

Central Alabama Community College Adult Education Program Policy

Teacher Qualifications and Training Policy

1. The Adult Education Teacher or Teacher Aide is responsible for providing documentation that they currently meet or exceed the minimum local, state and federal qualification requirements necessary to teach Adult Education (a college Bachelor's degree is currently required for Adult Education Teachers and a two-year college Associates Degree or the equivalent is required for Teacher Aides.)
2. The Adult Education Teacher or Teacher Aide is responsible for providing documentation that each year they have earned at least the minimum number of continuing education hours (ten hours per year are currently required.)
3. Adult Education continuing education hours may only be earned through participation in training that is approved for Adult Education. Approved training opportunities include:
 - local Adult Education in-service training
 - annual state Adult Education conference
 - other state Adult Education training meetings
 - regional or national Adult Education training meetings
4. The employment of Adult Education Teacher or Teacher Aides who do not meet the minimum qualifications required to teach Adult Education or who do not earn the minimum number of yearly continuing education hours may be terminated.