All portfolios must include the following documents:**

- Portfolio Application Form
- Employment/Volunteer History Form
- Professional Résumé
- Documentation of Training Form (with supporting documentation, if available)

**Portfolios involving Equivalent Coursework must also include:**

- Equivalent Coursework Form(s)
- Course Completion Documentation

**Portfolios involving Demonstration of Experience must also include:**

- Demonstration of Experience Form(s)

## Statement of Support

*Please have your program director complete the following if you are currently employed with an adult education program.*

I have reviewed and I support the work of the applicant in this portfolio.

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*MI*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Statement of Accuracy and Permission

*Please review the following statement of accuracy and permission, and then sign and date below.*

I certify the accuracy and authenticity of the documents included in this portfolio, and I grant permission to AEI to review the documents in order to evaluate whether they meet the requirements of the ABEA Portfolio Process. I understand that all decisions regarding the success of a portfolio are based on providing sufficient documentation to show that I have demonstrated the competencies for the course(s) that I am submitting a portfolio for. I also understand that my employer and/or evaluator(s) may be contacted to verify the information, and that only the information included in this portfolio and any information obtained from my employers and/or evaluator(s) will be used to determine I qualify for a Certificate of Equivalency for the ABEA course(s) for which I am requesting a Certificate of Equivalency.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*