

**Adult Education**

A district must provide an adult education program designed to meet the education and training needs of adults to the extent possible using available public and private resources. Bilingual education must be used to instruct students who do not function satisfactorily in English whenever it is appropriate for those students' optimum development. *Labor Code 315.003*

**Essential Program Components**

An Adult Education and Literacy (AEL) grant recipient shall provide the following essential program components:

1. Adult basic education;
2. Programs for adults of limited English proficiency;
3. Adult secondary education, including programs leading to a high school equivalency certificate or a high school diploma;
4. Instructional services to improve student proficiencies necessary to function effectively in adult life, including accessing further education, employment-related training, or employment;
5. Assessment and guidance services related to items 1–4, above; and
6. Collaboration with multiple partners in the community to expand the services available to adult learners and to prevent duplication of services.

*40 TAC 805.4*

**Diploma Requirements**

The standards for awarding diplomas to adults shall be those established in 19 Administrative Code Chapter 74, Subchapter A (relating to Curriculum Requirements), except:

1. There shall be no limit to the number of secondary credits adults may earn by demonstrating competence.
2. Adults may earn the required physical education credits by one or more of the following:
  - a. Satisfactory completion of approved secondary physical education courses; or
  - b. Substitution of state-approved secondary elective courses.
3. Adults must meet the requirements for successful performance on a secondary level test designated by the commissioner of education.

*40 TAC 805.5*

**Staff Qualifications**

AEL aides, administrative, data entry, proctoring staff, and staff providing support or employment services to students shall have at least a high school diploma or a high school equivalency certificate. AEL directors, supervisors, staff that oversees program assessment services and/or overall program accountability, and instructors in the content areas of reading, writing, mathematics, and English language acquisition, including substitutes, shall have at least a bachelor's degree.

Requests for exemptions for staff qualification requirements in individual cases may be submitted to the Texas Workforce Commission for approval. The exemption shall include a justification outlining extenuating circumstances and shall be submitted and approved prior to an individual being placed in the position in question.

**Professional Development**

The district shall comply with the program requirements for professional development in accordance with 40 Administrative Code 805.21.

Records of staff qualifications and professional development shall be maintained by each grant recipient and shall be available for monitoring.

*40 TAC 805.21*

**Tuition and Fees**

Tuition and fees shall not be charged unless a district is statutorily authorized to do so. Funds generated by tuition and fees shall be used for the AEL instructional program. *40 TAC 805.45*

**Reimbursement for Community Education**

If a board elects to provide community education for all age groups, it may be eligible for reimbursement for the costs of the program. In order to receive reimbursement, it must submit an application in accordance with TEA rules and reimbursement shall be made to the extent authorized.

Conditions

A district will receive such reimbursement only if it has achieved the level of community services prescribed by TEA in the current or preceding year.

*Education Code 29.256*