



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

**PRE-CERTIFICATION WORKSHOP PRE- AND POST WORKSHOP ACTIVITIES FOR
AEL TEACHERS**

TEACHER'S NAME	EDUCATOR ID NUMBER
PROGRAM	PROGRAM PHONE NUMBER

INSTRUCTIONS

Complete this form if you are applying for Adult education and literacy teacher certification.

Email the completed checklist to DESE within 30 business days of pre-certification workshop to DESE.ael.

QUESTIONS: Adult Education and Literacy at (573) 751-1249

PRE-WORKSHOP ACTIVITIES

PRE-WORKSHOP ACTIVITIES	DATE COMPLETED	APPROVED BY DIRECTOR
If administering pre or post-tests, must complete TABE online training, , and/ or CLAS-E training certification*, whichever is applicable		
Mentor assigned		
Sign-In sheets and enrollment procedures explained		
Student confidentiality and record process (Family Educational Rights and Privacy Act & 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)		

PRE-CERTIFICATION WORKSHOP

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

Lesson taught using PCW strategies; observed and evaluated by Director		
Assessment Policies (including post-testing) reviewed		
Guidance provided in locating instructional materials		

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