

To: Presidents, Chief Academic Officers, Deans/Unit Leaders, and Assessment Directors
Topic: Directions for Certification Program Changes
From: Hollie Sheller – Assistant Director, Educator Preparation
Date: Monday, February 26, 2018

The Department has developed a process for Educator Preparation Programs to change a Certification Program through completion of proper documentation and the review and approval by the Office of Educator Quality and the State Board of Education. The changes may include revising an existing Certification Program, adding a new Certification Program or dropping a Certification Program. The necessary documents have been developed and placed on the DESE website. Please review the instructions below for submitting a Certification Program change.

Submission Documents:

1. Submit a different cover page for each Certification Program change.
2. Submit a Curriculum Matrix for each Certification Program.
 - a. Use the List of Certification Matrices to locate and download the appropriate document.
3. Any alterations/modifications/changes to the DESE approved Cover Page or DESE approved Curriculum Matrix document will be an automatic rejection for Certification Program changes. Resubmission of DESE approved documents will be required.

Submission Email:

1. Submit the above documents to the following email address
DESE.mospetransition@dese.mo.gov

Process for Approval of Changes:

1. Members of Educator Preparation and Educator Certification will review the completed documents.
2. Results of the review will be forwarded to Educator Preparation Programs upon completion of the review.
3. Decisions will include Approval or a Request for Clarification and/or Additional Information.
4. The dedicated email address will be used for all communications related to a Certification Program change.

Questions should be sent to:

Educator Preparation
DESE.mospetransition@dese.mo.gov
Phone: 573-751-1668