CDE BRAILLE COMPETENCY RENEWAL TESTING GUIDELINES

Colorado Department of Education

Information about the Renewal Modules

The Colorado Braille Competency Test process is designed to measure accuracy and efficiency in reading and writing the Unified English Braille (UEB) Code specific to literary skills. This process includes defined steps for a one-time renewal of the initial Colorado Department of Education (CDE) Certificate of Braille Competency. This braille competency renewal process is required for all teachers licensed and endorsed in the area of visual impairment who are working in Colorado administrative units.

The CDE Renewal Certificate of Braille Competency is not likely to transfer to other states that require demonstration of braille competency and would not replace other national braille competency certification processes or requirements.

Once a candidate has earned an initial CDE Certificate of Braille Competency, there is a one-time renewal process. Within a full five-year period from the date the initial CDE Braille Competency Certificate was issued, the candidate must pass 15 CDE Unified English Braille modules. One clock hour is earned per the successful completion of each module. Up to four modules can be taken each subsequent year from the award of the initial CDE Certificate of Braille Competency, but a minimum of two modules must be reserved for the fifth year.

Each Unified English Braille renewal module involves three sections:

1. an interlining passage activity
2. a transcription activity using a Perkins brailler
3. a proof-reading activity

The directions for the renewal modules will be given to the candidate at the onset of each proctored session and will detail the time parameters of the session and the general procedures of the modules.

Passing Criteria and Procedures

A passing score for each section involves the following criteria:

1. two or fewer errors in the transcription activity
2. two or fewer errors in the interlining activity
3. two or fewer errors in the proofreading activity; and
4. completion of the module within a one-hour time period (including the time needed to make any needed corrections).

The clock starts once the candidate has received instruction on how to complete the module. If a candidate exceeds the hour and has not successfully completed the module, the module is failed. The proctor will document the start and end time with the candidate.

If a candidate has between three and five errors in a graded section, with time permitting, an opportunity may be provided to correct the errors and reduce them to the allowable limit of two errors per section. Correction time is included within the one-hour time allotment for completing the module. While the proctor is grading the work, the testing clock will be paused and will resume once the module is returned to the candidate for corrections.

If an error can be corrected by reinserting the paper and making the correction, the candidate may do so. All erasures must be clean and tactually undetectable. If the paper cannot be reinserted to correct the error(s), the entire sentence containing the error must be re-brailled on a separate sheet of paper.

In addition to braille errors, an error will be assessed for each occurrence in which the candidate exceeds the 28-cell line limit or fails to use the maximum available space within a 28-cell line. Hyphenation is not required. Six or more errors in any graded section will result in an automatic failure of that module. A failed module will be moved to the end of the required Unified English Braille module sequence.

Scheduling a Renewal Braille Module(s)

Arrangements to take a renewal module(s) should be made with a CDE approved proctor during the school year. Summer sessions are dependent on the availability of the proctor. There is no cost to the candidate to take a renewal module.

Nancy Cozart	Metro Region	Cozart_n@cde.state.co.us
Christine Maynard	Southern Region	Maynard_c@cde.state.co.us
Brenda Shepard	Metro and Northern Regions	Shepard_b@cde.state.co.us
Julie Wetzstein	Metro Region	Wetzstein_j@cde.state.co.us

Candidates must provide advance notice to the braille proctor regarding the modules they plan to complete during a proctored session. This allows the proctor sufficient time to prepare the necessary materials. If a candidate fails a module, and time permits, the candidate may be given an opportunity to complete a different module during the same session. However, if a candidate fails two consecutive modules in a single sitting, no additional modules may be attempted that day. Candidates are encouraged to review and practice their braille knowledge and skills before attempting future modules.

Provided References / What to Bring to the Proctored Session

Candidates taking the CDE braille-renewal modules will be given access to a set of standard references during the proctored session. No additional reference materials may be brought into the testing session. Clean copies of the following resources will be provided to the candidate for the duration of the testing session:

a) Aroga Unified English Braille Chart
b) Ashcroft's Programmed Instruction: UEB
c) Burns Braille Guide: A Quick Reference to UEB (2nd Edition)
d) Instructional Manual UEB Edition
e) The Braille Enthusiast's Dictionary: Unified English Braille Edition
f) The Rules of Unified English Braille (2024, 3rd edition)

Candidates should bring appropriately sized braille paper, a Perkins brailler in good-working condition, a braille eraser, and a pen or pencil to the proctored session for the renewal modules.

The modules must be completed with a Perkins brailler. The Unified English Braille modules should be completed with 8.5 by 11-inch braille paper with a 28-cell line.

Procedures to Request an Accommodation(s)

If accommodations are needed to access and/or complete the module materials, the candidate must contact Dr. Tanni Anthony no later than one month before the proposed module session date. Dr. Anthony may be reached at anthony_t@cde.state.co.us or (303) 503-4647.

Please note that accommodations approved and used for the initial Colorado Braille Competency Test do not automatically transfer to the Braille Renewal Modules. Candidates requesting accommodations for renewal modules must submit a separate request for consideration. The request for an accommodation(s) must be resubmitted to the CDE. For more information about how to request an accommodation(s), please refer to the CDE Braille Competency Test Accommodation Procedures document located at http://www.cde.state.co.us/cdesped/sd-vision_guidedocs

Clock Hours for Successfully Completed Modules

A clock-hour certificate will be issued upon the successful completion of each module. These clock hours may be applied toward Colorado Department of Education (CDE) teacher license renewal requirements. Candidates are responsible for maintaining copies of their certificates, documenting the specific units completed, and tracking the number of clock hours earned.

Upon the successful completion of 15 clock hours within a five-year period, candidates will be issued a CDE Renewal Certificate of Braille Competency. The Director of Special Education for the candidate's administrative unit will also be notified of the renewal status.

Any questions about the CDE braille competency renewal process should be directed to Dr. Anthony at anthony_t@cde.state.co.us or (303) 503-4647.