

Administrative Memo

Date: August 29, 2011
To: School Administrators and Certificated Teachers
From: Karla Eslinger
Subject: EQ-11-002 – Change for Certificated Teachers Who Wish to Substitute

Individuals with current teaching certificates who wish to substitute teach in a school district are no longer required by the department to apply for a substitute certificate. This includes those individuals with an initial professional certificate, the career continuous professional certificate, a lifetime certificate, as well as temporary, provisional, student services, and administrative certificates.

If at any time the educator allows the professional certificate to expire, then a substitute certificate would be required.

As always, if an educator is a new hire to a school district then a current background check clearance (less than one year old) is required.

For additional information, refer to our website at <http://dese.mo.gov/divteachqual/teachcert> or call 573-751-0051.