



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) TEACHERS**

TEACHER'S NAME	EDUCATOR ID NUMBER
PROGRAM	HIRE/START DATE

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 30 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 AUTHORIZED STAFF
If administering pre- or post-tests, must complete TABE online training and/or CLAS-E training certification (requirements found at ael.mo.gov under professional development), whichever is applicable		
Mentor assigned		
Sign-in sheets and enrollment procedures explained		
Student confidentiality and record process (Family Educational Rights and Privacy Act and Health Insurance Privacy and Portability Act) reviewed		
Teacher meets with mentor		
Certification requirements explained (professional development hours, documentation, etc.; see "Directors Checklist of new AEL Teachers")		
Teacher observes an AEL class (preferably mentor's class)		

PRE-CERTIFICATION WORKSHOP

Attend Pre-Certification Workshop (PCW)		
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POST-WORKSHOP ACTIVITIES

Lesson taught, observed and evaluated		
Assessment Policies (including post-testing) reviewed		
Guidance provided on how to best use instructional materials		

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