

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ADULT EDUCATION AND LITERACY - INITIAL**

**I. GENERAL REQUIREMENTS:**

- A. The applicant must submit a joint application with a Missouri educational institution.

**II. PROFESSIONAL REQUIREMENTS:**

- A. A baccalaureate degree from a college or university (B.A. or B.S.); and
- B. Successful completion of an AEL Beginning Teacher Workshop authorized by the Adult Education section of the Department of Elementary and Secondary Education within three months prior to or after the start of teaching at a Missouri educational institution.

**III. CAREER ADULT EDUCATION AND LITERACY CERTIFICATE – CAREER CONTINUOUS**

- A. Career Continuous AEL classification will be issued to an applicant upon completion and verification of the following:
  - 1. Four (4) years of state-approved teaching experience;
  - 2. Participation in a two (2) year mentoring program
  - 3. Beginning Teacher Assistance Program (*currently called ITW*);
  - 4. 60 hours of professional development (*currently ETW*); and
  - 5. Successful participation in an annual performance-based teacher evaluation.
- B. The AEL Career Continuous is continuous upon verification by the employing school district that the certificate holder has participated in a performance-based teacher evaluation and completed twenty (20) contact hours of professional development each school year.
  - 1. Individuals possessing an AEL-Career Continuous, who do not complete twenty (20) contact hours of professional development, may within two (2) years make up the missing hours. The individual must first meet the twenty (20) hour requirement for the current year and then count the excess hours as make-up hours;
  - 2. An AEL-Career Continuous becomes inactive if the individual does not make up the requisite hours within two (2) years; and/or
  - 3. An AEL-Career Continuous may be reactivated by the individual completing twenty-four (24) contact hours of professional development within six (6) months prior to or after the reactivation of the certificate. Failure of the individual to complete the twenty-four (24) contact hours within six (6) months will result in the certificate becoming inactive; and
- C. The AEL-Career Continuous holder is exempt from the twenty (20) contact hours of professional development, if the holder has a local professional development plan in place with the school and at least two (2) of the following:
  - 1. Ten (10) years of state-approved teaching experience;
  - 2. A master's degree from an accredited college or university; and/or
  - 3. Certification from the National Board for Professional Teaching Standards.