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

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

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)

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

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