



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	PROGRAM PHONE NUMBER

INSTRUCTIONS

Complete this form if you are applying for Adult Education and Literacy (AEL) teacher certification.
 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
 QUESTIONS? Contact AEL at 573-751-1249

PRE-WORKSHOP ACTIVITIES

PRE-WORKSHOP ACTIVITIES	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)		
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PRE- OR POST-WORKSHOP ACTIVITIES

Visit and observe an AEL program, including orientation session		
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