



OFFICE OF EDUCATOR QUALITY WEBINAR

Transition Cover Page
Signature
April 23, 2015

Missouri Department of Elementary
and Secondary Education

Electronic Signature

2

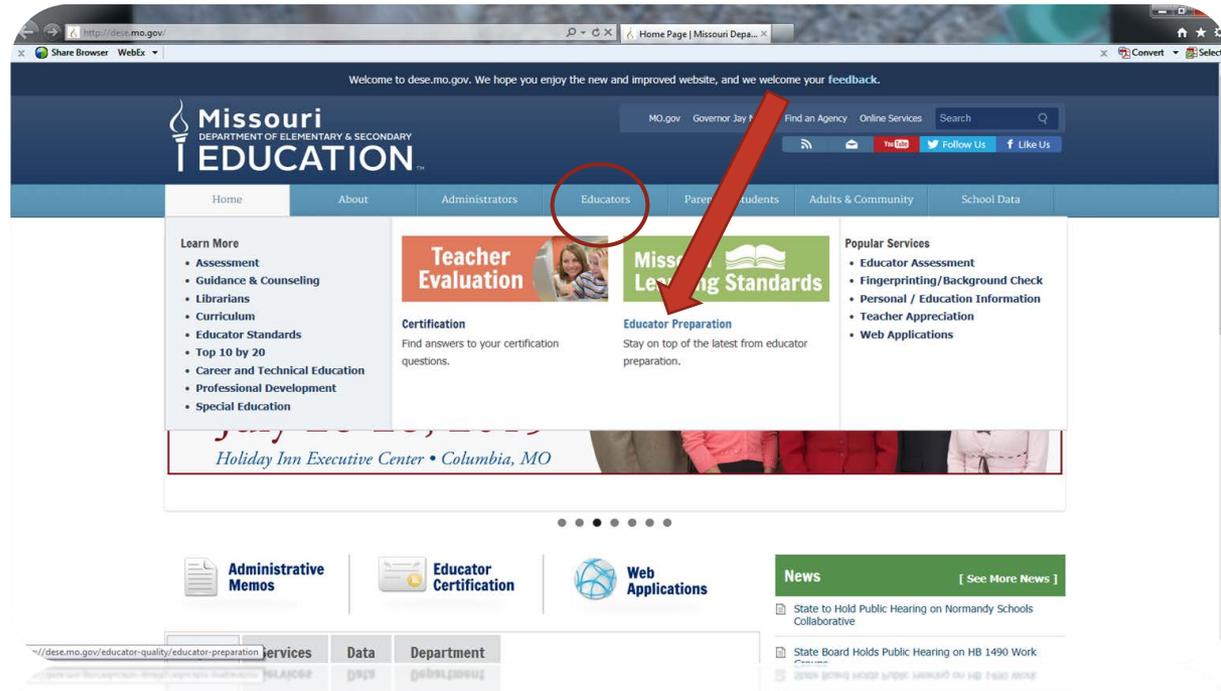
- **3 Signatures are required:**
 - **Chief Academic Officer**
 - **Dean/Unit Leader**
 - **Division/ Program Chair**
- **Make sure you have a scanned & saved signature for all 3**
- **Example of scanned signature:**

A scanned image of a handwritten signature in black ink, appearing to read "Paul Anderson". The signature is written in a cursive style with a large, looping flourish at the end.

Steps:

3

- www.dese.mo.gov
- **Hover over Educators**
 - **Click on Educator Preparation**



Steps Continued

4

□ Click on “Transition Page for Educator Preparation Programs”

Welcome to dese.mo.gov. We hope you enjoy the new and improved website, and we welcome your feedback.

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

MO.gov Governor Jay Nixon Find an Agency Online Services Search

Home About Administration Educators Parents & Students Adults & Community School Data

Educator Preparation

Home > Educator Quality

Transition Page for Educator Preparation Programs

Missouri Educator Gateway Assessments (MEGA) Memo/FAQ

MoPTA Alternative Task #4

- MoPTA Task 4B Requirements
- Task 4B Rubric

Steps Toward Becoming an Educator

- GRADE POINT AVERAGE
- MISSOURI EDUCATOR PROFILE
- MISSOURI GENERAL EDUCATION ASSESSMENTS
- MISSOURI CONTENT AREA EXAM
- MISSOURI PERFORMANCE ASSESSMENTS
- CERTIFICATION REQUIREMENTS

Educator Standards

Educator Quality

- News and Updates
- Certification
- Educator Development
- Educator Effectiveness
- Educator Preparation**
 - Alternative Teacher Cert. Programs
 - Educator Preparation Data Resources
 - Assessments
 - Directory of Approved Prof. Ed. Programs
 - MABEP
 - MO Standards for the Prep. of Educators
 - Subject Competencies
 - Title II
- Recruitment & Retention
- Educator Growth Toolbox

Administrative Memos



Steps Continued

5

- Click on “Cover Page”

The screenshot displays a web browser window with the URL <http://dese.mo.gov/educator-quality/educator-preparation/educator-preparation-certification-transition-information>. The page title is "Educator Preparation Certification Transition Information". The main content area is divided into several sections: "Transition Information", "Directions", "Submission Documents", and "Resources". A red arrow points to the "Cover Page" link in the "Submission Documents" section. The right sidebar contains a "Educator Quality" menu with various links, and a "Contact Information" section at the bottom.

Educator Preparation Certification Transition Information

Home » Educator Quality » Educator Preparation

Transition Information

The Department has developed the processes for the Transition from the Missouri Standards for Teacher Education Programs (MoSTEP) to the Missouri Standards for the Preparation of Educators (MoSPE). An **online Educator Preparation directory** has been developed to help in this transition. Listed below are some documents to help Educator Preparation programs with this transition.

Directions

- Matrix Memo Directions
- EPP Code & Name

Submission Documents

- Cover Page
- List of Certification Matrices
- Program of Study Template: Non-Traditional Program Educator
- Program of Study Template: Traditional Program Educator

Resources

- Daniel Boone University
- Webinar Slides (9-23-14)
- Webinar Slides (10-21-14)
- Webinar Slides (11-25-14)
- Webinar (04-01-15)

Educator Quality

- News and Updates
- Certification
- Educator Development
- Educator Effectiveness
- Educator Preparation
 - Alternative Teacher Cert. Programs
 - Educator Preparation Data Resources
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Administrative Memos

Webinars

Web Applications

Contact Information

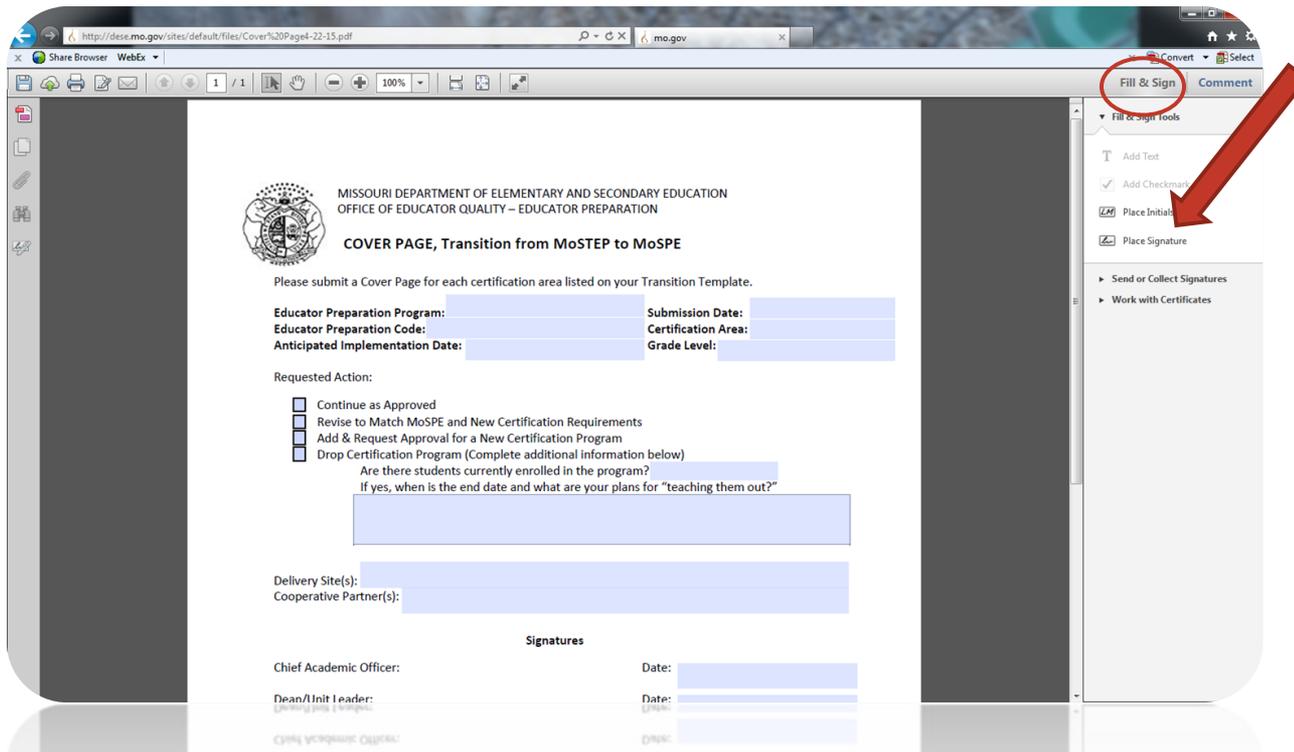
Office of Educator Quality



Steps Continued

6

- Click on “Fill and Sign” in the upper right hand corner of screen
- Choose “Place Signature”



The screenshot shows a PDF document titled "COVER PAGE, Transition from MoSTEP to MoSPE" from the Missouri Department of Elementary and Secondary Education. The document contains several form fields for submission details and a list of requested actions. On the right side, a toolbar is visible with the "Fill & Sign" button circled in red. A red arrow points from this button to the "Place Signature" option in the dropdown menu.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF EDUCATOR QUALITY – EDUCATOR PREPARATION

COVER PAGE, Transition from MoSTEP to MoSPE

Please submit a Cover Page for each certification area listed on your Transition Template.

Educator Preparation Program: [Redacted] Submission Date: [Redacted]
Educator Preparation Code: [Redacted] Certification Area: [Redacted]
Anticipated Implementation Date: [Redacted] Grade Level: [Redacted]

Requested Action:

- Continue as Approved
- Revise to Match MoSPE and New Certification Requirements
- Add & Request Approval for a New Certification Program
- Drop Certification Program (Complete additional information below)

Are there students currently enrolled in the program?
If yes, when is the end date and what are your plans for “teaching them out?”
[Redacted]

Delivery Site(s): [Redacted]
Cooperative Partner(s): [Redacted]

Signatures

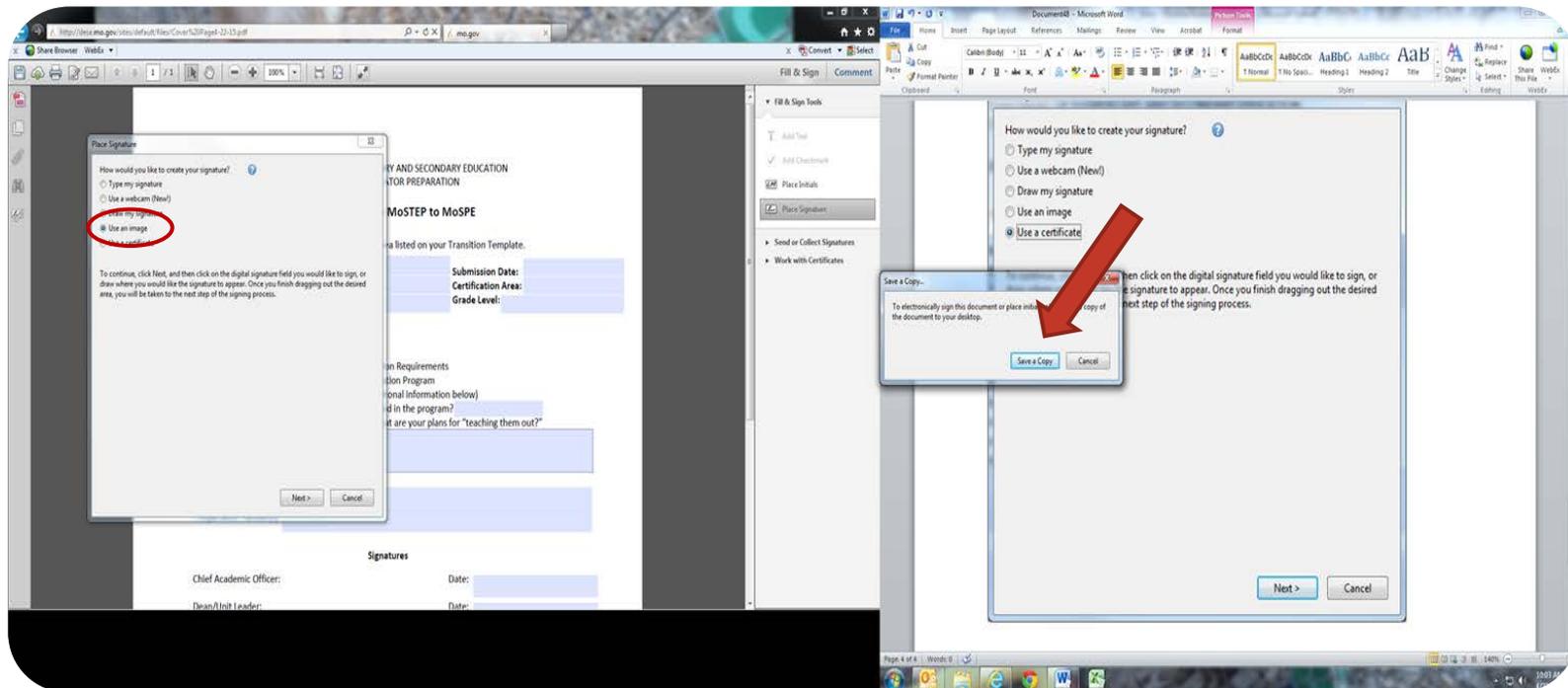
Chief Academic Officer: [Redacted] Date: [Redacted]
Dean/Unit Leader: [Redacted] Date: [Redacted]



Steps Continued

7

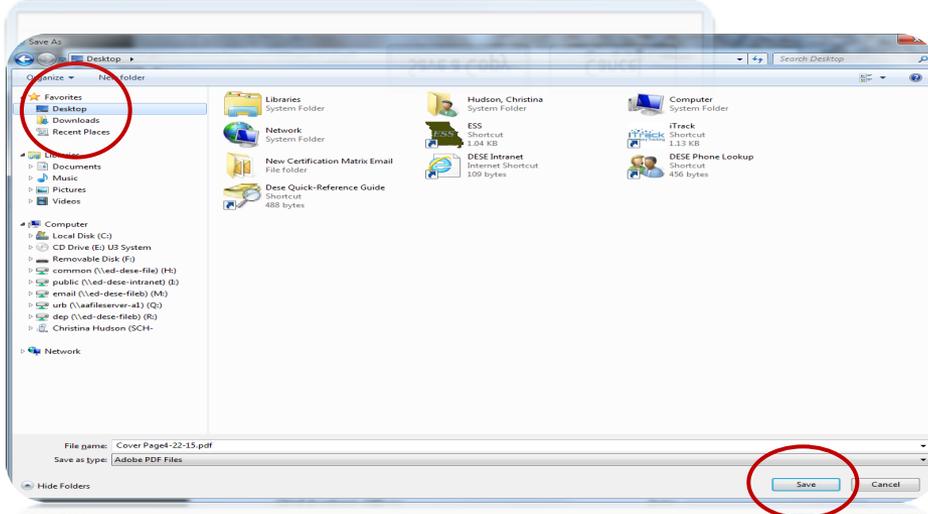
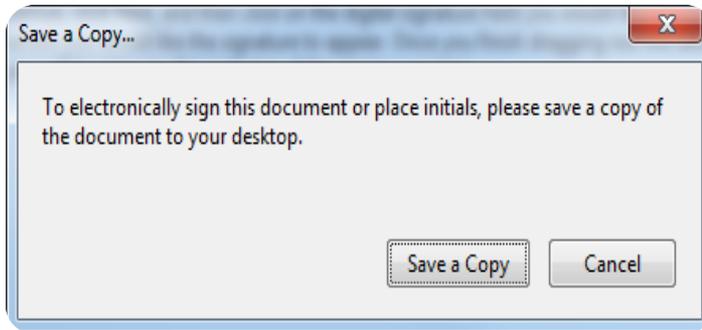
- Choose “Use image”
- Will prompt you to save file to the “Desktop” - twice



Steps Continue

8

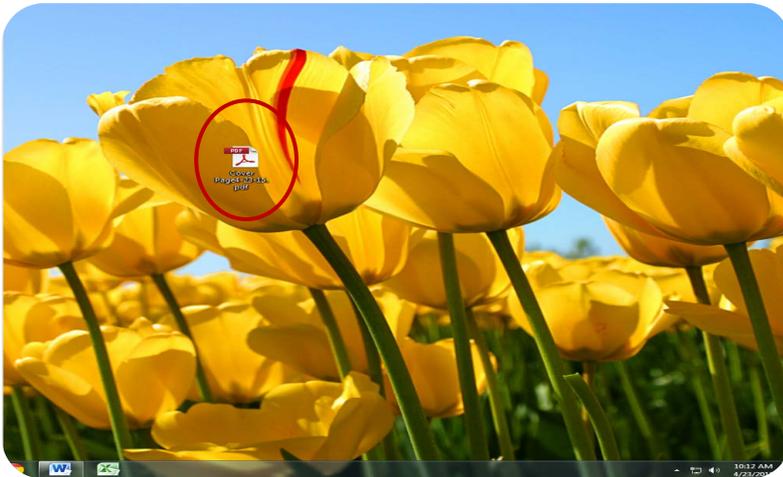
□ Save to Desktop



Steps Continued

9

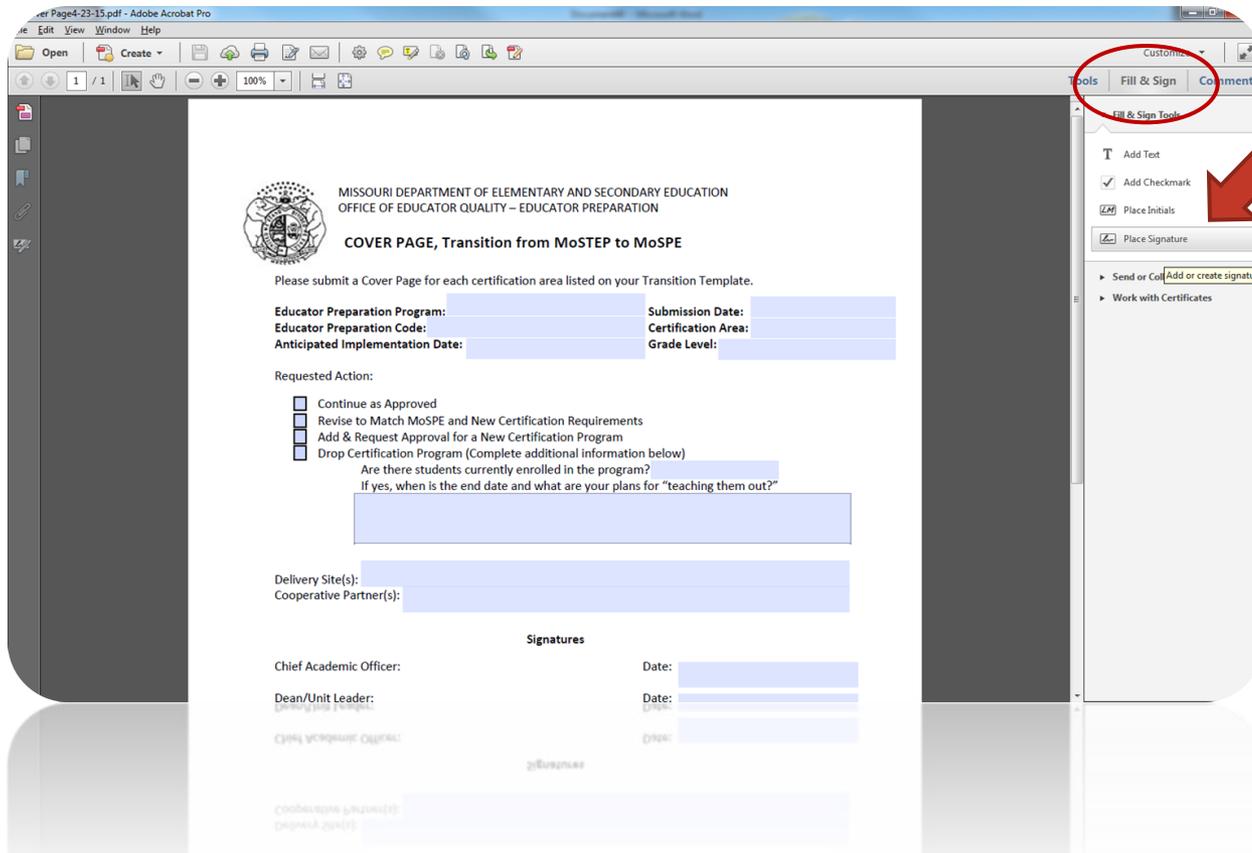
- ❑ **Close all documents**
- ❑ **Open saved Cover Page from desktop**



Steps Continued

10

- Click “Fill & Sign” in upper right hand corner
- Place Signature



Page4-23-15.pdf - Adobe Acrobat Pro

Tools Fill & Sign Comment

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature
- Send or Call Add or create signature
- Work with Certificates

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF EDUCATOR QUALITY – EDUCATOR PREPARATION

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[]

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Cooperative Partner(s): []

Signatures

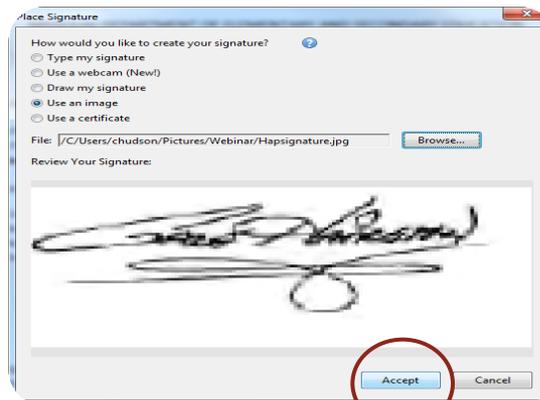
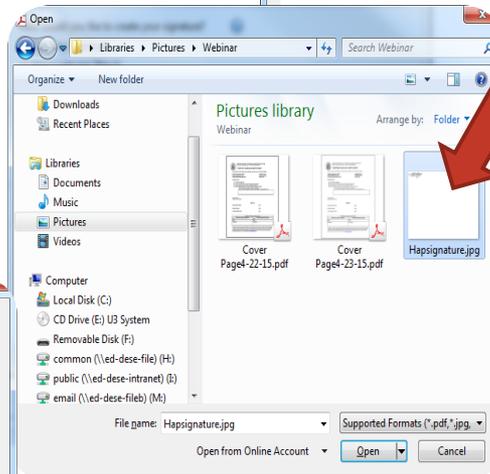
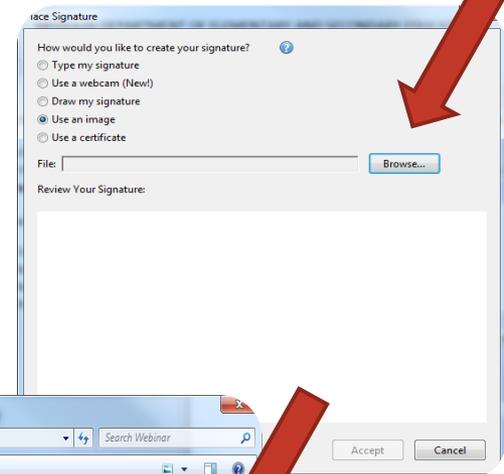
Chief Academic Officer: [] Date: []
Dean/Unit Leader: [] Date: []
[] []
[] []



Steps Continued

11

- **Browse for signature**
- **Select saved signature**
- **Accept**



Steps Continued

12

- Place signature with correct position
- Save and upload with matrices

Page4-23-15.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create [Icons]

1 / 1 100% [Icons]

Tools Fill & Sign Comment

▼ Fill & Sign Tools

- Add Text
- ✓ Add Checkmark
- Place Initials
- Place Signature

► Send or Collect Signatures

► Work with Certificates

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Delivery Site(s):
Cooperative Partner(s):

Signatures

Chief Academic Officer:  Date: _____

Dean/Unit Leader: _____ Date: _____

Division/Program Chair: _____ Date: _____

For Office of Educator Quality use only	
Certification Supervisor Approval	Educator preparation Approval
Name: _____	Name: _____
Date: _____	Date: _____
Comments: _____	Comments: _____

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966 email civilrights@desse.mo.gov.



Contact Us – Office of Educator Quality

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573-751-1668





Missouri

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