
Rules of
Department of Elementary and
Secondary Education
Division 60—Division of Career Education
Chapter 100—Adult Education

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION**

**Division 60—Division of Career Education
Chapter 100—Adult Education**

**5 CSR 60-100.010 Missouri State Plan for
Adult Education**

PURPOSE: This rule incorporates the current state plan for adult education, which serves as an agreement between state and federal governments regarding the conduct and administration of the program in Missouri.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

The Missouri State Board of Education is responsible for administering and supervising the adult education program at the state level to provide adult education and literacy services, including workplace literacy services, family literacy, and English literacy programs. Funds will be distributed to eligible providers such as local education agencies, public or private nonprofit agencies, community-based organizations, correctional education agencies, postsecondary educational institutions and other institutions that have the ability to provide comprehensive literacy services to adults and families for the purpose of providing instruction in adult education, which is designed to teach persons out of school who are sixteen (16) years of age or older to obtain sufficient mastery of basic educational skills to enable them to function effectively in society. The program priorities and objectives are—to assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and assist adults in the completion of a secondary school education and/or obtain a high school equivalence cer-

tificate. These objectives are achieved by providing funds to eligible providers and by providing professional development for adult education staff members through local, state, regional and national sponsored training programs. Project applications are reviewed to assure their compliance with federal and state guidelines. Eligible providers are responsible for meeting federal and state performance measures incorporated in the five (5)-year program plan for adult education, which serves as an agreement between state and federal governments regarding the conduct and administration of the program in Missouri for Fiscal Years 2000–2004, as amended. The Missouri Adult Education State Plan 2000–2004 is hereby incorporated by reference and made a part of this rule.

AUTHORITY: sections 161.092, RSMo Supp. 2002 and 178.430, RSMo 2000. Original rule filed Oct. 15, 1975, effective Oct. 26, 1975. Amended: Filed Oct. 8, 1976, effective Nov. 15, 1976. Amended: Filed Aug. 16, 1977, effective Sept. 12, 1977. Amended: Filed July 7, 1978, effective Aug. 14, 1978. Amended: Filed July 28, 1980, effective Sept. 15, 1980. Amended: Filed Aug. 13, 1982, effective Sept. 13, 1982. Amended: Filed May 27, 1986, effective June 30, 1986. Amended: Filed Jan. 27, 1993, effective June 7, 1993. Amended: Filed Aug. 26, 1993, effective Dec. 9, 1993. Amended: Filed Oct. 29, 1999, effective Jan. 30, 2000. Amended: Filed: Sept. 24, 2002, effective Dec. 30, 2002.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002 and 178.430, RSMo 1963.*

**5 CSR 60-100.020 Administration of High
School Equivalence Program**

PURPOSE: The Department of Elementary and Secondary Education (DESE) determines applicant eligibility, arranges for testing, establishes minimum standard score requirements, issues certificates, approves reexamination in accordance with the policies and procedures of the General Educational Development Testing Services (GEDTS) of the American Council on Education (ACE). DESE cooperates with the Defense Activity for Nontraditional Education Support (DANTES) and United States Armed Forces Institute (USAFI) testing programs.

(1) To be eligible to take the General Educational Development (GED) tests and earn a Missouri High School Equivalency Certificate, a person must be a resident of Missouri (with a Missouri mailing address), and meet one (1) of the following requirements:

- (A) Be eighteen (18) years of age or older;
- (B) Be seventeen (17) years of age and withdrawn from school for at least six (6) months from the last day of school attendance;
- (C) Be currently enrolled in school and qualify as a participant in an approved GED Option Program for at-risk youth; or
- (D) Be sixteen (16) or seventeen (17) years of age, withdrawn from school and:
 1. Have the written permission of the superintendent or principal of the school last attended;
 2. Have written permission of the parent or legal guardian, if home-schooled; or
 3. Be incarcerated or have the written permission of the juvenile judge if under the court's jurisdiction.

(2) Arrangements for Taking the GED Tests.

(A) Servicemen who are residents of Missouri or who are stationed in Missouri in active military service will be allowed to take the GED tests upon the payment of the regular fee established by the Missouri State Board of Education (the board).

(B) The GED tests are administered under the direction of DESE at centers approved and designated by DESE.

(C) Application forms may be obtained by contacting the GED Office, PO Box 480, Jefferson City, MO 65102. The completed form is to be returned for approval. Only approved applicants may take the examination. Positive identification in the form of a current Missouri driver's license, Missouri non-driver ID, or United States Passport must be presented by the examinee before being allowed to take the GED test. The local testing center is responsible for positive identification of examinees.

(D) A fee must accompany each application. The remittance by cash, postal money order or cashier's check must be made payable to the Treasurer, State of Missouri. The fee is nonrefundable and nontransferable. Personal checks are not accepted. The fee for processing applications and issuance of a certificate when achieved will be twenty dollars (\$20). An additional application and fee of twenty dollars (\$20) will be required each time an individual retakes any part of the test. Processing of an application and issuance of a certificate to an individual who took the test through the United States Armed Forces Institute/Defense Activity for Non-traditional Education Support will be twenty dollars (\$20). In addition to the fee paid to the Treasurer, State of Missouri, an examinee will pay the local testing center a fee set by the local testing center not to exceed twenty dollars (\$20) each time the tests are taken. A



fee of two dollars (\$2), payable to the Treasurer, State of Missouri, also will be charged for each transcript issued other than the original. Replacement certificates may be purchased for a fee of fifteen dollars (\$15), payable to Treasurer, State of Missouri.

(3) Local testing centers will assign testing dates to applicants who have been authorized by DESE to take the test or to retake all or part of the test. The following areas are covered by the tests: Language Arts-Writing, Social Studies, Science, Language Arts-Reading and Mathematics.

(4) Effective January 1, 2002, a total minimum standard score or two thousand, two hundred fifty (2,250) or above on the five (5) tests of the GED, with no score below four hundred ten (410), is required to qualify for a Missouri Certificate of High School Equivalence. Minimum standard scores are established in accordance with the policies and procedures of the General Educational Development Testing Services (GEDTS) of American Council on Education (ACE).

(5) Certificates of High School Equivalence are issued only by DESE. Public high schools are not permitted to issue these certificates nor are they permitted to issue a diploma on the basis of the GED tests unless the district is part of the GED Option Program for at-risk youth.

(6) Reexamination.

(A) An applicant who fails to qualify for the certificate on the first testing may be approved for additional attempts, but only if a minimum of two (2) months have elapsed since the previous attempt. Application and fee are required each time tests are taken.

(B) If the scores on the reexamination do not meet the minimum certificate requirements, the highest scores above four hundred ten (410) received on all tests taken within the last two (2) years will be compared with the most recent scores. The highest score obtained for each of the five (5) tests will be used as a basis for determining the eligibility for the certificate.

(C) An applicant who has been reauthorized more than twice and fails to take the tests or who fails to take the test within two (2) years after approval must submit a new application and fee.

(7) GED Tests given by DANTES or USAFI are recognized by Missouri. A completed application form, fee and an official transcript of GED scores must be submitted to the GED Office, PO Box 480, Jefferson City,

MO 65102. A Missouri Certificate of High School Equivalence will be issued if the standard scores meet the minimum score requirements established by the board.

AUTHORITY: sections 161.092, RSMo Supp. 2002 and 161.093, RSMo 2000. Original rule filed Oct. 10, 1969, effective Oct. 20, 1969. Amended: Filed Oct. 14, 1976, effective Feb. 1, 1977. Amended: Filed Feb. 13, 1978, effective May 15, 1978. Amended: Filed June 28, 1985, effective Oct. 14, 1985. Amended: Filed Sept. 25, 1987, effective Jan. 29, 1988. Amended: Filed Jan. 28, 1992, effective Sept. 6, 1992. Amended: Filed Oct. 31, 1996, effective June 30, 1997. Amended: Filed March 24, 1998, effective Oct. 30, 1998. Amended: Filed March 21, 2001, effective Oct. 30, 2001. Amended: Filed Sept. 24, 2002, effective April 30, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002 and 161.093, RSMo 1977.*

5 CSR 60-100.030 Administration of Adult High School Diploma Program
(Rescinded August 14, 1978)

AUTHORITY: section 161.092, RSMo 1969. Original rule filed Nov. 5, 1969, effective Nov. 15, 1969. Rescinded: Filed May 12, 1976, effective Aug. 14, 1978.

5 CSR 60-100.040 Rules for Administration of Adult Basic Education Program
(Rescinded August 14, 1978)

AUTHORITY: section 178.430, RSMo 1969. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Rescinded: Filed May 12, 1978, effective Aug. 14, 1978.

5 CSR 60-100.050 Family Literacy Program

PURPOSE: The Department of Elementary and Secondary Education has the responsibility to establish and fund family literacy programs in school districts declared unaccredited or provisionally accredited by the State Board of Education.

(1) School districts declared unaccredited or provisionally accredited by the State Board of Education (board) may apply for funds to establish and operate a family literacy program. Annually, applications are solicited from eligible school districts which shall be due as of a date and in a form established by

the Department of Elementary and Secondary Education (DESE).

(2) The amount to be distributed to establish and fund family literacy programs shall be one and one-half percent (1.5%) of the line 14 distribution. The board determines the appropriation for the program which will be allocated for the purpose authorized and the manner in which the amount will be distributed to eligible school districts. The distribution of family literacy funds will be based on two (2) allocations.

(A) The base allocation will be based on the previous fiscal year's September membership count.

(B) A separate allocation will be established annually to distribute the remaining funds on a per-pupil basis. The per-pupil rate will be calculated from the total remaining funds divided by the previous fiscal year's total student membership count from the eligible school districts. Each applicant's allocation will be based on the previous fiscal year's total district student membership count multiplied by the per-pupil rate.

(3) School districts may apply for a continuation grant, once declared accredited by the board. The continuation grant may be made available for up to two (2) years, contingent upon available funding. However, priority will be given to funding for school districts declared unaccredited or provisionally accredited.

(4) Applications for family literacy grants submitted by eligible school districts, to be approvable, must demonstrate that the programs are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in families. The applicants shall provide family literacy programs and services that include:

(A) Interactive literacy activities between parents and their children;

(B) Training of parents regarding how to be the primary teacher of their children and full partners in the education of their children;

(C) Parent literacy training that leads to high school completion and economic self-sufficiency; and

(D) An age-appropriate education to prepare children of all ages for success in school.

(5) Programs shall be evaluated annually by DESE using the Missouri Family Literacy Indicators of Program Quality and Standards of Performance. To ensure delivery of quality programming and services, family literacy programs must:



(A) Establish an advisory council of community stakeholders to assist in planning and coordination;

(B) Be coordinated with other literacy programs in the school district and community;

(C) Be focused on school buildings not meeting student performance goals; and

(D) Provide staff training and professional development.

(6) Recipients of grants shall obligate grant funds only during the period which begins on the date DESE approves an application and ends on the following June 30. Obligations are considered to have been incurred as follows: for equipment and supplies, when the recipient makes a binding commitment to acquire the equipment and supplies, usually by issuing a purchase order; and for personal services, when the services are performed. All obligations for the purchase of equipment must be incurred by March 31 of the grant period and liquidated by June 30. Any funds not properly obligated for approvable project costs are refundable to DESE.

(7) Each school district receiving a grant under the appropriation shall provide DESE, as part of its statutory independent audit or other independent audit, a report of the results of the audit performed in accordance with DESE's general policy on audits.

AUTHORITY: sections 160.531 and 161.092, RSMo Supp. 2004. Original rule filed Sept. 22, 2004, effective April 30, 2005.*

**Original authority: 160.531, RSMo 2002 and 161.092, RSMo 1963, amended 1973, 2002, 2003.*