



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**

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| TEACHER'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 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

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

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

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