

Administrative Memo

Date: June 3, 2013
To: School Administrators
From: Paul Katnik, Interim Assistant Commissioner, Office of Educator Quality
Margery Tanner, Director, Educator Certification
Subject: EQ-13-002 – Changes in Certification Processing Fees



The State Board of Education has approved the following revisions to the processing fees Missouri charges for some teaching certificates. The new fees will take effect July 1, 2013.

The fee revisions are as follows:

- Transitioning a teaching certificate from another state to a Missouri certificate - \$100
- Additional certificate (adding a new content area to an existing certificate) - \$35
- Transcript analysis and verification prior to issuance of a provisional, substitute or temporary teaching certificate - \$50

Currently, a processing fee of \$35 is required to upgrade a certificate. This fee remains unchanged.

For more information about teacher certification in Missouri, visit dese.mo.gov/eq/cert/index.html