



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES – OFFICE OF COLLEGE AND CAREER READINESS
**APPLICATION FOR APPROVAL OF SHORT-TERM ADULT EDUCATION
 PROGRAMS**

INSTRUCTIONS

Applications along with all supporting documentation can be sent to: Coordinator, Career Education, Missouri Department of Elementary and Secondary Education (DESE), P.O. Box 480, Jefferson City, MO 65102-0480

Questions: Contact Coordinator or Career Education 573-751-3500 or email webreplyvae@dese.mo.gov

TECHNICAL ASSISTANCE

For assistance in program development or implementation, contact the appropriate DESE section:

Agriculture Education	573-522-6538
Business Education	573-751-4367
Family Consumer Sciences and Human Services	573-751-7964
Health Sciences	573-751-3407
Marketing and Cooperative Education	573-751-4367
Skilled Technology Sciences	573-522-5804
Technology and Engineering	573-751-7764

SCHOOL INFORMATION

SCHOOL DISTRICT/LOCAL EDUCATION AGENCY (LEA) NAME		COUNTY-DISTRICT CODE	
SCHOOL ADDRESS	CITY	STATE	ZIP CODE

PROGRAM INFORMATION *(attach course outline)*

CLASSIFICATION OF INSTRUCTIONAL (CIP) CODE	NUMBER OF STUDENTS SERVED DURING THE LAST COURSE OFFERING (IF APPLICABLE)
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DESCRIBE THE DEMAND FOR THE PROGRAM

GENERAL OBJECTIVE

PLANNED CONTACT HOURS OF THE PROGRAM (NOT TO EXCEED 499)	MINIMUM CONTACT HOURS OF THE PROGRAM RECOMMENDED FROM ACCREDITING AGENCY/REGULATORY BOARD (IF APPLICABLE)
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RATIONALE FOR INCREASED CONTACT HOURS ABOVE MINIMUM RECOMMENDATION (IF APPLICABLE)

LIST INDUSTRY CERTIFICATION/PROFESSIONAL LICENSE AVAILABLE UPON SUCCESSFUL COMPLETION OF PROGRAM

CONTACT INFORMATION

PRINT SCHOOL REPRESENTATIVE NAME	REPRESENTATIVE SIGNATURE	DATE
REPRESENTATIVE PHONE NUMBER	REPRESENTATIVE EMAIL ADDRESS	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email: civilrights@dese.mo.gov.