

SUBSTITUTE CERTIFICATE APPLICATION PROCEDURE

8/1/19

In order to apply for a Missouri Substitute Certificate, you must submit all of the following items:

1. ONLINE SUBSTITUTE CERTIFICATE APPLICATION

- You will first need to create a profile in our certification system. Please follow the instructions outlined in the **Educator Certification System Help Guide** for the Certification System.
- After you have created a profile in our certification system, find the "applications" link in the menu on the left hand side of the screen to see a list of application types.
- Choose "Substitute" from the list to create an online application. Complete and submit the application.
- A processing fee of \$50 is required. The fee will be paid at the time the application is submitted online. Fees may be paid by credit/debit card or by e-check.

2. ORIGINAL COPIES OF ALL TRANSCRIPTS

- Original transcripts from ALL institutions you have attended must be mailed to: **Educator Certification, PO Box 480, Jefferson City, MO 65102-0480**. Please be sure to include your Social Security number or Educator ID number on all of the transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Transcripts become the property of the department and cannot be returned.

3. FINGERPRINT/BACKGROUND CHECK

- A **criminal fingerprint/background clearance** must be obtained before a certificate can be issued.

TO LOG INTO YOUR ONLINE EDUCATOR PROFILE

To access your certification account (online profile) you must first log into DESE **Web Applications** with a user ID and password, and then choose the Educator Certification System link located on the User Applications page. Your certification account (online profile) provides access to each of the following:

- Apply for a certificate
- Print out a certificate
- View a certificate or pending application
- View assessment scores
- Check for the receipt of transcripts
- Check fingerprint/background status
- **Please Note:** If you have not logged in to your certification account (online profile) in over 12 months, please contact the Office of Data System Management at **webappsloginassistance@dese.mo.gov** or 573-522-3207.

Contact info:

Educator Certification

P.O. Box 480

Jefferson City, MO 65102-0480

Phone: [573-751-0051](tel:573-751-0051) Email: certification@dese.mo.gov

All certification requests will be made through the online educator certification system.

1. REGISTER

1. To access the system, you must first create and register a userid and password on the [Certification Account Portal](#). Click "Register" in the lower portion of the page.
2. Complete the registration questions
3. Click "Create User" (a confirmation message will appear)
4. Click "Return to DESE Login page" link

NOTE: Do not create more than one username. Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on "Forgot Username/Password?" in the lower section of the login page to request your username or to reset your password.

2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM

1. Enter your username and password and click "Login" to access the [User Application page](#).
2. Click "Educator Certification System - Request Educator Access" link
3. Click "Submit"
4. Click "Close" in the small confirmation window
5. Click on "Educator Certification System" link
6. Enter your Social Security Number (SSN) and date of birth (DOB)
7. Click "Submit"
8. Enter or verify your Profile information (proper/legal name - no nicknames) and click "Save Profile"
9. Scroll down and complete or edit the Contact Information* section and click "Save"

*An e-mail address must be included in this section, as all correspondence from Educator Certification will be sent to you by e-mail.

3. APPLY FOR CERTIFICATION

1. Locate the appropriate application (Initial, Substitute, Non-MO Graduate, etc.) under "Applications" in the menu on the left side of your Profile page.
2. Click on the application name link to open the application
3. Complete the application*
4. Click "Submit to DESE"
5. Mail supporting documents as indicated on application checklist, if applicable (NOTE: Your internet browser must allow "pop-ups" in order to view the application checklist.)

*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I accept." This agreement provides DESE with permission to verify your professional conduct statements.

Additional Information for Returning Users

Accessing your Profile

You can find the login page by clicking on "[Web Applications](#)" in the bottom section of the [DESE Homepage](#) or on [DESE Web Applications](#) on the [DESE Educator Certification](#) main page. Once you log in with your username and password, you will only need to click on the "Educator Certification System" link to get to your Profile page. (If you are prompted to enter your SSN and DOB again, and you receive a message that they are already linked to another profile, this means that you are trying to log in with a username that is different from the one that is already tied to your SSN.)

Applying for a New Type(s) or Additional Area(s) of Certification

1. Access your Profile page by [logging in here](#) with your username and password
2. Locate the appropriate application (Upgrade, Additional, Administrator, etc.) under "New Applications" in the menu on the left side of your Profile page.

3. Click on the application name link to open the application
4. Complete the application*
5. Click "**Submit to DESE**"
6. Mail supporting documents as indicated on application checklist, if applicable. (NOTE: Your internet browser must allow "pop-ups" in order to view the application checklist.) Our mailing address is: Educator Certification, P.O. Box 480, Jefferson City, MO 65102.

*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I Accept." This agreement provides DESE with permission to verify your professional conduct statements.

Checking the Status of your Application

1. Access your Profile page by [logging in here](#) with your username and password
2. Scroll down to and click on the gray "**Application Status**" bar or click on the "**Application Status**" link in the menu on the left side of your Profile page
3. Click on the blue application name link (Upgrade, Additional, Administrator, etc.)
4. Scroll to bottom of page to read the "**Memo**" Section

Checking the Status of your Background Clearance

1. Access your Profile page by [logging in here](#) with your username and password
2. Scroll down to and click on the gray "**Fingerprint Information**" bar on your profile page

Checking the Status of your Education Records

1. Access your Profile page by [logging in here](#) with your username and password
2. Click on "**Education**" in the menu on the left side of your Profile page to view your records
3. You may add the name and location of any colleges/universities you have attended that are not listed. All other information will be entered by DESE upon receipt of original transcripts that must be mailed to:
Educator Certification
P.O. Box 480
Jefferson City, MO 65102

Viewing your Designated Assessment Scores

1. Access your Profile page by [logging in here](#) with your username and password
2. Scroll down to and click on the gray "**Assessments**" bar on your profile page

Viewing and Printing a Copy of your Missouri Certificate

1. Access your Profile page by [logging in here](#) with your username and password
2. Scroll down to and click on the gray "**Certificate Status**" bar or click on the "**Certificate Status**" link in the menu on the left side of your profile page
3. Locate and click on "**View Certificate**" in the center of the page
4. Print the certificate

Other General Information

- In your online Profile, you will be assigned an **Educator ID** number that will appear below your SSN. This is a unique identification number that you can use in place of your SSN when corresponding with our office.
- You **may not** make corrections or updates to your name, SSN, date of birth, or gender on your Profile. You must submit an [Update Personal/Education Information Form](#) and supporting documents in order to request changes to any of these fields.
- You may change your address, telephone number(s), and e-mail address by clicking on "**Edit Contact Information**" and then saving the changes.
- Include your Educator ID with all documents that are mailed to Educator Certification. This number is located on your Profile page below your SSN.
- School district personnel can view your certificate status, fingerprint information, and designated assessment scores.
- Information regarding the fingerprinting process is available on the [DESE website](#).