

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
ADULT EDUCATION SUPERVISOR (Secondary/Postsecondary and Adult)**

I. PROFESSIONAL REQUIREMENTS

The adult education supervisor, initial student services certificate, valid for a period of four (4) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** The applicant must have secured employment in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification;
- B.** Applicant must possess a bachelor's degree.

II. CAREER CONTINUOUS STUDENT SERVICES CERTIFICATE

A. The adult education supervisor, career continuous student services certificate will be issued upon completion and verification of the following:

- 1. Four (4) years of state-approved adult education supervisory experience;
- 2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of student services experience);
- 3. The development, implementation and completion of a professional development plan of at least forty (40) contact hours of professional development, or three (3) semester hours of graduate credit toward an advanced degree; and
- 4. Successful participation in an annual performance-based evaluation.

B. The adult education supervisor, career continuous student services certificate will remain valid upon verification of the following:

- 1. Participation in a performance-based system of evaluation; and
- 2. Participation in twenty (20) contact hours of professional development annually.

C. The adult education supervisor, career continuous student services certificate holder is exempt from additional professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:

- 1. Ten (10) years of state-approved adult education supervision experience;
- 2. A master's degree; and/or
- 3. Certification from a board-approved nationally recognized professional adult education supervision organization.