

**Adult Education**

The District shall provide, to the extent possible within available public and private resources, adult education programs designed to meet the education and training needs of adults. Bilingual education may be the method of instruction for students who do not function satisfactorily in English whenever it is appropriate for their optimum development. *Labor Code 315.003*

**Essential Program Components**

Adult Education and Literacy (AEL) programs 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.

*40 TAC 805.5 [See EIF]*

**Staff Development**

All AEL staff hired after July 1, 2013, excluding clerical and janitorial staff, shall receive at least 12 clock hours of professional development annually. All staff members new to AEL and assigned assessment and instructional duties shall receive six clock hours of in-service professional development before they begin work in assessment and instructional activities, in addition to the required annual professional development. Aides shall have at least a high school diploma or a high school equivalency certificate.

Directors, teachers, counselors, and supervisors must have a bachelor's degree. Directors, teachers, counselors, and supervisors who do not have valid Texas teacher certification must attend 12 clock hours of in-service professional development annually in addition to the six hours required of staff members new to AEL above until they have completed either six clock hours of AEL college credit or attained two years of AEL experience.

The requirements for in-service professional development may be reduced by local programs in individual cases upon documented demonstration of exceptional circumstances that prevent employees from completing the required hours.

These staff development requirements apply to volunteers who generate student contact time that is part of the AEL program and is reported to the Texas Workforce Commission for funding purposes.

*40 TAC 805.21*

**Tuition and Fees**

Tuition and fees shall not be charged unless the 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 the 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

The 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*