

Missouri Adult Education and Literacy Directors' Checklist for new AEL Teachers: Navigating Initial Certification

Teacher Name:

Educator ID Number:

MONITORED BENCHMARKS in INITIAL CERTIFICATION	
hire date:	
background check cleared:	
PCW attended (within three months of hire):	
BTAP attended:	
Initial Certification deadline: (Four months from hire date)	
Initial Certification awarded:	
Initial Certification lapses: (four years from Initial Certification award)	

		date completed	verified by
PRE-HIRING REQUIREMENTS			
1.	Teacher completes and clears fingerprint/background check		
2.	Director verifies bachelor's degree of candidate		
PRE-PCW WORKSHOP ACTIVITIES			
1.	Teacher and director complete online DESE Application for Certification		
a.	Teacher registers as User of DESE Web Applications Systems by completing and submitting application for new account. (Click "Register" button in lower portion of page.)		
b.	Teacher completes and submits online application for certification		
c.	Director submits online application from DESE Certification Administrator's Worklog		
d.	Teacher submits official transcripts to DESE		
2.	Teacher prepares to attend a scheduled Pre-Certification Workshop		
a.	Teacher or director registers applicant to attend at DESE-AEL Professional Development website		
b.	Give teacher the PCW checklist		

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3. Director conducts an introduction session		
a. Director discusses the remaining requirements for Initial Certification. Teacher must: <ul style="list-style-type: none"> • Be mentored for two years • Accumulate a minimum of 100 AEL instructional hours per year for the 4 years • Participate in annual performance based teacher evaluation • Attend the BTAP within twelve months of hire date • Participate in 60 hours of professional development, in addition to BTAP and PCW 		
b. Discuss the following AEL practices and policies <ul style="list-style-type: none"> • Procedures for tracking and reporting student attendance • Procedures for maintaining confidentiality of student records 		
4. Director assigns a mentor		
5. Teacher observes an AEL class (preferably mentor's)		

TEACHER ATTENDS PRE-CERTIFICATION WORKSHOP (Within three months of hire)		
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POST-PCW WORKSHOP ACTIVITIES		
1. Teacher plans and delivers a lesson taught using PCW strategies; is observed and evaluated by director		
2. Teacher reviewed Assessment Policies including post-testing		
3. Teacher received guidance in locating instructional materials		
4. Director e-mails or faxes a copy of the PCW checklist showing all activities have been completed to ael@dese.mo.gov		

WITHIN FOUR MONTHS OF HIRE DATE		
1. Director and teacher verify receipt of Initial Certification from DESE		

WITHIN TWELVE MONTHS OF HIRE DATE		
1. Teacher schedules for and attends the BTAP workshop		

PRIOR TO INITIAL CERTIFICATION LAPSING (four years from date of Initial Certification)		
1. Director submits an on-line application for upgrade		
2. Director approves and submits application for upgrade from on-line DESE Certification Worklog		

Refer to [AEL Directors' Guide](#), Certification and Professional Development section for details regarding the requirements and procedures for Initial Certification.