

# CERTIFICATION OFFICER

Survival Resource Guide

*Missouri Department of Elementary & Secondary Education  
in Conjunction with Missouri Educator Preparation Providers  
Created 2018; Rev. 2020; 2021; 2024; 2025*

March 1, 2024

Dear Certification Colleagues,

I'm excited to announce the release of the updated Certification Officer Survival Resource Guide! This comprehensive guide has been carefully compiled by a committee of experienced certification officers from Missouri colleges and universities, along with knowledgeable DESE staff.


Our goal was to create a valuable resource for all those involved in transcript review, student advising, and certification application approval. The manual covers a wide range of essential information, making it an indispensable tool.

While the information included in the manual is extensive, we recognize that it is a continuous work in progress – a "Wikipedia" for certification officers. Updates, edits, and refinements will be made on an ongoing basis to ensure it remains current and relevant.

Please take the time to thoroughly review the manual. We wholeheartedly welcome your suggestions and comments on how to further improve and enhance its contents.

Thank you for your dedication to improving the preparation of our Missouri educators.

Sincerely,

A handwritten signature in black ink that reads "Margery Tanner". The script is fluid and cursive.

Margery Tanner  
Coordinator, Educator Certification  
DESE Office of Educator Quality



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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 score 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 (SEM) 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.

### June 1, 2018

The Missouri Educator Profile (MEP) will no longer be required. DESE highly recommends a disposition tool to be in place for each EPP.

### MAY 15, 2018

Culminating Field Experience for Teacher Candidates Seeking an Initial K-12 certificate: New definition of “one-placement” during the culminating experience to expand the option of splitting the 12-week placement during the culminating experience for candidates seeking an initial K-12 teaching certificate.

### MAY 16, 2018

Alternative Certification – An individual may become a candidate in an approved alternative certification program upon meeting the following criteria:

- Hold a baccalaureate degree in the content area or closely related field; or
- Obtain a passing score on the designated Missouri Content Assessment (MoCA)

The baccalaureate degree or MoCA score will be accepted in lieu of completing the required content area coursework, as listed on the matrix.

Candidates also have two options to satisfy the field and clinical experiences that are required for certification:

- Secure contracted employment as the teacher of record with a Missouri public school district or accredited non-public school and hold a two-year provisional certificate in the area for which certification is being completed; or
- Complete all required field and clinical experiences, including student teaching, as listed on the approved matrix.

### AUGUST 2018

ETS no longer a vendor for MoSLPA. (DESE memo from May 21, 2018) Beginning in August 2018, School Leader candidates seeking certification will complete a performance assessment designed by the Missouri Professors of Education Administration (MPEA). Those scoring the assessment will use a common rubric and will be trained by MPEA. A passing score will be decided and agreed upon by MPEA. Additional information will be shared as it becomes available.

### SEPTEMBER 1, 2018

DESE memo dated March 15, 2018: MoPTA, MoSCPA, and MoSLPA no longer required for certification. (MoPTA being replaced with MEES; MoSLPA being replaced with MPEA.)

### APRIL 5, 2019

DESE memo dated April 5, 2019: EPPs have the option of using ACT instead of MoGEA for entry to their undergraduate teacher certification program. A qualifying score of 20 on the ACT is recommended by MACTE. The EPP satisfactory rating scores for both the ACT and the MoGEA are provided to DESE prior to the beginning of each academic year.

### AUGUST 30, 2019

Unified Sciences and General Science 9-12 certificates no longer issued.



## AUGUST 2019

Teacher MEES cut score set at 42 for the 2019-20 academic year; School Counselor MEES set at 25; MPEA cut score set as minimum of 10 out of 16 (average score from instructor and chair).

## AUGUST 2019

Missouri Content Assessment (MoCA) changes for 2019: Social Science (Secondary) combined assessment - #71; Building-Level Administrator - #72.

## March 2020

Due to Pearson testing centers being closed through April 16, 2020, candidates enrolled in Missouri educator preparation programs who were unable to complete the Missouri Content Assessment required for initial educator subcertification due to closed testing centers may be issued a two-year Provisional Certificate if they have been offered a contracted educator position in a Missouri public, charter or accredited private school for the 2020-21 school year. The candidate's application for a provisional certificate will require verification of employment by a school district and completion of a recommendation for provisional certification by the educator preparation program. The provisional certificate will provide a two-year period in which testing schedules can resume and allow candidates additional time and opportunity to complete their assessment.

## July 2020

EPP-APR suspended for the 2019-2020 academic year.

## August 2020

Temporary Authorization Certificate (TAC) requirements were updated:

Middle School (5-9) and Secondary (9-12), and K-12 Subject areas: additional coursework in Psychological Development of the Child and Adolescent, English Language Learning, and Cultural Diversity.

Special Education – Cross Categorical: additional coursework in Transition Processes, including Career Education or Career Readiness, Speech and Language Development of the Exceptional Child, Psychological Development of the Child and Adolescent, and Cultural Diversity.

## June 2021

The State Board of Education voted unanimously on February 9, 2021 to approve the removal of cumulative GPA from certification requirements. The change will take effect 30 days from the date amendments appear in the Missouri Register. (As early as April 15, but expected by June 1.) *Previously, a cumulative GPA of 2.75 was required for teacher certification. Content area and Professional Education GPA requirements were and remain at 3.0 minimum.*

## August 2021

Missouri Content Assessment (MoCA) changes for 2021: Elementary Ed changed to two subtests (#73 and #74); Building-Level Administrator changed (#80)

## April 2022

The Missouri State Board approved that students could score -2 SEM on each of the Elementary Ed MoCAs (73 & 74) and still be considered passing. Pearson will adjust this -2 SEM equivalency to reflect a 220 passing score. Students will still receive a preliminary unofficial pass/not pass at the testing centers based on the original cut scores until May 30, 2022.

## June 2022

SB 681 modified and added requirements related to a substitute certificate:

- Reduce required hours from 60 semester hours to 36 semester hours
- Placed 20-hour online training approved by State Board into statute

- Substitute certificate may be issued to “any highly qualified individual with expertise in a technical or business field or with expertise in the Armed Forces of the United states...but does not meet any of the qualifications **if** the superintendent of the school district sponsors the individual **and** the school board votes to approve the individual to substitute teach.”

- No individual under 20 years old may substitute in grades 9-12

- Beginning January 1, 2023, individuals registering for fingerprinting for the required background check through the Missouri State Highway Patrol may designate up to 5 school districts to receive the results of the criminal history background check. (All 5 school districts will receive “wrap back” notifications.)

### August 2022

Pearson testing changes for 2022: Missouri Content Assessment (MoCA) changes for 2022: New Secondary Math MoCA (082) beginning August 2022; Special Reading MoCA (new test – (079) beginning August 2022. (Special Reading assessment required beginning January 1, 2023.)

State Board of Education voted to accept a -1 SEM on all MoCAs in all initial **teacher** certification areas (except elementary education, which was addressed in May 2022). Calculation of raw scores takes place at Pearson. Test takers must still achieve a minimum passing score of 220 on all assessments.

### October 2022

EPPs may accept the following to satisfy the entrance assessment required by statute: MoGEA, ACT, SAT, Paraprofessional Assessment (Pearson), or Elementary Ed MoCA.

### March 2023

Superintendent’s recommendation for Initial Certificate without passing MoCA. (*Memo EQ-23-001 – Superintendent Recommendation for Initial Certification*) Full requirements for this alternative option can be found on the [Office of Educator Quality’s website](#). This option was signed into law in June 2022 (Section 168.021, RSMo). The 2022-23 school year can serve as the first year of the three-year cycle. Local education agencies and teachers cannot use experience in previous years for satisfying the requirements of this option.

### May 2024

SB 727 signed by Governor Parson to remove the requirement for “a program of entry-level testing of all prospective teacher education students.” Effective May 17, 2024, DESE no longer requires a basic skills test to be included as part of admission to a teacher preparation program.

### July 2024

New Gifted and Secondary Math requirements approved.

### July 2024

Contract with Pearson expired on June 23, 2024 and new contract with ETS (Praxis II) began July 1, 2024.

July 2025 2/18/25 – not approved yet. If final approval (probably March) will go into effect

### Summer 2025

Revision of the Content GPA requirement, in certification areas in which that is a criterion, from 3.0 to 2.5. The option for a higher test score to allow for a lower GPA (aka alternative measure of content competency) will also be removed.

Reintroduction of the General Science 9-12 certification

Requirement that all candidates for certification in Elementary Education pass the Board-mandated reading exam (currently the Praxis Elementary Education: Teaching Reading (7002))

# 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
- Master's 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
- Master's 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 until exempt. *(PD Exempt status is obtained if two of the following items have been completed: 10 years of teaching; next higher degree; or national certification.)*

## 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 certificate (teaching, special reading, school leader, school counselor, library media specialist, etc.). 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 content area and professional education courses;
  - To obtain these GPAs, the certification officer must have access to all transcripts from accredited and non-accredited colleges or universities.
  - 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** – MoCA\* (Missouri Content Assessment) or Praxis, Missouri Performance Assessment (MEES), and Missouri Professors of Education Administration (MPEA) must be completed satisfactorily.

\*NOTE: DESE's contract with Pearson (MoCA) ended and the new contract with ETS (Praxis II) began on July 1, 2024.

- **FBI background clearances** – although this information is no longer viewable through the certification officer's DESE Application Sign-In (DAS), the certification officer should verify with the student that their clearance has not expired. *[FBI background clearances are good for one year from the date of the fingerprinting.]*
  - 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. (NOTE: Student needs to verify from their DESE profile that DESE has their most recent transcripts.)
  - 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.
- **Annual Performance Report (APR)** - 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

<https://dese.mo.gov/educator-quality/certification/routes-certification>

### **SUBSTITUTE (4 years)**

Minimum of 36 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.

A Content Substitute certificate may now be granted to an individual who has successfully completed a minimum of twenty (20) clock hours of department-approved substitute teacher training. The 20 hours of online training to be a substitute teacher is available through Frontline Education, Kelly Education, as well as several Missouri colleges and universities. Registration for the substitute training, as well as questions regarding the online training, can be accessed at the links below:

- [Frontline Education](#)
- [Kelly Education](#)
- [Approved Missouri Colleges and Universities](#)

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

*DESE Application Sign-In > 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). Then they will read a sworn statement and release of information. The applicant will need to select the institution at which they completed their certification program and submit the application.

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 the following:

- I verify that I have reviewed the applicant's coursework and have determined that both the content area GPA and professional education GPA are 3.00 or higher.
- I attest that this candidate has met all required coursework as provided in 5 CSR 20-400.500 - 5 CSR 20-400.650.
- I verify that this candidate has achieved a passing score on the designated MEES or school leaders performance assessment.

Then you will submit to DESE for review. Once the application has been approved by DESE, the application is valid for 4 years from the time it was approved.

### **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 DESE Applications Sign-in (DAS) page.

- Complete 4 years of successful, DESE-approved 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 Application Sign-In > 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 12-15 credit hours of completing the program. (\*See exception below.) 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 requirement of professional education and content area GPAs 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 two choices: **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.

The applicant needs to select “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 go to the sponsoring institution like the original Provisional Certificate application, therefore the letter of support is required.*

\*Individuals enrolled in an Alternative Certification Program through an EPP can still apply for the Provisional Certificate (noted above) even if more than 12-15 hours of coursework is needed. *(Note: Individuals in an Alternative Certification Program must have a degree in the content area in which they wish to be certified or have passed the appropriate Praxis (formerly, MoCA) for that area.)*

### **Administrator**

DESE does not provide Provisional certificates for Administrators.

### **Counselors**

These applicants will use the same Provisional Certificate application process as noted above. To qualify, applicant must have completed at least 24 semester hours of the Counselor program.

### **TEMPORARY AUTHORIZATION CERTIFICATE (TAC)**

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

The Temporary Authorization Certificate (TAC) is a one-year, renewable certificate.

The Certification Officer has no responsibility in the process except for helping to identify courses at their institutions to meet missing competencies (“Plan of Study”). 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.

The TAC is utilized in several different ways:

### **Teaching Certificate**

Eligibility Criteria for a TAC:

- Bachelor's degree in a middle school or secondary content area (A TAC cannot be issued for elementary or early childhood education)
- Minimum 3.0 in content area
- Employment with a Missouri School District
- Offered for areas of middle school, secondary, or special education

TAC Requirements:

- DESE-specified professional education coursework (minimum of 24 semester hours) The plan of study for each area can be located at <https://dese.mo.gov/educator-quality/certification/temporary-authorization-information>.
- Pass 2 assessments: one in content area and one in pedagogy
- 2 years of mentoring
- 2 years of teaching experience (*Note: The two years of teaching under TAC status do not need to be consecutive.*)

Individuals must possess a BA degree in the area for which they are seeking teacher certification (except for mild/moderate cross-categorical). Some EPPs have created a TAC plan of study to aid the student in completing their TAC application. Once all requirements have been completed, the individual applies through DESE for a full certificate; an EPP does not recommend for certification.

### **Administrator TAC**

DESE does not issue provisional certificates for administrative areas of certification. Therefore, if an individual has been hired as an administrator, then they do need to submit a TAC application. The EPP will need to submit an official program of study letter which verifies their status in an approved education administration degree program, listing all remaining deficiencies, and an anticipated graduation date. Upon completion of the program, the EPP will recommend them for certification.

## Counselor TAC

A Counselor TAC is no longer available through DESE.

### TACs for individuals who already hold a full teaching certificate

Individuals who already hold a full teaching certificate and have been hired to teach in another content area may request a TAC. DESE will complete an evaluation and tell them what coursework they must complete to add the new area of certification. *Not many of these are issued, as teachers typically choose to add areas of certification by passing the designated Praxis exam (formerly, MoCA).*

**NOTE:** These individuals must teach on a TAC for a minimum of 2 years in order to fulfill both student teaching and the 2 years of mentoring that is required. In order to renew for the second year, they are required to show completion of 9 semester hours from their Plan of Study and must at least attempt their Missouri Content Assessments (multiple assessments are required).

If all coursework on the Plan of Study is completed in the first year, they are not required to take additional coursework in the second year, ***but*** if the Praxis exams were not passed during the first or second year then the TAC needs to be renewed for a third year and they must take at least 9 semester hours in their second year as part of the third-year renewal process. Every year that the TAC is renewed (up to 4 years) the student is required to show completion of 9 semester hours.

# INITIAL CERTIFICATION ROUTES (for teachers)

<https://dese.mo.gov/educator-quality/certification/routes-certification>

## TRADITIONAL

Complete a state-approved teacher education program and obtain a passing score on the designated Praxis (formerly MoCA) and the MEES.

## ALTERNATIVE

An individual may become a candidate in an approved alternative certification program upon meeting the following criteria:

- Hold a baccalaureate degree from an accredited institution;
- Obtain a passing score on the designated Praxis exam (formerly MoCA).

The baccalaureate degree (in the certification content area) or Praxis score will be accepted in lieu of completing the required content area coursework, as listed on the matrix. Educator Preparation Programs must have their Alternative Certification Program approved by DESE.

## TEMPORARY AUTHORIZATION

BA/BS degree in a content area (or closely related field), employment with a Missouri school district in the content area, complete 24 semester hours of prescribed education coursework, and obtain a passing score on designated Praxis exam and Professional Knowledge test *[See TAC information in the “Routes to Certification” section above.]*

## NON-MISSOURI GRADUATE (OUT-OF STATE CERTIFIED)

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.

## AMERICAN BOARD OF CERTIFICATION FOR TEACHER EXCELLENCE (ABCTE)

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

## **INITIAL CERTIFICATION OPTION (for teachers)** Initial Professional Teaching Certificate – SUPERINTENDENT RECOMMENDATION

Established through legislation.

- The candidate must have completed **all** requirements of an educator preparation program, including student teaching, but not yet achieved a passing score on the designated Praxis
- The candidate must be contracted as a teacher with a Missouri school district and hold a provisional certificate in the same subject area/grade level as program completed
- Must submit provisional application to EPP; EPP must verify all requirements have been completed except Praxis test and submit application to DESE
- The teacher may qualify for an Initial Professional Certificate by completing the following:
  - Must teach for two years on the provisional certificate
  - District must verify acceptable scores on the state-approved teacher evaluation system from **seven walk-through evaluations, two formative evaluations, and one summative evaluation** for each of the two probationary years.
  - Must be offered a third-year contract by the employing district
- At the end of two years, individual may submit an Upgrade Professional Application to employing school district
- District must complete and submit application to DESE
- District must also submit an official letter verifying required successful evaluations, mentoring, and offer of a third-year contract
- **Individuals completing this route are no longer an EPP certification candidate; EPP cannot submit an Initial application for them**

### **NEW Additional Subject-Area Teaching Certificate – SUPERINTENDENT RECOMMENDATION**

Per new statute, the State Board shall issue an **additional** professional subject-area certificate for specific content knowledge or for a specialty area to a certificate holder who:

- Teaches for a minimum of one year in the content area; must hold a TAC or provisional certificate
- Successfully achieves an acceptable score on the state-approved teacher evaluation system from seven walk-through evaluations, two formative evaluations, and one summative evaluation of the applicant teaching specific content knowledge or the specialty area for which the additional professional subject-area certification is sought;
- Receives a recommendation from the applicant's employing school district that the applicant be awarded an additional professional subject-area certification by the state board under rules prescribed by the state board
- At end of one year, educator may submit an Upgrade Professional Application to district

- District must submit application to DESE, along with official letter verifying successful completion of required evaluations
- DESE Administrative Memo: <https://dese.mo.gov/superintendent-recommendation-additional-professional-subject-area-certification>

# INITIAL CERTIFICATION ROUTES (for administrators)

## ADMINISTRATOR CERTIFICATION

School Leader K-12, Special Education Director, Career Education Director, Superintendent

Applicants for an administrator certification must be evaluated by a Missouri college or university with an approved educational administration program. The Missouri college or university will determine what requirements the applicant must complete to receive the certification. Applicants must possess a current teacher certificate in Missouri and have a minimum of three (3) years of elementary or secondary classroom teaching experience in order to be recommended for an administrator certification. Applicants who do not have a professional Missouri teacher certification will not be eligible for the administrator certification.

## INITIAL ADMINISTRATOR CERTIFICATE

The Initial Administrator certificate is the first certificate a new administrator receives. Completion of a master's degree or higher in educational administration from a college or university having an approved educational administration degree program approved by the Missouri Department of Elementary and Secondary Education is required. The superintendent certificate requires a minimum of an educational specialist or higher degree and three (3) years of administrator experience. The applicant must have a recommendation for certification from the certification officer who verifies passing results of the School Leader Missouri content assessment, receive a passing score on the MPEA School Leaders performance assessment, and completed a degree from an accredited Educational Administration program. For School Leader K-12, Career Director K-12, and Special Ed Director, applicants must pass the [Missouri Content Assessment for Building-Level Administrator](#) along with the [Missouri Professors of Educational Administration School Leaders Performance Assessment](#). Applicants for the Special Education Director must hold a special education teaching certification and have completed a minimum of three (3) years of teaching experience. For Superintendent, applicants must pass the [Missouri Content Assessment for Superintendent](#). The Certification Officer will need to verify all the completed work and passing scores on both assessments to recommend for certification. The certification will be valid for four (4) years.

## TRANSITION ADMINISTRATOR CERTIFICATE

An applicant must be currently employed in the area of administrator certification requested, participated in two (2) years of district-provided mentoring, completion of at least 120 contact hours of professional development and/or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy or curriculum/instruction, or three (3) department-approved [MLDS micro-credentials](#), and successful participation in an annual leader evaluation. The applicant will initiate the application on their DESE profile. The

certification will be valid for six (6) years. *(This application is submitted to the employing school district; EPPs do not need to recommend for the certificate.)*

### **CAREER ADMINISTRATOR CERTIFICATE**

This application is initiated by the educator and must be verified (recommended) by the EPP. This is for School Leader, Special Ed Director, and Career Education Director. An applicant must have completed at least four (4) years of DESE-approved administrative experience in the area of administrator certification, participated in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience), thirty (30) contact hours of professional development annually, participation in an annual leader evaluation, and possession of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction from an accredited institution with a state-approved program, or completion of the fifteen (15) department-approved [MLDS micro-credentials](#). The applicant must have a professional development plan on file with the local school and that plan must include thirty (30) contact hours of professional development annually. The Career Administrator certification is valid for 99 years.

### **CAREER ADMINISTRATOR CERTIFICATE FOR SUPERINTENDENT**

This application is submitted through the employing school district. An applicant must have completed four (4) years of DESE-approved superintendent or assistant superintendent administrator experience, participated in one (1) year of district-provided mentoring (during the first year of superintendent experience), thirty (30) contact hours of professional development annually, and successful participation in an annual leader evaluation. The applicant must have a professional development plan on file with the local school and that plan must include thirty (30) contact hours of professional development annually. The Career Administrator certification is valid for 99 years.

### **FREQUENTLY ASKED QUESTIONS**

#### **Is there a temporary authorization for school administration?**

A one-year temporary authorization certificate (TAC) is available, if the applicant is hired as a full-time administrator. The applicant must hold a professional, elementary or secondary, teaching certificate and have a minimum of three (3) years of classroom teaching experience. The applicant will need to submit a TAC application along with official transcripts along with a letter from the Certification Officer at the state-approved program in educational administration that details the remaining coursework and testing that must be completed for the initial certification along with the approximate graduation date. The letter will need to be sent to Educator Certification.



**Can the Missouri School Leaders Performance Assessment (MoSLPA) still be used to meet the performance assessment requirement?**

Beginning in August 2018, School Leader candidates seeking certification will complete the Missouri Professors of Educational Administration (MPEA) performance assessment. However, if they completed the MoSLPA with a passing score in the past, the MoSLPA can still be used.

**What if I have an applicant that completed the Principal K-8 or 7-12 certificate prior to January 1, 2021 and will like to add an additional area. Can they be recommended for one of the certification levels?**

As of January 1, 2021, any new applications will be for the School Leader K-12 certification. Individuals will need to meet the requirements listed on your approved matrix for the new levels. For example, these requests should be treated the same as if the person held a K-8 certificate and is returning to request a 7-12 certificate. Your institution may decide if it wishes to continue offering a separate 3-semester hour course for each area (e.g. elementary curriculum and secondary curriculum) or offer a K-12 course. As for the internship, if a person has completed a 3-semester hour internship (300 hours) for a K-8 or 7-12 certificate, then they will only be required to complete a minimum of 50 hours for the additional area. You may continue to require a 3-semester hour internship for the new area, or your institution may wish to create a 1- or 2- semester hour internship course for these situations. Someone who currently holds a valid principal certificate are not required to complete any additional assessments (content or performance) to add either another principal certificate or the new School Leader K-12 certificate.

## 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 an official credential report. The credentialing agency will submit directly to DESE.

## 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 application submitted on their profile page 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 as well as their Education screen.)

## 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 can now accept electronic transcripts** through the National Student Clearinghouse via NSCs *Electronic Transcript Exchange (ETX)*.
- If the EPP is mailing transcripts, it is helpful to write the student's DESE Ed, last 4 digits of the SSN, DOB, or some other identifier other than the student's name on 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 some institutions send transcripts to DESE for the student. **Helpful hint:** It is okay to send transcripts for transfer

work to DESE around mid-term during student teaching time. Then the Certification Officer can send final transcript to DESE 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 digital exchange.

**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  
Or through the [National Student Clearinghouse](#)

**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)”.

*If the last verified date on a transcript on their DESE profile was earlier than 4/8/2011, they’d need to resubmit.*

## VERIFICATION OF 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.

Some EPPs have their approved matrices on a shared Google site.

<https://sites.google.com/view/dese-ed-prep-matrices/home>

## 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 are not calculated into the GPA unless it is a pass/fail from Western Governors University (since they do not award letter grades) For WGU, a pass/fail grade is calculated as an "F" for fail or as a "B" for pass.* If transcripts include quarter hours, credits will be converted to semester hours.

**Content GPA = 3.0\***: This is the GPA of all content courses that fulfill the content requirements on the matrix (section C 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. *(Elementary Ed, Special Ed, Early Childhood, and Early Childhood Special Ed do not have content areas.)* **DESE proposal to State Board to lower content GPA from 3.0 to 2.5; Not approved yet; update with Board decision.**

\***NOTE**: Effective 8/1/17, candidates who have earned a content GPA of 2.75-2.99 for the required content knowledge courses will be eligible for initial certificate IF they pass the required Praxis (formerly MoCA) at +1 SEM above the Missouri qualifying score.

**Professional Education GPA = 3.0**: This is the GPA of all professional education coursework as identified on the matrix (section A and B 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. See above on how pass/fail grades should be calculated. 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 Applications Sign-In (DAS)

The DESE Applications Sign-In (DAS) 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, etc. *(The DESE Applications Sign-In (DAS) 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/media/pdf/mo5002356> (Do not use the Web System User ID request for Public)

### Which items need to be checked on this site?

- 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 requests submitted?

- Submit the completed request directly to the Director of Educator Preparation (email).



## 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 <https://dese.mo.gov/media/pdf/mo5002421>.
- 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 DESE WORKLOG

### Go to DESE Applications Sign-In (DAS)

<https://apps.dese.mo.gov/DESEApplicationsSignin/Index>

**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 “Secure Access” menu on the right. Select “Educator Certification System” to access your Institution Work Log. (You could have “Institution” and “Educator” access; to access your work log, you must have “Institution” selected.) (See note at the end of this section)**

**On the left menu, you can choose:**

**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 application 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, 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 the student teaching semester).*

*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 who 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 [DESE Applications Sign-In \(DAS\)](#) to Process Applications

- Log In
- Select Educator Certification System from the Secure Access 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: Applicant Information** - 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: To be completed by the Certification Officer at the Recommending Missouri Institution** - this part 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 boxes (GPA, coursework, MEES/MPEA)
- select the authorized administrator name from the menu (some institutions may have multiple names to choose from)
- enter any notes that may be necessary to inform DESE of any special circumstances for the applicant
- check the “I accept” button
- select the option
  - save the application to submit later,
  - submit the application to DESE (Be sure Education section is completed before submitting to DESE)
  - return the application to applicant if necessary (This is typically only done when a student submits the wrong application or if multiple applications have been submitted.)
  - cancel
- Return to the Institution Work Log to proceed to another application.

***Good Practice:*** Save a copy of the application: after submitting your recommendation, 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 recommendations, etc. The Educator box is there if you also have a record in DESE as an educator, substitute teacher, etc. It is good to review the Educator screen to familiarize yourself with what the candidates see when they log in to their profile.

## FINGERPRINT & BACKGROUND CHECK INFORMATION

A fingerprint background check is required for an individual who is applying for their 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.

Fingerprint and 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 <https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html>. 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](#)

168.036.10 Beginning January 1, 2023, any substitute teacher may, at the time such substitute teacher submits the fingerprints and information required for the background check required under section 168.021, designate up to five school districts to which such substitute teacher has submitted an application for substitute teaching to receive the results of the substitute teacher's criminal history background check and fingerprint collection. The total amount of any fees for disseminating such results to up to five school districts under this subsection shall not exceed fifty dollars.

This process requires manual fingerprint submission. Applicants WILL NOT register on the MACHS portal. The manual fingerprint process requires applicants to be fingerprinted on an Applicant Fingerprint Card (FD-258). Please note this process is for applicants applying at multiple school districts at the same time as a substitute teacher for a fee of \$50.00 for the background checks. For those applying at only ONE school district, do not use this process. Failure to follow instructions as outlined below may result in denial of request.

**1. Contacting School Districts:** Applicants must contact each school district to apply for employment as a substitute teacher with each school district and to obtain each school district's Originating Agency Identifier (ORI) and OCA (County/District Code). This information is required to complete the Acknowledgement Form. The ORI is 9-digits and identifies the school district as an authorized entity to request and receive FBI finger print-based criminal history. For example, the ORI will begin with "MO9" and end with the letter "Z". The OCA is the school's assigned county/district code and consists of a 3-digit county code and a 3-digit district code (e.g., 001-999). These are unique to each school district and can only be obtained from each school district.

**2. Fingerprinting:** Refer to "Attachment A" for fingerprinting options. A hard copy of the Applicant Fingerprint Card (FD-258) must be mailed to the MSHP as indicated in Step 6 noted below.

**3. Completing the Applicant Fingerprint Card (FD-258):** The applicant must ensure all personal information, such as applicant name, date of birth, social security number, height, weight, sex, etc., are included on the fingerprint card. The ORI and OCA fields can be left blank as this information will be obtained from the completed Acknowledgement Form. The Reason Fingerprinted Field must indicate: 168.133. The fingerprint card must be completed in full, including personal information, fingerprint images, signed and dated.

**4. Acknowledgement Form:** The applicant must complete the Acknowledgement Form (in full).  
**5. Fee:** \$50.00, Check or Money Order, payable to "Criminal Record System Fund."  
**6. Mail:** Acknowledgement Form, Fingerprint Card, and Payment to: MSHP, PO Box 9500, Jefferson City, MO 65102-9500  
**7. Questions:** For questions about the manual fingerprint process, refer to Attachment A, or contact the Missouri State Highway Patrol at (573) 526-6153 option 3, option 1, for the Record Check Processing Unit.

## 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](#).
- Pass all required [Missouri Educator Gateway Assessments](#) NOTE: This testing will be through ETS beginning July 1, 2024.
- 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.

### 1. Create Profile / Apply for Certification in DESE's system:

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 “DESE Application Sign-In (DAS)”
3. If this is your first time click on “Create Account”
  - If you already created a profile, but don’t remember your username and/or password click on “*Forgot Username? Or Forgot 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 Account*”
7. Click “*Continue*”
8. Enter your User Name and Password, click “*Sign in*”
9. On the “Secure Access” look for “*Educator Certification System*”
10. 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 “DESE Application Sign-In (DAS)”
3. Enter your DESE User Name and Password and click “Sign in”
  - If you have not established your DESE Profile you need to do that first.



4. Click on the third triangle for “3) Applications”
5. Click on “Initial Professional”
6. If you have not filled out the education section, leave it blank to be completed by our Certification Manager.
7. Complete the Professional Conduct Information. All questions will need to be completed.
8. 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”
9. 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.
10. Read the Sworn Statement.
11. Click “I accept” under the Release of Educational Information.
12. Select the institution where coursework was completed in the drop down menu.
13. Click “OK”
14. You have finished the application and may log out of the system.
15. Submit original transcripts from all institutions attended. DESE will not accept faxed, scanned, emailed or photocopies of transcripts. (See “Transcripts” section for information on electronic transcripts to DESE.) 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~~ of 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.

## CERTIFICATION APPLICATION/COSTS

The State of Missouri charges fees for some applications. The certificates that include application fees are:

- Non-Missouri Graduate Application - \$100
- Additional (“Add-On”) application - \$35
- Upgrades (to existing certificates) - \$35
- Temporary - \$50
- Substitute - \$50
- ABCTE - \$100
- Provisional - \$50

Initial Certificate applications for students who have completed their teacher preparation program at a Missouri institution have no application fee.

Fingerprinting is required for any new certification application. The fee is currently \$41.75. (2022)

## 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.

**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 EDUCATOR ASSESSMENTS

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

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**NOTE: Testing will switch from Pearson to ETS beginning July 1, 2024.**

## Praxis Exam(s)

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 or at home.

Cost Depends upon Content Area: \$130 - \$350

Passing Scores: <https://praxis.ets.org/state-requirements/missouri-tests.html>

Students and institutions receive the standard scores monthly on the score reporting dates listed on the website of their chosen Content Assessment.

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## Missouri Educator Evaluation System (MEES)

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

When: The evaluations would be completed during student teaching.

Test Format: Formative Evaluations conducted at regular intervals during student teaching by both the cooperating teacher and the university supervisor. Summative Evaluation conducted at the end of student teaching by both the cooperating teacher and the university supervisor. (Each Educator Preparation Program (EPP) will submit summative scores on their institution’s Annual Performance Report (APR).)

Cost: \$0.00

Passing Score: Phased-in schedule for the minimum combined summative score (US + CT) required for certification:

2018-19: 24 points or higher

2019-20: 42 points or higher

2020-21 to present: 42 points or higher

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## ADD-ON CERTIFICATES

A teacher who holds a valid Missouri professional teaching certificate may add many 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. *(NOTE: If adding by coursework, the educator must complete all required professional education and content area coursework for the add-on certificate.)*
- 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. *(NOTE: If the educator's initial certificate area is in a Secondary content area, they can add on a Middle School certificate in the same content area by taking the Professional Knowledge: Middle School assessment.)*

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). *See below for information on adding these types of certificates.*

**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.

The list of add-on certification areas and which the Praxis is required is listed on this page of the DESE website: [Educator Prep Add-On Certifications | Missouri Department of Elementary and Secondary Education](#)

<b>Subject Area/Grade Level</b>	<b>Add by test?</b>	<b>DESE Eval?</b>	<b>Other information (“IR” = Institutional Recommendation)</b>
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	
<b>Subject Area/Grade Level</b>	<b>Add by test?</b>	<b>DESE Eval?</b>	<b>Other information (“IR” = Institutional Recommendation)</b>
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.
<b>Subject Area/Grade Level</b>	<b>Add by test?</b>	<b>DESE Eval?</b>	<b>Other information ("IR" = Institutional Recommendation)</b>
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
Special Education - Severely Dev. Disabled B-12	N	Y	
Other Areas - ELL 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 and test
Administration Areas - School Leader K-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



# SCHOOL LEADER, SUPERINTENDENT, SCHOOL COUNSELOR

These areas cannot be added on by assessment only; not only are assessment requirements but also coursework (and practicum) requirements and teaching experience.

## **School Leader K-12 Certification Requirements**

- Missouri teaching certificate (out-of-state teachers must hold, or obtain a Missouri teaching certificate prior to obtaining the Missouri School Leader K-12 certificate)
- Three years of teaching experience
- Complete the coursework on student's EPP's DESE approved matrix
- Complete the practicums set forth on the matrix (major and minor areas)
- Pass the Praxis (#5412) for Building-Level Administrator (formerly, MoCA #080)
- Pass the Missouri Professors of Educational Administration (MPEA) performance assessment

## **Superintendent Certification**

- Missouri teaching certificate (out-of-state teachers must hold, or obtain a Missouri teaching certificate prior to obtaining the Missouri Superintendent K-12 certificate)
- Three years of building-level administrative experience; acceptable experience may be as a principal or assistant principal
- Complete the coursework on EPP's DESE approved matrix
- Complete the internship as set forth on the matrix
- Pass the Praxis (#6991) for Superintendent (formerly, MoCA #059)

## **School Counseling Certification**

- Complete the coursework on EPP's DESE approved matrix
- Pass the Praxis (#5422) for Counselor (formerly, MoCA #056)
- Complete the internships as set forth on the matrix (major and minor areas)

## **Library Media Specialist Certification**

- Missouri teaching certificate
- Completion of the following required course work:
  - Foundations of Librarianship
  - Library Media Administration

- Developing and Managing Collections
- Organizing Information
- Pass the Praxis (#5312) for Library Media Specialist (formerly, MoCA #042)
- **Requires recommendation from institution if applicant is not a teacher.**

### **Transition and Career Administrator Certification**

- **Transition Administrator**

The **Initial Administrator Certificate** is valid for 4 years during which time the administrator must complete the following to upgrade to a **Transition Administrator Certificate**:

1. Current employment in the area of administrator certification requested;
2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);
3. Completion of at least 120 contact hours of professional development and/or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy or curriculum/instruction, or three (3) department-approved **MLDS micro-credentials**; and
4. Successful participation in an annual leader evaluation.

- **Career Administrator**

The **Transition Administrator Certificate** is valid for 6 years during which time the administrator must complete the following to upgrade to a **Career Administrator Certificate**:

1. Completion of at least four (4) years of Department-approved administrative experience in the area of administrator certification requested;
2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);
3. Thirty (30) contact hours of professional development annually;
4. Participation in an annual leader evaluation; and
5. Possession of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction. The degree must be completed through an accredited institution with a state-approved program; or completion of the fifteen (15) department-approved **MLDS micro-credentials**

## CERTIFICATION OFFICER'S WORKGROUP

Special thanks to the Certification Officer Workgroup for working collaboratively to develop this guide.

### **Educator Preparation Program**

Avila University  
Baptist Bible College  
Calvary University  
Central Methodist University  
College of the Ozarks  
Columbia College  
Cottey College  
Culver-Stockton College  
Drury University  
Evangel University  
Fontbonne University  
Hannibal-LaGrange University  
Harris-Stowe University  
Kansas City PLUS  
Kansas City Teacher Residency  
Lincoln University  
Lindenwood University  
Maryville University  
Missouri Baptist University  
Missouri Southern State University  
Missouri State University  
Missouri University of Science & Technology  
Missouri Valley College  
Missouri Western State University  
Northwest Missouri State University  
Park University  
Rockhurst University  
Saint Louis University  
Southeast Missouri State University  
Southwest Baptist University  
St. Louis Teacher Residency  
Stephens College  
Truman State University  
University of Central Missouri  
University of Missouri - Columbia  
University of Missouri - Kansas City

### **Certification Officer**

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Lisa Brown  
Karen Hange  
Sally Hackman  
Donna Copeland  
Tammy Mann  
Kristina Adams  
Chris Huebotter  
Ali Geren  
Chanda Clayman  
Colleen Patrick  
Courtney Janes  
Staci Wadlington  
Elizabeth Van Leer  
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Christina Sachs  
Jessica Mckay  
Angela McGowan  
Jeni Vieselmeyer  
Kimberly Dubree  
  
Phyllis Blackwell  
Earl Wellborn  
Mindi Richardson  
Kim Hullinger  
Wendi Frohna  
Janet Spallo Mitchelson  
Jaime Welborn  
Alicia Lincoln  
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NOTE: *Some certification officers have changed since this resource guide was developed so please check the Educator Preparation Programs page on the DESE website if you need to contact a certification officer at a specific EPP. <https://dese.mo.gov/educator-quality/educator-preparation/programs>*

## **EDIT REQUESTS SHOULD BE EMAILED TO**

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Margery Tanner

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DESE