



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE
OF ADULT LEARNING AND REHABILITATION SERVICES

**PRE-CERTIFICATION WORKSHOP PRE- AND POST-WORKSHOP
ACTIVITIES FOR ADULT EDUCATION AND LITERACY (AEL) DIRECTORS**

DIRECTOR'S NAME		EDUCATOR ID NUMBER	
PROGRAM	HIRE/START DATE	DIRECTOR'S LAST FOUR OF SOCIAL SECURITY NUMBER	
INSTRUCTIONS			
<p>Complete this form if you are applying for Adult Education and Literacy (AEL) teacher certification.</p> <p>Email the completed form to the Department of Elementary and Secondary Education (DESE) within 60 days of the pre-certification workshop: ael@dese.mo.gov</p> <p>QUESTIONS? Contact AEL at 573-751-1249</p>			
PRE-WORKSHOP ACTIVITIES			
PRE-WORKSHOP ACTIVITES	DATE COMPLETED	APPROVED BY MENTOR	
Access and become familiar with AEL New Director's Getting Started Checklist			
Apply for access to DESE Web Applications System for Certification; Contact DESE-AEL to get LACES access			
Complete online DESE Application for Certification			
Register to attend Pre-Certification Workshop (PCW)			
Complete online TABE; If program has English Language Learner (ELL) students, view CLAS-E DVD; If administering pre- or post-tests, follow certification/training guidelines for CLAS-E			
Read and become familiar with MO AEL Director's Guide			
Read and become familiar with local program's current grant and contract			
Meet with mentor (see Getting Started checklist on AEL website for topics)			
PRE-CERTIFICATION WORKSHOP			
Attend Pre-Certification Workshop (PCW)			
PRE- OR POST-WORKSHOP ACTIVITIES			
Visit and observe an AEL program, including orientation session			

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