

Missouri Adult Education and Literacy New Director's Getting Started Checklist

MONITORED BENCHMARKS in INITIAL CERTIFICATION	
hire date:	
background check cleared:	
PCW attended:	
BTAP attended:	
Initial Certification deadline: (one year from hire date)	
Initial Certification awarded:	
Initial Certification lapses: (four years from Initial Certification award)	

		date completed
BEFORE PRE-CERTIFICATION WORKSHOP (PCW)		
	<ol style="list-style-type: none"> 1. Get Director access to the DESE Web App System <ol style="list-style-type: none"> a. Apply for access to DESE Web Applications System by completing and submitting DESE Web Systems User ID Request. <ol style="list-style-type: none"> i. Disregard instructions on form regarding working through your district/agency User Manager. This does not apply to AEL. ii. Be sure to use your AEL county/district code which is different from your K12 county/district code. iii. Mark Certification District and Adult Computer Enrollment System with the number "3" indicating Authorized Representative. iv. Sign as the authorized representative for your program. v. Fax or email to (573)526-4125 or dsm@dese.mo.gov. b. Send an email to ael@dese.mo.gov including your name, hire date, email address, phone number, and the date your predecessor left. c. After two weeks have passed, confirm access by checking for your name in the Certification Worklog drop-down box to confirm access. 	
	2. Complete online DESE Application for Certification	
	<ol style="list-style-type: none"> a. Register as User of DESE Web Applications Systems by completing and submitting application for new account. (Click "Register" button in lower portion of page.) b. Connect Username/Password to Web Applications System c. Complete and submit online application for MO Adult Education and Literacy Initial d. Submit online application from DESE Certification Administrator's Worklog e. Submit (fax or mail) official transcripts to DESE 	
	3. Prepare to attend a scheduled Pre-Certification Workshop (PCW)	
	<ol style="list-style-type: none"> a. Register to attend at DESE- AEL Professional Development web site b. Refer to PCW Pre and Post Workshop Activities for AEL Directors Checklist Worksheet 	
	4. Read and become familiar with the MO AEL Director's Guide	

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5.	Read and become familiar with the current AEL grant or bid document for your program	
6.	Contact mentor and participate in Mentor Session 1	
a.	Mentor verifies new director's <ul style="list-style-type: none"> • access to DESE Certification administrator's worklog • submission of application for Initial Certification 	
b.	With mentor, discuss the following remaining requirements for Initial Certification: <ul style="list-style-type: none"> • Be mentored for two years • Participate in annual performance based evaluation • Attend the BTAP within twelve months of hire date • Participate in 60 hours of professional development, in addition to BTAP and PCW 	
c.	With mentor, discuss the following AEL practices and policies <ul style="list-style-type: none"> • Required attendance at directors' conferences (10 PD Hours) • Requirements for certification and professional development for teachers • Utilize on-site review checklist as compliance document 	

ATTEND PRE-CERTIFICATION WORKSHOP (Within Twelve Months)		
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BEFORE OR AFTER PRE-CERTIFICATION WORKSHOP		
1.	Check certifications and professional development requirements of all certified staff	
2.	Visit and observe an AEL program, including an orientation session	

AFTER PRE-CERTIFICATION WORKSHOP		
1.	E-mail or fax a copy of PCW Checklist for Directors showing all activities have been completed to ael@dese.mo.gov	

WITHIN TWELVE MONTHS OF HIRE DATE		
1.	Schedule for and attend the BTAP workshop	
2.	Register for and attend Data Management workshop	
3.	Schedule and participate in three additional sessions with mentor	
	Session 2: Assessment	
	Session 3: Finance and ACES/LACES	
	Session 4: intake and orientation	
	Session 5: Instruction	
4.	Verify receipt of Initial Certification in DESE Certification	

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