

To: Deans, Unit Leaders, Certification Officers, Field & Clinical, and Assessment Directors  
From: Jaimie Foulk, Ph.D., Coordinator, Educator Preparation  
Margery Tanner, Coordinator, Educator Certification  
Re: New Procedures and Updates to Matrix Page  
Date: Wednesday, June 30, 2021

We have updated the procedure for posting matrices to the approved educator preparation webpage, as described during the June Educator Preparation webinar. Effective July 1, 2021, EPP matrix links will no longer appear on the DESE [Approved Educator Preparation Programs](#) page. Program contact information (dean/unit leader & certification officer), a link to the institution's webpage, and a list of approved programs (subject, grade and type) will remain on each EPPs' page.

Please be reminded that when an EPP chooses to offer any new certification program, the matrix review procedure will continue to be required, per State Board of Education rule 5 CSR 20-400.440. In the case of new programs, or if EPPs choose to submit updated matrices for existing programs for review by our office, submissions will continue to require a cover page, matrix revisions highlighted in yellow, and syllabi for any new courses.

Please use our updated [matrix templates](#), reformatted to omit DESE information, for submission of matrices for all new programs, or for revisions of matrices for existing programs that you would like DESE to review. As part of the DESE review process, we will transfer approved matrices to the official DESE template and send to the EPP with an approval letter in pdf format. We request that EPPs choosing not to have revised matrices reviewed by DESE also use the updated matrix templates.

Please contact Buddy Alberson, Assistant Director of Educator Preparation, by phone at 573-751-1191 or by email at [Buddy.Alberson@dese.mo.gov](mailto:Buddy.Alberson@dese.mo.gov) with questions about these updates.

Thank you,

Educator Preparation and Educator Certification