



CERTIFICATION OFFICER'S RESOURCE GUIDE

MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION in CONJUNCTION with MISSOURI EDUCATOR
PREPARATION PROVIDERS

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Dear Certification Colleagues,

This initial *Certification Resource Guide* was compiled by a committee of certification officers from Missouri colleges and universities, as well as DESE staff. It is the hope of the committee that it will be a valuable resource for anyone who is tasked with reviewing transcripts, advising students, and approving certification applications. The information included in the manual is extensive, but definitely not exhaustive! This is a work in progress; a “Wikipedia” for certification officers. It will be updated, edited, and refined as necessary. Please take time to review the manual. Suggestions and comments on how to improve its contents are certainly welcomed!

Thank you to the Certification Resource Guide Committee members for taking the time to research certification, compile information, and meet regularly in order to assemble this document. Their hard work and certification expertise are truly appreciated!

Sincerely,

A handwritten signature in black ink that reads "Margery Tanner". The signature is written in a cursive, flowing style.

Coordinator, Educator Certification
DESE, Office of Educator Quality

CONTENTS

DESE CONTACTS	3
HISTORICAL TIMELINE OF CERTIFICATION RULES & REQUIREMENTS	4
HISTORICAL TIMELINE OF CERTIFICATE TIERS.....	7
CO ROLES/RESPONSIBILITES	9
ROUTES TO CERTIFICATION	10
Types of Certificates.....	10
INITIAL CERTIFICATION ROUTES.....	12
TRANSFERRING CERTIFICATE FROM ANOTHER STATE.....	14
TEACHER EDUCATION PROGRAM COMPLETED in ANOTHER COUNTRY	15
RECOGNIZED CREDENTIALING AGENCIES	15
TRANSCRIPTS.....	16
TRANSCRIPTS - BEST PRACTICES	16
VERIFY COURSEWORK.....	18
GPA REQUIREMENTS FOR CERTIFICATION.....	18
ACCESSING DESE’S WEBLOG	20
LOG INTO YOUR WEBLOG ACCOUNT	21
FINGERPRINTING & BACKGROUND CHECK INFORMATION	25
RESPONSIBILITIES of CERTIFICATION CANDIDATES	25
DESE CODES/APPLICATION STATUS.....	28
MISSOURI GATEWAY ASSESSMENTS (MEGA) CHARTS	30
ADD-ON CERTIFICATES.....	32
CERTIFICATION OFFICERS TEAM	35
EDIT REQUESTS SHOULD BE EMAILED TO:.....	35

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HISTORICAL TIMELINE OF CERTIFICATION RULES AND REQUIREMENTS

1865

Missouri Constitution grants the power to “examine teachers and to grant teaching certificates.”

1945

Missouri Constitution establishes State Board of Education to grant certificates and establish standards and procedures to evaluate and approve teacher education programs. [MO state colleges and universities were able to grant teaching certificates to their graduates.]

1970

First major revision of certification standards approved by State Board of Education. Minimum of 30 semester hours in most subject areas was required with Social Studies and Vocal/Instrumental Music increased to 40 semester hours.

1978

Overall minimum GPA of 2.50 required

1982

Certificates for Early Childhood, Elementary and Middle School approved by State Board.

1985

Excellence in Education Act passed by legislature:

- Established MAACE

- Abolished life certificates

- Established entry/exit assessments for teacher candidates

- Established exit assessments for principals & superintendent candidates

1988

Lifetime certificates no longer issued

New certificate levels approved: PCI, PCII, PCIII, PCIV

CBASE implemented as requirement for admission to teacher education programs.

1990

National Teacher Exam (NTE) implemented as exit exam

1993

New certificate levels approved: PCI, PCII, CPC

Senate Bill 380 – Outstanding Schools Act, Section 10 of Senate Bill 380

1996

Mild/Moderate Special Education certificates established

Development of 21 subject area specific competencies for the beginning teacher for teacher certification and preparation purposes approved.

State Board of Education amended 5 CSR 80-805.020 “Basic Education Competencies Required Prior to Admission to Approved Teacher Education Programs in Missouri” which clarified requirements for admission to approved teacher education programs and eliminated ACT reporting requirement to DESE by universities.

1997

New certificate grade ranges & requirements implemented: PK-3, 1-6, 5-9, and 9-12 (as approved in 1993)

1998

State Board of Education amends 5 CSR 80-800.010

Incorporates Subject Specific Competencies for Beginning Teachers

Changes exit assessment from NTE to the Praxis II subject area assessments

Established September 1, 2004 as the date that a qualifying score on the Praxis II must be achieved by prospective teachers for each area of certification requested

Established a five-year review cycle regarding certification standards

Professional Conduct and Investigations Section established

1999

Certificates granted upon completion of background check and valid teaching certificate in the state from which the applicant's teacher preparation program was completed

Twelve-month substitute certificate established

Missouri Standards for Teacher Education Programs (MoSTEP) adopted which incorporated Interstate New Teacher Assessment and Support Consortium (INTASC)

Implemented Early Childhood B-3 competency-based requirements for certification

Created alternative routes for teachers to add certificates, including special education

Created alternative programs for areas of science, math and industrial technology

2000

Revisions made to certification standards:

- Certificated teachers may add additional areas of certification through transcript analysis or Praxis II

- Amended requirements for certification areas of Counseling, Speech/Language Specialist, Library Media Specialist, Principal and Superintendent

- Established criminal history background checks for all initial certificates

- Provided for issuance of a certificate based upon completion of National Board of Professional Teaching Standards assessment

- Added mentoring in lieu of 30 clock hours of in-service training as a renewal requirement for PCII

2001

Approved Temporary Authorization Certificate (TAC)

Reinstated certificates in categorical science areas of Biology, Chemistry, Earth Science, Physics and General Science

2003

New certificate levels approved: IPC, CCPC

2008

ABCTE route to certification approved

AUGUST 1, 2014

Praxis taken before 8/31/14 may be accepted for certification until 12/31/16

AUGUST 1, 2014

Content Assessment (Praxis or MoCA) is required for all areas of certification in order to be recommended

SEPTEMBER 2014

For Certification in Special Education: If the Praxis (0543) was taken prior to 8/31/14, the content level assessment is not required for certification. This is because it was not in statute at the time. If the MoCA (050) is taken, it is required to take a content assessment for Elementary Education (007-010) to get certified. Prior to 8/29/16, the multi-content assessment for Elementary (007-010) OR Middle/Secondary (052-055) could be taken.

DECEMBER 2014

Missouri Content Assessment cutoff set for all test areas at 220

2014-15 EARLY CHILDHOOD

Elementary content test is accepted for both certification areas of Elementary and Early Childhood. MO was in the process of revising the EC content exam. Beginning in Fall 2016, the Early Childhood (064) assessment must be passed to be recommended for certification in Early Childhood B-3.

2014-15 ELEMENTARY MATH SPECIALIST

The following assessments may be taken during the specified time frames for this Elementary Math Specialist:

Prior to 8/31/14: Praxis Middle School Math (0069)

9/1/14 to 8/31/15: MoCA Middle School Education Mathematics (012)

9/1/15 to Present: MoCA Elementary Mathematics Specialist (065)

AUGUST 31, 2015

MoPTA must be passed for certification. For those that complete their clinical experience after 8/31/15, the MoPTA must be successfully completed.

SEPTEMBER 1, 2015

Praxis taken before 8/31/14 will be accepted for Additional certificates until this date. May be used to add the Elementary Math Specialist if enrolled in program prior to 8/31/14.

AUGUST 28, 2016

Candidates seeking certification for Special Education must pass Elementary Multi-Content (007-010) in addition to Special Education (050). Prior to this time, they could complete Elementary Multi-Content (007-010) OR Middle/Secondary Multi-Content (052-055).

DECEMBER 31, 2016

Praxis taken before 8/31/14 will be accepted for Initial certification until this date.

DECEMBER 31, 2016

Candidates completing their educator preparation/certification program after 12/31/16 will need to have passed MoGEA. CBASE scores will no longer be accepted.

AUGUST 1, 2017

GPA Requirement (2.75 cumulative, 3.00 content, 3.00 professional education). Content GPA may be 2.75-2.99 if higher school achieved on MoCA.

AUGUST 1, 2017

Compendium certification requirements expire on 7/31/17. New Certification Requirements (January 2014) will be fully implemented on 8/1/17. All candidates expected to have completed coursework and/or competencies aligned to new certification requirements. Need to use memo section on application when recommending for certification for any discrepancies from approved matrix of institution.

AUGUST 1, 2017

Candidates who complete after this date with a content GPA between 2.75-2.99 may score 1 standard error of measurement above (as approved by the State Board of Education on 4/18/17) the MoCA qualifying score for certification.

AUGUST 1, 2017

Reading Specialist certification will require an institutional recommendation.

AUGUST 1, 2017

K-9 certificate areas can be recommended until this date.

SEPTEMBER 1, 2018

MEP, MoPTA, MoSCPA, and MoLPA no longer required for certification. (MoPTA being replaced with MEES.)

HISTORICAL TIMELINE OF CERTIFICATE TIERS

1945-1988

Lifetime teaching certificate

1988 – 1993

Professional Class I – 2 year

- 2 years of teaching experience
- Professional development plan
- 1 year of mentoring
- Annual performance-based teacher evaluations

Professional Class II – 3 year

- 3 years of teaching experience
- Professional development plan
- 30 contact hours professional development
- 6 semester hours of academic credit
- Annual performance-based teacher evaluations

Professional Class III – 5 year

- 5 years of teaching experience
- Professional development plan
- 6 semester hours of academic credit
- 30 contact hours of professional development
- Annual performance-based teacher evaluations

Professional Class IV – 10 year

- 10 years teaching experience
- Masters Degree

1993 – 2003

Professional Class I – 3 year

- 3 years of teaching experience
- Professional development plan
- 1 year of mentoring
- Beginning teacher assistance program
- 30 contact hours of professional development
- Annual performance-based teacher evaluations

Professional Class II – 7 year

- 7 years of teaching experience
- Professional development plan
- 30 contact hours of professional development
- 12 semester hours of academic credit (exempt if hold a MA degree)
- Annual performance-based teacher evaluations

Continuous Professional Certificate – 10 year

- 10 years teaching experience
- Masters Degree

2003 – Current

Initial Professional Certificate – 4 year

- 4 years of teaching experience
- 2 years of mentoring
- 30 contact hours of professional development
- Beginning teacher assistance program
- Annual performance-based teacher evaluations

Career Continuous Professional Certificate – 99 year

- 15 contact hours of professional development annually

CO ROLES/RESPONSIBILITIES

Individual colleges and universities will have varying duties to be fulfilled by the person identified as the institution's certification officer, but the primary duty is to verify that a pre-service teacher has fulfilled all of the requirements for their institution and for the State of Missouri and to recommend them to the state for their teaching certificate. This verification includes:

- **Completion of coursework**, both for certification requirements as well as degree requirements if the pre-service teacher is completing certification along with a bachelor's or master's degree;
- **GPA** – The state has minimum GPA requirements for overall, content area, and professional education courses;
 - o To obtain these GPAs, the certification officer must have access to all transcripts from accredited and non-accredited colleges or universities, even if courses from those institutions were not specifically required for certification.
 - o The certification officer must record (or verify if the student has already submitted) the student's education information (institutions attended; degree(s) earned; GPA; etc.) on the pre-service teacher's DESE application.
- **Assessments** – MEP, MoGEA (for traditional students), MoCA, and Missouri Performance Assessment (including MoPTA, MoSLPA, SoSCPA, and MoLPA) must be completed satisfactorily;
- **FBI background clearances** – although this information is no longer viewable through the certification officer's DESE WebApplication login, the certification officer should verify with the student that their clearance has not expired. *[FBI background clearances are good for one year.]*
 - o The clearance is ultimately up to the pre-service teacher, but verifying this before recommending them for their teaching certificate can eliminate the need for DESE to contact them and delay the certification process.
- **Official transcripts submitted** – Some certification officers submit official transcripts from their institution directly to DESE while others require that the pre-service teacher request official transcripts from all of the colleges/universities they have attended.
 - o This too is ultimately up to the pre-service teacher, but verifying that they have requested all transcripts can eliminate the need for DESE to contact them and delay the certification process.
- **Out of State Verification Forms** - When a teacher moves to a different state and wishes to be certified through that state as well, the certification officer is able to verify Missouri certification if the student fulfilled the certification program at their institution.
- The certification officer may also be the individual completing the Annual Performance Report (APR) for the State of Missouri as well as the Title II report for the federal government since these reports include information about program completers. (It is not required that these reports be completed by the certification officer but it's not uncommon.) Each of the responsibilities listed above is explained more fully in the following pages.

ROUTES TO CERTIFICATION

Types of Certificates

SUBSTITUTE (4 years)

Minimum of 60 semester hours of college coursework. The substitute certificate is required for anyone wanting to substitute in a school. Individuals must apply directly to DESE through the web applications page.

INITIAL PROFESSIONAL CERTIFICATE (IPC) (4 years- The IPC can be upgraded, extended, or reactivated.)

DESE Web Applications>Educator Certification System>Educator>Applications>Initial Professional

The IPC is for applicants applying for their first certification in Missouri who have completed a state-approved, stand-alone program. The directory of Education Preparation Providers (EPPS) with approved programs can be found at <https://dese.mo.gov/educator-quality/educator-preparation/programs>. Applicants must complete all required coursework and state-approved assessments.

The application will require students to update their profile information and complete four **Professional Conduct Questions**. The Purpose of Application will include: **Administrators** (ex: Principal, Superintendent, Special Education Director, Career Education Director), **Professional** (ex. Elementary, Math, Music, PE, Special Education, etc.), and **Student Services** (ex. School Counselor, Psychology Examiner, Speech Language Pathologist). Then they will read a sworn statement and release of information. The applicant will need to select the institution at which they completed the work for their area of certification.

Application is routed to the Certification Officer's **Institution Work Log**. The Certification Officer will need to input and verify the applicant's Education, Purpose of Application, Subject Area Grade Level (from a drop down box specific to the institution), Assessment Information, check box for GPA, and the check box for verifying the information is correct. Then you will submit to DESE for review. Once the application has been approved it is good for 4 years from the time it was approved by DESE.

CAREER CONTINUOUS PROFESSIONAL CERTIFICATE (99 year)

The career continuous professional certificate is awarded upon completion of the upgrade requirements below. Individuals must apply directly to DESE through the web applications page.

- Complete 4 years of successful teaching experience.

- Participate in a district-provided mentoring program for 2 years.
- Complete 30 contact hours of professional development.
- Participate in a beginning teacher assistance program offered by a Missouri college or university, Regional Professional Development Center (RPDC), or professional teacher organization such as MNEA or MSTA.
- Successfully participate in employing school district's annual teacher evaluation process.
- Develop and implement a professional development plan that is on file with the district.

PROVISIONAL CERTIFICATION (2 year; non-renewable)

DESE Web Applications>Educator Certification System>Educator>Applications>Provisional Cert

The Provisional Certification is for an applicant that is working on initial certification at a state-approved, stand-alone program and are within 12 credit hours of completing the program. They must have an active contract with a public, K-12 school district in the area in which they are pursuing certification. The student will enter into an academic contract between the student, institution, employing school district, and DESE. Applicants must meet the current state GPA requirement overall GPA of 2.75 and content area GPA of 3.00.

The application will require students to update their profile information and complete four **Professional Conduct Question**. The Purpose of Application will include: **Provisional Certificate between District and Educator** or **Provisional Certificate with an Academic Contract between District, Institution, and Educator**. Applicants will pay \$50 by debit, credit, or E-check. Then they will read a sworn statement and release of information.

If the applicant selects "Provisional Certificate with an Academic Contract between District, Institution, and Educator" the application is first routed to the hiring District's DESE Work Log and then to the Certification Officer's **Institution Work Log**. The Certification Officer will need to input and verify the applicants Education, Purpose of Application, select the check box that explains the applicant's intent, enter the required deficiencies, and the check box for verifying the information is correct. Once the application has been approved the certificate is valid for 2 years and is non-renewable. However, in extenuating circumstances the Certification Officer can request an extension through DESE. *(To request an extension, DESE will need an updated transcript and/or Individualized Program of Study [IPS] showing what the student has completed from their original plan of study and a letter from the college or university outlining what the student has left to complete and showing support for the extension. The extension application does not come to the sponsoring institution like the original Provisional Certificate application so therefore the letter of support is needed.)*

TEMPORARY AUTHORIZATION CERTIFICATE (TAC) (1 year)

DESE Web Applications>Educator Certification System>Educator>Applications>TAC Certificate

The Temporary Authorization Certificate is for someone who has completed a Bachelor's degree and was hired by a K-12, public school district. **The Bachelor's degree must be in the area of which the applicant is pursuing certification.** DESE will determine if the degree matches the area of certification. Applicants must meet the current state GPA requirement overall GPA of 2.75 and content area GPA of 3.00 and have a full-time contract with the district.

The plan of study for each area can be located at <https://dese.mo.gov/educator-quality/certification/temporary-authorization-information>. DESE will evaluate all transcripts and give the individual a list of competencies (maximum of 24 college credits.) The individuals can take courses from IHE(s) to meet those competencies. The plan of study also includes the two required exit exams; the Missouri Content Assessment for the specific content area and the Professional Knowledge exam.

The TAC excludes elementary (1-6), early childhood (B-3), early childhood special education (B-3), blind and partially sighted (K-12), and/or deaf and hearing impaired (K-12) areas. Applicants for the areas of driver's education, English for speakers of other languages, gifted, and special reading must already hold a certificate of license to teach or must seek a certificate of license to teach in a stand-alone area.

The Certification Officer has no responsibility in the process except for helping to identify courses at their institutions to meet missing competencies. DESE will work directly with the school district to award the certification. The certificate is valid for 1 year and is renewable up to 4 years provided the applicant is taking 9 semester hours applicable to their certification each year.

INITIAL CERTIFICATION ROUTES

Traditional

Complete a state-approved teacher education program and obtain a passing score on the designated Missouri Content Assessment (MoCA) and the Missouri Pre-Service Teacher Assessment (MoPTA).

Alternative

BA/BS degree in a content area, a teaching contract with a school district, and completion of a state-approved alternative certification program (at post-bac level) including a passing score on the designated Missouri Content Assessment (MoCA) and the Missouri Pre-Service Teacher Assessment (MoPTA).

Temporary Authorization

BA/BS degree in a content area, employment with a Missouri school district in the content area, and complete 24 semester hours of prescribed education coursework passing score on designated Missouri Content Assessment (MoCA) and Professional Knowledge test

Non-Missouri Graduate

Possession of a valid, professional, teaching certificate from another state.

Doctoral

PhD in a secondary content area and passing score on the Missouri Professional Knowledge test

ABCTE

Possession of an ABCTE certificate with verification of 60 contact hours (90 hours for elementary) as a substitute teacher or paraprofessional.

TRANSFERRING CERTIFICATE FROM ANOTHER STATE

An applicant who possesses a valid professional certificate from another state may be granted a Missouri certificate in an area most closely aligned to the certification if Missouri issues such a certificate. If an educator is completing or has completed a teacher education program in another state, it is beneficial to obtain that state's certificate, whether or not one plans to reside in that state. In most cases, a Missouri certificate is issued with no further coursework or test requirements. If an area of certification is not equivalent, an educator may be evaluated based upon Missouri's current requirements for the most closely aligned certificate.

Application directions:

- Complete the online **Non-Missouri Graduate** application.
- Submit remaining items on the **Non-Missouri Graduate Application Checklist** in one packet to the following address: Educator Certification, P.O. Box 480, Jefferson City, MO 65102. DESE does not accept faxed or emailed application materials.
- Complete the **Verification of Teaching Experience form** to verify any out-of-state teaching experience, if applicable.
- As noted within the checklist, if the out-of-state professional certificate(s) have expired, or if one has not been issued, an institutional recommendation from the certification officer at the college or university where the initial teacher education program was completed must be provided. An **Institutional Recommendation Form** can be downloaded by clicking on the appropriate button when completing the online Non-Missouri Graduate Application. Educator Certification will evaluate transcripts based on current Missouri requirements and does not guarantee immediate issuance of a Missouri certificate. All evaluations will be posted at the Certificate Status link located on the Profile Page in the **Educator Certification System**.

TEACHER EDUCATION PROGRAM COMPLETED IN ANOTHER COUNTRY

Educator Certification does not evaluate foreign credentials. Before an application for a Missouri teaching certificate can be processed, all transcripts and other certification information must be sent to a [credentialing agency approved by the Department](#) that provides a transcript analysis service. The analysis must be translated into English and include the following: specific course titles, credit hours earned, letter grades received, the cumulative grade point average, and a statement verifying the completed program's equivalency to a United States degree. Although the Department does not endorse any of the agencies listed, each of them has been contacted to verify that they provide all the information that is required.

- After the official analysis from the credentialing agency is completed, a Non-Missouri Graduate application for a Missouri teaching certificate may be submitted. The credentialing report will be accepted in lieu of an institutional recommendation. Upon receipt of all application materials, the Department will complete a course evaluation to determine eligibility for Missouri certification. All evaluations will be posted at the Certificate Status link located on the Profile Page in the [Educator Certification System](#).
- Complete and submit the online [Non-Missouri Graduate](#) application.
- Submit remaining items on the [Non-Missouri Graduate Application Checklist](#) in one packet to Educator Certification, PO Box 480, Jefferson City, MO 65102. The Department does not accept faxed, scanned or emailed application materials.

RECOGNIZED CREDENTIALING AGENCIES

Missouri Department of Elementary & Secondary Education does not accredit or formally approve credential evaluation services. These companies have provided documentation affirming that they follow the standards of recognized national organizations of foreign credential evaluators.

The Department does not evaluate foreign credentials. All transcripts and other certification information must be submitted to a [credentialing agency](#) approved by the department that provides a transcript analysis service. The analysis must be translated into English and include the following: specific course titles, credit hours earned, letter grades received, the cumulative grade point average, and a statement verifying the completed program's equivalency to a United States degree.

TRANSCRIPTS

The student must submit official transcripts from all colleges or universities to DESE. Some EPPs may choose to submit their institution's transcripts for the student as a courtesy but it is ultimately the student's responsibility to assure that DESE has their most recent transcripts.

After a student is recommended for their certificate, their DESE profile will indicate if any transcripts are missing. (The certification officer is not notified of this but they do have access to a limited view of the student's DESE profile.)

TRANSCRIPTS - BEST PRACTICES

What transcripts should be sent to DESE? Only official transcripts should be sent to DESE for candidates earning teacher certification. It is at the discretion of the IHE whether they decide to also send official transcripts for all collegiate institutions attended for post-baccalaureate students.

- * Send transcripts from institution of origin for every course ever taken: undergrad and grad
- *It is okay for institution to send copy of transcript if official transcript is on file at university. Those transcripts should be stamped in **black** "copy of official transcript on file at (your institution)". Make sure it is legible.
- *DESE cannot accept electronic transcripts, including e-scripts- must be paper version.
- *Write DESE Ed ID on top right corner of transcripts (every page).

Transfer Work v. Native Courses: Transfer work are courses transferred from another IHE. Native courses are courses taken at IHE in which candidate is currently enrolled.

- *Although transfer courses may appear on other transcripts, the transcript of origin must be sent to DESE.

Who should send transcripts? If the office responsible for recommending candidates for teacher certification is sending transcripts, they should be sent within 10 days after a candidate has been recommended for certification. If the teacher candidate is having transcripts sent in, they should do it within a few days of submitting their DESE application.

- *Institutions can recommend students send own transcripts, but best practice is for institution to send in transcripts.

*Helpful hint: okay to send transcripts for transfer work to DESE around mid-term during student teacher time. Then send final transcript after graduation.

Definition of “Official transcript:” Transcript printed by the home institution

*Students should not send transcripts to DESE that are stamped “issued to student”.

Definition of “Copy of Official Transcript:” Official transcript sent by another institution to an institution that candidate is currently attending, and the official transcript is subsequently copied in order to be sent to DESE when candidate is recommended for certification

Definition of “Electronic transcript”: Transcript sent digitally via computer or email scan.

How should transcripts be sent? Transcripts should be sent via US postal mail* to

DESE-Educator Certification
P.O. Box 480
Jefferson City, MO 65102-0480

DESE process when transcripts are received: (this process can take up to two weeks)

- Received by mail room. Sorted by departmental section within DESE. Hand carried to floor (twice a day).
- Envelopes are opened and date stamped and verified as official. (If the student sends unofficial transcript – DESE will attempt to contact the student and let them know. A comment will also be placed on their DESE profile)
- Scanned.
- Each transcript has its data entered as received and verified.
- Transcripts are then distributed to the supervisor who will approve that application.

*Note: It does not speed up the process to send Federal Express because it may get to the building a day quicker, but the process time is the same.

Make sure all transcript information is entered in student’s Education screen.

DESE will not accept foreign transcripts. It has to be verified by a credentialing agency (DESE recognizes 5 of them-on their website). DESE will accept a verified transcript from the university that is stamped “copy of official transcript on file at (your university)”.

VERIFY COURSEWORK

Each EPP has an approved list of courses that fulfill each of the state requirements called the matrix. Prior to recommending a student for their initial certificate, the certification officer must verify that the student has completed everything on the matrix satisfactorily.

Each approved matrix from each EPP can be reviewed on the DESE website:

<https://dese.mo.gov/educator-quality/educator-preparation/directory-approved-prof-ed-programs>

GPA REQUIREMENTS FOR CERTIFICATION

It is the responsibility of the certification officer to ensure that the GPA of the candidate meets the state requirements.

The GPA is calculated by dividing total quality points by total hours attempted. Coursework repeated at the same institution with a higher grade will be used. Credits earned with a “pass/fail” grade and military credit are not counted in the computation. (*“Pass/Fail” grades are only excluded from the GPA computation if the course is designed as a “pass/fail” only course. A regular class take as “pass/fail” will need to be calculated into the GPA as the letter grade equivalent required to earn a “pass” in the course.*) If transcripts include quarter hours, credits will be converted to semester hours.

Cumulative GPA = 2.75: This total includes ALL coursework attempted from ALL colleges/universities attended.

Content GPA = 3.0: This is the GPA of all content courses that fulfill the content requirements on the matrix that is on file with DESE. This can be calculated using the content courses with the highest grade as long as the courses meet each requirement on the matrix. “Content area” GPA for early childhood and elementary is based on courses in the “content knowledge” section in the matrix. “Content area” GPA for special education is based on courses in the “teaching and learning strategies” section in the matrix.

Professional Education GPA = 3.0: This is the GPA of all professional education coursework as identified on the matrix that is on file with DESE.

Below is the DESE table that indicates the quality points assigned to each letter grade and the chart for converting quarter hours to semester hours.

The GPA is calculated by dividing total quality points by total hours attempted. “Total” includes ALL coursework attempted from ALL colleges/universities attended. Coursework repeated at the

same institution with a higher grade will be used. Credits earned with a “pass/fail” grade will not be counted in the computation. If transcripts include quarter hours, credits will be converted to semester hours.

Points Assigned to Grade		
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0.00

Conversion Table		
Quarter hours = Semester hours		
1	=	0.67 2/3
2	=	1.33 1 1/3
3	=	2.00 2
4	=	2.67 2 2/3
5	=	3.33 3 1/3
6	=	4.00 4
7	=	4.67 4 2/3
8	=	5.33 5 1/3
9	=	6.00 6
10	=	6.67 6 2/3

ACCESSING DESE'S WEBLOG

The Web Application Screen on the DESE website is used by certification officers to recommend candidates to DESE for certification, to view the status of applications, correspond with applicants regarding applications. *(The Web Application screen is also used by candidates to apply to DESE for certification – substitute, initial, additional, upgrades, renewal, reactivation, etc.)*

Request access to the system:

- A new user must request access to the web applications system through DESE. The link to the User Manager/Login Request Forms is <http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>. (This page includes links to a recorded webinar that outlines the procedures for school district personnel but the webinar and documents do not provide information for educator preparation personnel.)

Which forms should a certification officer submit to gain access?

- Go to Web Systems User ID Request-Educator Preparation Programs. https://dese.mo.gov/sites/default/files/dac_forms/MO5003152.pdf (Do not use the Web System User ID request for Public)

Which items need to be checked on this form?

- Educator Certification University (EPP) and
- Educator Preparation APR (EPP) (Pin Required) if you are the APR person

How many institutional representatives should have access to this system?

- An institution may have several employees that can have access to the web applications but each may have a different level of access – some should be 'read only' in order to review, some may have ability to enter data and save, and one should be designated as the authorized representative to submit the recommendations. Institutions are limited to two authorized representatives.

How are these request forms submitted?

- Submit the completed form by faxing to (573) 526-4125 or emailing (with the appropriate signatures) to webappsloginassistance@dese.mo.gov.

What is the process for changing access due to personnel or role changes?

- This is the link to the form to delete a user MOSIS and/or Web Systems User ID Delete Form <http://dese.mo.gov/forms/MO5002421.pdf>
- This is used to remove User Manager access for an individual who is no longer responsible for that function.

- NOTE: The deletion form and the access form should be submitted at the same time. In addition, the dean should submit a letter/email to the Director of Educator Preparation and the Director of Certification notifying them of the certification officer or other personnel/role changes.

LOG INTO YOUR WEBLOG ACCOUNT

Go to Web Applications

Log In with user name and password. (If you do not have a user name and password you will have to register by clicking the “register” button and following the instructions.

Once logged in there are various choices in the menu on the left

Profile: This screen includes:

- the personal information of the candidates and their contact information
- the list of assessments that the candidate has taken (use the arrow to open the assessment list)
- the status of an application (use the arrow to open the applications that are attached to this record. The status shows applications that are pending or waiting for action. Once the certificate has been issued the application will no longer be listed in this status box.
- Candidates and approved users can log in to check the status of an application.
- EPPS can use this to see if a candidate has submitted other applications. (e.g. sometimes an application can be found in the work log that may be submitted in error; if you look at the status on the profile page, you can see if other applications were submitted. Sometimes a student submits an initial and a substitute on the same day)

Institution Worklog: This is the screen the certification officer uses to access applications that have been submitted to their university. This screen shows:

- the type of application,
- name,
- ID#,
- application status
- last action date.

Applications: This lists the various applications available to the candidate, such as initial, additional, substitute, etc.

Education: This screen shows the educational record of the applicant.

- Candidates can access the education screen and enter basic information on this screen such as the name of the school(s) that they have attended, last attended date, etc.
- The EPP user can enter the educational information of the candidates. Things to note:
 - Last Attended Date cannot be a future date
 - Graduation Date is required when Degree is selected.
 - EPPs can edit information in each record until DESE has verified the information. Therefore education for applicants can be listed at any time in the program and the final information, GPA, degree date, etc can be added at the end of the semester.
- DESE uses the screen to enter educational information if not entered by candidate or EPP and completes the record when transcripts are received and verified. Once DESE verifies the transcripts these records cannot be edited.

Good Practice: Regarding Entering Education:

When applicants have attended many schools it is beneficial to enter them all at one time. Enter the information for one school and remember to hit the “Save” button. Use the “Add” button to enter the next school. When entering the information for your own institution prior to degree completion you can leave the last attended and degree blank and save the record and then edit it once the semester is over and the degree date can be entered. Be sure to enter the final GPA of each school. If student did not earn a degree from a school enter “None” in the degree field. The CO must also enter the date of student teaching (this should be the last date of student teaching).

To continue entering education information for additional students select the “Selection Criteria” at the top of the screen. This will bring up the section to enter another student. Select the “Reset” button and then enter the new search criteria. You can use the social security number, or the name, or the DESE Educator ID. You do not need to enter all fields - whichever is easiest or that you know. Then select the search button and it will bring up another record and you can proceed to enter the education information for that candidate.

Certificate Status: This screen shows the status of any certificate that DESE has issued for the active record – e.g substitute, provisional, TAC, professional, etc. This will show

- type
- effective and expiration dates
- current status

EPP user can search by entering information to search for a record –social security number, or last name, or last and first name, etc.

Reports: These can be accessed by users that have log-in access to reports.

Web Application Menu: Returns user to main menu of web applications, reports, and user information.

Basic Steps to use the Web Applications System to Process Applications

- Log In
- Select Educator Certification System from the DESE Web Applications Menu
- Click on Institution Work Log to access the applications that have been submitted to your institution
- Find the name of the applicant you want to view or edit. Click on the application type from the first column, e.g initial, provisional, etc. This will bring up the application for that candidate. Section I of the application will include the personal information from the profile and the education records that have been entered. The applicant will have selected the button for the purpose of the application (e.g. administrator, professional or student services). The statements and the release of the applicants are displayed.

Section II of the application is to be completed by the certification officer (CO). The CO should:

- select the subject area from a drop down menu; save it.
- check the verification box
- select the authorized administrator name from the menu (if there are multiple for the institution)
- enter any notes that may be necessary to inform DESE of any special circumstances for the applicant
- checks the “I accept” button
- select the option
 - save the application to submit later,
 - submit the application to DESE
 - return the application to applicant if necessary
 - cancel

- Return to the Institution Work Log to proceed to another application.

Good Practice: Save a copy of the application: after submitting the application. select print from the menu and then save it as a pdf (rather than print it). Save the pdf documents to a folder on your computer.

Note: There may be two boxes at the bottom of the left menu – Institution and Educator. The institution box should be selected to enable the CO or other EPP authorized user to enter data and submit applications, etc. The Educator box is there if you also have a record in DESE as an educator, or substitute, etc. It is good to review that so that you can see what the candidates see when they log in to apply.

FINGERPRINTING & BACKGROUND CHECK INFORMATION

A fingerprint background check is required for an individual who is applying for his/her first certificate and/or is considered a new hire with a school district. An acceptable background check clearance must not be over 1-year-old at the time the individual applies for a certificate or is employed.

All fingerprint background checks must be completed through the Missouri State Highway Patrol. Individuals must pre-register for fingerprinting through the **Missouri Automated Criminal History Site (MACHS)** provided by the Highway Patrol. The registration site is located at www.machs.mo.gov. A four-digit registration code is required at the time of registration. Please review the [FBI/Highway Patrol Background Check Procedures](#) for more information. Individuals should print out the checklist to use during the registration & fingerprinting process.

- [FBI/Highway Patrol Background Check Procedures](#)- Used to register for fingerprinting background check
- Background check requirement [FAQ's](#)
- [Applicant's Privacy Rights](#)
- [Rules and Statutes Governing the Discipline & Issuance of Certificates](#)

RESPONSIBILITIES OF CERTIFICATION CANDIDATES

Certification candidates who completed their academic program from an approved Missouri institution in teacher education, counseling, or K-12 school administration are responsible for completing all necessary requirements set by the Missouri Department of Elementary and Secondary Education (DESE) to receive their certification. An Initial Professional Certificate (IPC) is the first certificate a new educator receives. Candidates must have a recommendation for certification from the designated official at the college or university where the program was completed.

Certification candidates will:

- Submit official transcripts from a regionally accredited college or university showing all completed coursework required for their certification.

- Submit application for Initial Certification on the [DESE online educator certification system](#).
- Passed all required [Missouri Educator Gateway Assessments](#)
- Verify fingerprinting background clearance is still valid. Please review the [fingerprint information checklist](#) for additional information. Background check clearances are only valid for 12 months. Questions regarding background check clearances should be directed to the Conduct and Investigations Office at 573-522-8315.

Applying for Certification

1) Create Your Department of Elementary and Secondary Education (DESE) Profile:

Regardless of your program, certification candidates seeking certification must create a profile on the DESE online educator certification system. If you currently hold a substitute or another teaching certificate, you should still log into your profile and make sure that all information is accurate.

If you are being recommended in Missouri for certification you will need to establish a profile on the Department of Elementary and Secondary Education (DESE) online educator system. If you hold a substitute teaching license or hold another certification, this process may already be complete. If not, please follow the instructions below to establish the profile you will have your entire career in Missouri.

Profile Creation Steps:

1. Start by going to: <https://dese.mo.gov/> Make sure to turn off pop-up blockers for this website.
2. In the middle of the page click on *“Web Applications”*.
3. If this is your first time click on *“Register”*. If you already created a profile, but don't remember your username and/or password click on *“Forgot Username/Password?”*.
4. Fill the information accordingly (first name, last name, birth date, etc.)
5. Once you choose a User Name and Password make sure to write them down and keep them in a safe place. This will be the information you will use throughout your career.
6. Once you are finished, click *“Create User”*.
7. Click *“Continue”*.
8. Enter your User Name and Password, click *“Login”*.
9. On the *“User Applications”* look for *“Educator Certification System – Request Educator Access”* link under the *“Office of Educator Quality”*.
10. Click *“Submit”*.
11. Click *“Close”*.

12. Click on “*Educator Certification system*” link.
13. Enter your Social Security Number (SSN) and date of birth (DOB)
14. Click “*Submit*”
15. Click the subcategory of “*Office of Educator Quality*” then “*Licensure*”.
16. Now you will be able to edit your profile.
 - **Profile:**
 - Fill in all personal information and contact information.
 - Click “*Save Profile*” once completed.
 - **Education:**
 - Click “*Add*”.
 - Fill in all institutions you have attended. If you can’t remember exact attendance dates, use the date that you think you started and stopped attending.

Please Note: If you completed an FBI background check and/or Missouri Educator Gateway Assessments, those items will not immediately show up in your profile. Please allow 24-48 hours to link your profile with those results.

2) Submit Initial Professional Certificate:

First-time teachers, school counselors, or administrators need to follow the process outlined here for certification candidates who have completed or are mid-way through the final semester of their academic program in teacher education, counseling, or K-12 school administration.

1. Start by going to: <https://www.dese.mo.gov/>. (Make sure to have pop-up blockers turned off to access the website.)
2. In the middle of the page click on “*Web Applications*”.
3. Enter your DESE User Name and Password and click “*Login*”. If you have not established your DESE Profile you need to do that first.
4. Under the heading “*Office of Educator Quality*”, click on “*Educator Certification System*”.
5. Click on the third triangle for “*3) New Applications*”.
6. Click on “*Initial Professional*”.
7. If you have not filled out the education section, leave that blank and that will be completed by our Certification Manager.
8. Complete the Professional Conduct Information. All questions will need to be completed.
9. Purpose of Application:
 - If you are applying for your **Teaching** certificate, select “*Professional*”.
 - If you are applying for a **School Counseling** certificate, select “*Student Services*”.
 - If you completed an **Administrative** (Principal or Superintendent) certificate, select “*Administrator*”.

10. If you select either *Student Services* or *Administrative*, you will then see a section for Occupational Experience. Enter any relevant work experience in this section. Those who selected *Professional* will not see this section.
11. Read the Sworn Statement.
12. Click “*I accept*” under the Release of Educational Information.
13. Select the institution where coursework was completed in the drop down menu.
14. Click “OK”.
15. You have finished the application and may log out of the system.
16. Submit original transcripts from all institutions attended. DESE will not accept electronic, faxed, scanned, emailed or photocopies of transcripts. Please be sure your social security number or educator ID number is listed on all transcripts.
 - All required documentation should be mailed to Educator Certification, PO Box 480, Jefferson City, MO 65102-0480. Any information sent to the Department should include a name and either a Social Security Number or Educator ID number.
 - All items submitted to the Department of Elementary and Secondary Education become the property of the Department and will not be returned or released to other agencies.

The application will automatically be submitted to the work log to the Certification Manager. The application processing time is dependent on receipt of background clearance, institution recommendation, official transcripts, and current DESE workload. The application status can be monitored online at the bottom of your profile screen and is beneficial to the expediency of processing that you utilize this mode of checking the status of your certification. Once DESE has verified all information, an email notification will be sent once a certificate has been approved and issues. All required documentation must be received within ninety (90) days of receipt of application. After ninety (90) days, the application will be purged due to inactivity and a new application must be submitted.

DESE CODES/APPLICATION STATUS

Applications received, but not yet processed by DESE, may have one of the following assigned statuses:

Pending Background Check Clearance

DESE has not received background check results from Highway Patrol.

Pending DESE Verification

Application has been received by DESE, but not yet processed.

Pending District Verification

Application is still in district work log and has not been submitted to DESE.

Pending Institution Verification

Application is still in university work log and has not been submitted to DESE.

Pending Occupational Experience

DESE has not received a Verification of Experience form. This form is completed by an employing school district to verify required teaching/counseling/administrative experience.

Pending Online Fee

Educator has not paid processing fee.

Pending Out-of- State Recommendation

DESE has not received institution recommendation form from the institution where approved program was completed.

Pending Supporting Documentation

DESE has not received several required items. (Note: Typically, the missing documents are transcripts and a background check clearance. Educator should check memo field on application for additional specific information.

Pending Test Results

DESE has not received results for required Missouri Content Assessment &/or performance assessment.

Pending Transcript

DESE has not received official transcripts. Educator should check application memo for additional information concerning what transcripts are still needed. Educator should also check his/her education screen; received transcripts will be posted there.

MISSOURI GATEWAY ASSESSMENTS (MEGA) CHARTS

The Missouri Educator Gateway Assessments (MEGA) is a comprehensive approach to assess the pre-professional development of students working for educator certification in Missouri. These assessments provide a common, statewide foundation of content knowledge, professional practice, and “what it takes to be an effective educator.” The focus is upon the development of quality educators for schools in Missouri. The assessments are spaced at different transition points throughout the preparation program. The investment in MEGA is part of the commitment to becoming a Missouri educator.

The following information outlines each assessment including the purpose, transition point, passing score, and cost:

Missouri General Education Assessment (MoGEA)

Purpose: Requires students to demonstrate basic general education competencies prior to being formally admitted to an educator preparation program

When: Students should take this assessment toward or at the end of the first two years of college but may be taken earlier.

Test Format: Computer-based at Test Centers

Cost: \$49.00 for all four subtests; \$25.00 per subtest if taken separately; an additional sitting fee may be charged.

Passing Scores: The passing scores are set by each preparation program at this time. Students and institutions receive the standard scores monthly on the score reporting dates listed on the MoGEA website.

Missouri Educator Profile (MEP)

Purpose: This is an assessment for students enrolled in educator preparation courses. The initial results will provide the student and advisor with information about how the student’s work styles match the work styles of successful teachers. The results also suggest ways in which the students can improve their work styles. This is an important step in helping the students choose whether or not professional education is the right career choice.

When: Students will take this assessment before admission to education.

Test Format: Computer-based on demand.

Cost: \$22.00

Passing Scores: This assessment does not have a passing or failing score. The purpose is to use the information for advisement and self-improvement. The student will immediately receive a Developmental Report at the completion of the assessment.

Missouri Content Area Assessments (MoCA)

Purpose: The results of the assessment are used to indicate that a student has a specific level of knowledge in their chosen content area(s).

When: Students will take the content area assessments toward the end of their third year of college or at the recommendation of their educator preparation program.

Test Format: Computer-based at Test Center.

Cost Depends upon Content Area: \$77.00 to \$189.00

Passing Scores: The passing standard score for all subtests is 220. Students and institutions receive the standard scores monthly on the score reporting dates listed on the website of their chosen Content Assessment.

Missouri Pre-Service Teacher Assessment (MoPTA)

Purpose: The performance assessments are designed for the students to recognize and demonstrate appropriate practice during student teaching.

When: The assessment would be completed during student teaching.

Test Format: Computer-based Collection of Artifacts

Cost: \$275.00 *(additional costs apply if a student needs to register late, reschedule, resubmit, or request a score review)*

Passing Score: Task 2, 3, & 4 have a collective passing of 37 out of 60. Students and institutions receive the score results on the schedule published on the MoPTA website.

ADD-ON CERTIFICATES

A teacher who holds a valid Missouri professional teaching certificate may add other areas of teacher certification by completing the required coursework **or** by passing the appropriate designated assessment. Applicants must meet certification requirements in effect at the time of application.

- To add by coursework, the educator will need to submit an online **Additional** application, and transcripts must be mailed if transcripts are not currently on file with the department. Transcripts should be mailed to Educator Certification, PO Box 480, Jefferson City, MO 65102. DESE does not accept faxed, scanned or emailed transcripts.
- To add by **assessment**, the educator will need to obtain Missouri's passing score on the designated content assessment. Once the required assessment is passed, the educator will need to complete and submit an online **Additional** application. DESE receives all official score reports directly from the testing company. The schedule of Score Report Dates may be viewed at the following website: **Score Reporting Dates**.

Note: These options are only to add a new area of **teacher** certification. They do not apply to Administrative Certificates (Principal, Special Ed Administrator, Career Ed Director, and Superintendent) and Student Services Certificates (Counseling, School Psychologist, School Psychological Examiner, Speech Language Pathologist).

Note: If educators want an evaluation of their transcripts for the deficiencies of a certificate they need to submit an application to add the certificate, and that this would trigger the evaluation by DESE.

Subject Area/Grade Level	Add by test?	DESE Eval?	Other information
Early Childhood B-3	Y	N	Can add with IR-courses and test
Elementary 1-6	Y	Y	
Middle School Agriculture Ed 5-9	Y*	Y	*Only if HS Ag certified - test 062
Middle School Business 5-9	Y*	Y	*Only if HS Business certified - test 062
Middle School Tech & Engineering 5-9	Y*	Y	*Only if HS Tech/Eng certified - test 062
Middle School Language Arts 5-9	Y	Y	

Subject Area/Grade Level	Add by test?	DESE Eval?	Other information
Middle School Social Science 5-9	Y	Y	
Middle School General Science 5-9	Y	Y	
Middle School Speech/Theatre 5-9	Y*	Y	*Only if HS Speech/Theatre certified - test 062
Agriculture 9-12	Y	Y	
Art K-12	Y	Y	
Business 9-12	Y	Y	
Dance K-12	N	Y	
Driver's Education 9-12	N	Y	
English 9-12	Y	Y	
Family and Consumer Sciences K-12	Y	Y	
Foreign Language K-12 - French	Y	Y	
Foreign Language K-12 - German	Y	Y	
Foreign Language K-12 - Hebrew	N	Y	
Foreign Language K-12 - Italian	N	Y	
Foreign Language K-12 - Latin	N	Y	
Foreign Language K-12 - Russian	N	Y	
Foreign Language K-12 - Spanish	Y	Y	
Foreign Language K-12 - Chinese (Mandarin)	Y	Y	
Health K-12	Y	Y	
Journalism 9-12	Y	Y	
Library Media Specialist K-12	Y	Y	
Marketing 9-12	Y	Y	
Mathematics 9-12	Y	Y	
Music-Instrumental K-12	Y	Y	
Music-Vocal K-12	Y	Y	
Physical Education K-12	Y	Y	
Science - General Science 9-12	Y	Y	
Science - Biology 9-12	Y	Y	
Science - Chemistry 9-12	Y	Y	
Science - Earth Science 9-12	Y	Y	
Science - Physics 9-12	Y	Y	
Social Science 9-12	Y	Y	
Speech/Theatre 9-12	Y	Y	
Technology & Engineering 9-12	Y	Y	
Unified Science - Biology 9-12	N	Y	
Unified Science - Chemistry 9-12	N	Y	
Unified Science - Earth Science	N	Y	
Unified Science - Physics	N	Y	
Special Education - Blind B-12	Y	Y	Often added w/IR from MSU alt prog.

Subject Area/Grade Level	Add by test?	DESE Eval?	Other information
Special Education - Early Child Special Ed B-3	Y	N	Can add with IR-courses and test
Special Education - Mild/Mod Cross Cat K-12	Y*	Y	*Must have 050 and 007-010 tests
Special Education - Severely Dev. Disabled B-12	N	Y	
Other Areas - ESOL K-12	N	Y	
Other Areas - Gifted K-12	N	Y	
Other Areas - Math Specialist 1-6	N	N	Requires IR and test
Other Areas - Special Reading K-12	N	N	Requires IR
Administration Areas - Principal K-8, 5-9, 7-12	N	N	Requires IR and test
Administration Areas - Career Ed Director	N	N	Requires IR and test
Administration Areas - Special Ed Director	N	N	Requires IR and test
Administration Areas - Superintendent	N	N	Requires IR and test
Student Services - Counselor K-8, 7-12	N	N	Requires IR and test
Student Services - School Psych Examiner	N	N	Requires IR
Student Services - School Psychologist	N	N	Requires IR and test
Student Services - Speech Language Path	N	N	Requires IR, test, and license from Healing Arts

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