



EDUCATOR CERTIFICATION

New Superintendent Workshop

2013

Missouri Department
of Elementary and Secondary Education

Educator Certification - Facts and Figures

- Since the new online Educator Certification System was implemented in June 2011, over 1,000,000 applications have been processed.
- The certification call center answers over 250 phone calls per day; over 4,000 per month.
- Certification web reply email receives approximately 200+ emails per day.
- Over 40,000 background check results have been processed in 2013.



Educator Certification System Log-in Site



- ▶ [FAQ](#)
- ▶ [Reset Password](#)
- ▶ [DESE Homepage](#)
- ▶ [Login Request Forms](#)
- ▶ [Browser Technical Notes](#)
- ▶ [Web Accessibility](#)

Web Application Logon

This page allows users to access secured DESE applications. For more detailed information, click [\[here\]](#).

If you already have a User Name, enter it below. Click [\[LogIn\]](#)

User Name:

Password :

To view information available to the general public, Click [\[View Public Applications\]](#)

If you do not have a user name and password, Click [\[Register\]](#)

If you forgot your password, Click [\[Forgot/Reset Password\]](#)

Still having problems logging in to Web Applications? Send your questions to webapphelp@dese.mo.gov or (573) 751-9821 please provide your name, user id, school district name, phone number and county-district code with your request.

[Privacy Statement](#)
ABOUT SSL CERTIFICATES



Certification System Access

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▼ User Applications

▼ Cross-Divisional Systems

- ARRA
- Data Collection
- ePeGS

▼ Financial & Administrative Services

- Annual Report of the County Clerk to the State Board of Education
- School Finance

▼ Nonpublic System Only

- Nonpublic Registration Form

▼ Office of Educator Quality

- Educator Certification System

▼ Office of Special Education

- Special Education: Early Childhood

▼ Reports

- Missouri Comprehensive Data System (MCDS)

▼ User Information

- User Manager
- Change Password
- Edit User Profile
- Edit Security Question/Answer

▼ Report

- Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
- Logon/Logoff



District Work Log

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Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

Profile

▼ District

- ▶ **Profile**
- ▶ District Work Log
- ▶ Certificate Status
- ▶ Education
- ▶ Sub Cert. Log
- ▶ Search Sub Certs

▼ Applications

- ▶ Adult Ed & Literacy
- ▶ Reactivation
- ▶ Extension Cert
- ▶ TAC Certificate
- ▶ Upgrade Admin Cert
- ▶ Upgrade AEL Cert
- ▶ Upgrade Career Educ
- ▶ Upgrade Professional
- ▶ Upgrade Student Serv
- ▶ Provisional Cert

▼ Reports

- ▶ Reports Menu
- ▶ Reports Viewer

▶ Help/Questions

▶ Web Application Menu

▶ Logon/Logoff

▼ Selection Criteria

SSN: Educator ID:

Last Name: First Name: Date of Birth:

Email: certification@dese.mo.gov

District Work Log

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District Work Log

Sort By:

- ▼ District
 - ▶ Profile
 - ▶ **District Work Log**
 - ▶ Certificate Status
 - ▶ Education
 - ▶ Sub Cert. Log
 - ▶ Search Sub Certs
 - ▼ Applications
 - ▶ AEL
 - ▶ Reactivation Cert.
 - ▶ TAC Certificate
 - ▶ Upgrade AEL Cert
 - ▶ Upgrade Admin Cert
 - ▶ Upgrade Career/Voc
 - ▶ Upgrade Professional
 - ▶ Upgrade Student Serv
 - ▶ Provisional Cert
 - ▶ Extension Cert
 - ▼ Reports
 - ▶ Reports Menu
 - ▶ Reports Viewer
 - ▶ Help/Questions
 - ▶ Web Application Menu
 - ▶ Logon/Logoff

Page 1/1 (18 record(s))

Application Type	Last four of SSN	Educator ID	Applicant Name	Status	Entry Date	Last Action Date
TAC	3781	966829	TEST ID, KALPANA	PENDING DISTRICT VERIFY	05/31/2011	05/31/2011
TAC	3781	966829	TEST ID, KALPANA	PENDING DISTRICT VERIFY	05/31/2011	05/31/2011
UPGRADE CAREER EDUCATION	0009	966830	STUECKEN, ANGELA	PENDING FEE	05/31/2011	05/31/2011
TAC	2054	523843	SMITH, JANET M	PENDING DISTRICT VERIFY	05/31/2011	05/31/2011
TAC	2054	523843	SMITH, JANET M	PENDING DISTRICT VERIFY	05/31/2011	05/31/2011
TAC	6312	376263	ROBERTS, BETH A	PENDING DISTRICT VERIFY	05/31/2011	05/31/2011
TAC	2054	523843	SMITH, JANET M	PENDING DISTRICT VERIFY	06/01/2011	06/01/2011
TAC	2054	523843	SMITH, JANET M	PENDING DISTRICT VERIFY	06/01/2011	06/01/2011
TAC	2054	523843	SMITH, JANET M	PENDING DISTRICT VERIFY	06/02/2011	06/02/2011
UPGRADE PROFESSIONAL	2054	523843	SMITH, JANET M	PENDING FEE	06/02/2011	06/02/2011
UPGRADE PROFESSIONAL	6257	162043	BECKERMAN, LISA J	PENDING FEE	06/02/2011	06/02/2011
UPGRADE PROFESSIONAL	6040	378509	TUCKER, BRYAN RANDALL	PENDING DISTRICT VERIFY	06/02/2011	06/02/2011
UPGRADE STUDENT SERVICES	6238	343537	BARTLEY, COREY ALLEN	PENDING FEE	06/02/2011	06/02/2011
UPGRADE PROFESSIONAL	2120	209130	BROOKS, CYNTHIA GAY	PENDING FEE	06/02/2011	06/02/2011
UPGRADE STUDENT SERVICES	3781	966829	TEST ID, KALPANA	PENDING DISTRICT VERIFY	06/03/2011	06/03/2011
UPGRADE PROFESSIONAL	3699	309876	ROTH, TERRI L	PENDING DISTRICT VERIFY	06/06/2011	06/06/2011
TAC	4365	445	FORD, PRISCILLA TEST_DB	PENDING DISTRICT VERIFY	06/07/2011	06/07/2011
UPGRADE PROFESSIONAL	4365	445	FORD, PRISCILLA TEST_DB	PENDING FEE	06/14/2011	06/14/2011

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Sample Application

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I grant permission to access any court, FBI, or police records related to arrests and convictions related to good moral character or personal fitness pertinent to my certification and to probation or parole records as well.

RELEASE OF EDUCATIONAL INFORMATION

I hereby give my recommending certification institution permission to release any and all information needed.

BY SELECTING "I Accept", I AGREE TO THE TERMS OF THE SWORN STATEMENT AND TO THE RELEASE OF MY EDUCATIONAL INFORMATION.

I Accept

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to Department programs and to the location of Department services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-526-4757 or Relay Missouri (800) 735-2966. Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting the Executive Assistant to the State Board of Education, Jefferson State Office Building, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone (573) 751-4446 or Relay Missouri (800) 735-2966. Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 52-2172.

[Section 504/ADA Complaint Procedure \(pdf\)](#)

Employing District: JEFFERSON CITY

SECTION II: RECOMMENDATION FROM EMPLOYING PROGRAM OR SCHOOL DISTRICT

TO BE COMPLETED IF APPLICANT IS UPGRADING TO CAREER CPC CLASSIFICATION. REQUIREMENTS LISTED MUST BE COMPLETED DURING VALID DATES OF CLASSIFICATION. PCI & IPC CERTIFICATE HOLDERS MUST PAY A FEE.

- Applicant has completed four (4) years of department approved teaching experience.
- Applicant has developed and implemented a professional development plan that is on file with our district.
- Applicant has participated in and successfully completed a two year mentor assistance program. Name of Mentor
- Applicant has completed 30 contact hours of appropriate professional development and documented such hours with our district.
- Applicant has successfully participated in the yearly performance based teacher evaluation program of this district.

School District: JEFFERSON CITY

Superintendent:

Email:

Phone:

Memo:

BY SELECTING "I Accept", I VERIFY THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

I Accept

Press submit once and wait for confirmation message.

Save

Submit to DESE

Return to Applicant

Cancel



Educator Profile Page



EDUCATOR - Profile

- ▼ Educator
 - ▶ 1) Profile
 - ▶ 2) Education
 - ▼ 3) New Applications
 - ▶ Initial Cert
 - ▶ Substitute Cert.
 - ▶ Additional
 - ▶ Speech Language Path
 - ▶ Personal Finance
 - ▶ AEL
 - ▶ ABCTE
 - ▶ Reactivation Cert.
 - ▶ Non-MO Graduate
 - ▶ TAC Certificate
 - ▶ Upgrade AEL Cert
 - ▶ Upgrade Admin Cert
 - ▶ Upgrade Career Educ
 - ▶ Upgrade Professional
 - ▶ Upgrade Student Serv
 - ▶ Provisional Cert
 - ▶ Extension Cert
 - ▶ Certificate Status
 - ▼ View Certificates
 - ▶ Certificates Menu
 - ▶ Selected Certificate
 - ▶ Occupational Exp.
 - ▶ Help/Questions
 - ▶ Web Application Menu
 - ▶ Logon/Logoff

DESE

Educator

Personal Information

First Name	MIDDLE NAME	Last Name	Suffix
MERRY	ANN	SUNSHINE	

SSN*: 222-33-8888

Educator ID: 966805

Date of Birth: 5/2/1983

Gender: FEMALE

Are you Hispanic or Latino?

Yes No

Race:

American Indian or Alaskan Native Asian Black or African America Native Hawaiian or Other Pacific Islander White

Profile UserID: MTANNER

Save Profile

0 record(s)

Former First Name	Former Middle Name	Former Last Name	Created Date	Created User
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Add Former Name

Contact Information

Address: 111 HAPPY LANE

City: JEFFERSON CITY

State: MO

Zip: 65109-0000

Personal Phone: (111) 223 - 3333

Cell Phone: () -

Email Address: MARGERY.TANNER@DESE.MO.GOV

*View the Social Security Number Disclosure at http://dese.mo.gov/schoollaw/freqaskques/SSN_Disclosure.pdf

Edit Contact Information

Fingerprint Information

Application Status

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Race:

American Indian or Alaskan Native Asian Black or African America Native Hawaiian or Other Pacific Islander White

Profile UserID: MTANNER

Save Profile

record(s)

	Former First Name	Former Middle Name	Former Last Name	Former Suffix	Created Date	Created User
Edit	MERRY	A	SUNSHINE		09/26/2011	MTANNER

Add

Save

Delete

Cancel

▼ Contact Information

Address: 111 HAPPY LANE

City: JEFFERSON CITY

State: MO

Zip: 65101-0000

Personal Phone: (111) 222 - 3333

Cell Phone: (222) 333 - 4444

Email Address: MERRY.SUNSHINE@YAHOO.COM

*View the Social Security Number Disclosure at http://dese.mo.gov/schoollaw/freqaskques/SSN_Disclosure.pdf

Edit Contact Information

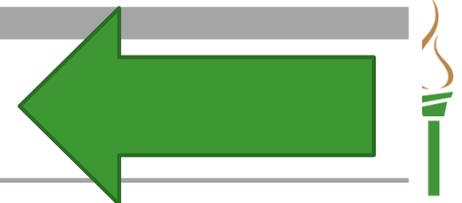
▷ Fingerprint Information

▷ Praxis II Test(s)

▼ Application Status

2 record(s)

Application Type	Status	Last Updated
INITIAL APPLICATION	PENDING INSTITUTION VERIFICATION	09/26/2011
INITIAL APPLICATION	PENDING INSTITUTION VERIFICATION	09/26/2011



Application Status - Definitions

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- **Pending District Verification**
 - Application is still in district work log & has not been submitted to DESE.
- **Pending Institution Verification**
 - Application is still in university work log & has not been submitted to DESE.
- **Pending DESE Verification**
 - Application has been received by DESE.
- **Pending Fee**
 - Educator has not submitted processing fee.



Application Status - Definitions

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- **Pending Transcripts**
 - Educator has not submitted required transcripts
- **Pending Test Results**
 - Educator has not submitted passing test results.
- **Pending Supporting Documentation**
 - Additional information needed. (Verification of experience, plan of study, etc.)
- **Transcript Review Complete**
 - A transcript review has been completed. Evaluation is posted. A certificate has not been issued due to deficiencies.



Praxis Results

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- ▶ Appl CC Receipt
- ▶ Maintenances
- ▶ Payment Process
- ▶ Web Application Menu
- ▶ Help/Questions
- ▶ Logon/Logoff
- ▶ Admin Settings

Profile UserID: N/A

Save Profile

0 record(s)

Former First Name	Former Middle Name	Former Last Name	Created Date	Created User
-------------------	--------------------	------------------	--------------	--------------

Add Former Name

▼ Contact Information

Address: 333 HAPPY LANE

City: JEFFERSON CITY State: MO Zip: 11111-0000

Personal Phone: (111) 111 - 1111

Cell Phone: () -

Email Address: SUNSHINE@YAHOO.COM

*View the Social Security Number Disclosure at http://dese.mo.gov/schoollaw/freqaskques/SSN_Disclosure.pdf

Edit Contact Information

▼ Fingerprint Information

0 record(s)

Date Fingerprinted	Fingerprint Status	Requesting Agency	Date Cleared	HP Results Received	FBI Results Received	Reason Cleared	Date Not Cleared
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▼ Praxis II Test(s)

1 record(s)

	Test	Date	DESE Required Score	Score	Pass
Edit	ENGLISH LANG., LIT. AND COMP: CONTENT KNOWLEDGE - 41	03/11/2011	158	164	YES

Add Save Delete Cancel

▼ Application Status

1 record(s)

Application Type	Status	Last Updated
UPGRADE PROFESSIONAL	APPLICATION PENDING FEE	06/20/2011

▶ National Certification

▶ Create Work Item

▶ DESE Comments

New Profile Delete Profile



Background Check Results

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▼ Fingerprint Information

1 record(s)

Date Fingerprinted	Fingerprint Status	Requesting Agency	Date Cleared	HP Results Received	FBI Results Received	Reason Cleared	Date Not Cleared
04/15/2010	CLEARED	WAYNESVILLE R-VI-085046	04/20/2010	04/20/2010	04/20/2010	CLEARED	

▶ Praxis II Test(s)



Certificate Status

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DISE - Certificate Status

Selection Criteria

Educator ID: 966872 Social Security Number: 112-22-3344

Name: MERRY A SUNSHINE

Address: 111 HAPPY LANE

City: JEFFERSON CITY State: MO Zip: 65101-0000

Personal Phone: (111) 222 - 3333

Cell Phone: (222) 333 - 4444

Email Address: MERRY.SUNSHINE@YAHOO.COM

*View the Social Security Number Disclosure at http://dese.mo.gov/schoollaw/freqaskques/SSN_Disclosure.pdf

Edit Contact Information

1 record(s)

Certification						
Subject Area/Grade Level	Classification	Effective Date	Expiration Date	Analysis Indicator	Status	Evaluation
CHEMISTRY 9-12	INITIAL PC	09/27/2011	09/27/2015	COLLEGE RECOMMENDED	ISSUED	

View Certificate

▼ Evaluations

0 record(s)

Evaluation			
Subject Area/Grade Level	Evaluation Date	Status	Evaluation

• Verify Certificates an Educator Holds

• Educator May View & Print Their Own Certificate

• Certificate Numbers No Longer Used

• Transcript Evaluations Posted for Educator to View/Print



District Reports

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The screenshot shows a web browser window displaying the Missouri Department of Elementary & Secondary Education website. The page title is "Profile". On the left side, there is a navigation menu with the following items:

- ▼ District
 - ▶ Profile
 - ▶ District Work Log
 - ▶ Certificate Status
 - ▶ Education
 - ▶ Sub Cert. Log
 - ▶ Non-Public PD Reporting
 - ▶ Search Sub Certs
- ▼ Applications
 - ▼ Administrator
 - ▶ Transition Upgrade
 - ▶ Career Upgrade
 - ▼ Student Services
 - ▶ Upgrade Student Serv
 - ▶ AEL
 - ▶ Reactivation Cert.
 - ▶ TAC Certificate
 - ▶ Upgrade AEL Cert
 - ▶ Upgrade Vocational (Career Ed)
 - ▶ Upgrade Professional
 - ▶ Provisional Cert
 - ▶ Extension Cert
 - ▶ Adult Education Supervisor
 - ▶ Career Education Counselor
 - ▶ Career Services Coordinator
- ▼ Reports
 - ▶ Reports Menu
 - ▶ Reports Viewer
- ▶ Help/Questions
- ▶ Web Application Menu
- ▶ Logon/Logoff

A green arrow points to the "Reports Menu" item in the navigation menu.



Updates: Praxis Tests

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- Use of the Praxis Test Series will end on 9/1/2014.
- New content assessments are currently being developed in coordination with Pearson testing.
- There will be new test names, numbers and registration process.
- The new tests will be aligned with certification, as well as HQT.



Updates: Certification Requirements

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Subject area certificate requirements are currently being reviewed.

- Align with the new educator standards, quality indicators, and assessments.
- Make structural and formatting changes.
- Correct errors, make edits.



Updates: Background Checks

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- As a result of a 2012 audit, the Highway Patrol has instructed DESE that only applicants for certification may fingerprint using DESE's ORI number.
- Individuals who are enrolled in a teacher education program must fingerprint through MOVECHS using a university code.
- DESE & universities and districts & universities can no longer share results.



Updates: Criminal History Reports

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- Over the past several years, the Missouri Highway Patrol (MHP) has been developing the Missouri Automated Criminal History Site (MACHS) “Rapback” project, with the goal of providing real-time feedback for mandated criminal background name checks.
- DESE has been working with the MHP to link this system with the educator databases in order to provide school districts with immediate notice should a school employee be charged with a crime.



Background Checks

- In 2014, the MHP should be implementing Phase II of the MACHS project which will allow all school districts to monitor the fingerprinting process for their certified & non-certified staff.
- It will also provide an automatic notification (email) to every district if any of their staff is arrested. The notification should occur within 24 hours of any arrest.



Background Checks

- In May of 2012, DESE provided over 500,000 data files to the MHP to crosscheck against the current criminal records database.
- Due to the delay of the HP Rapback system, which was to be completed in 2013, this process is currently underway again.
- DESE will review all of the new reports generated from this records check and notify school districts as needed.
- DESE will notify school districts if there is an active school employee who has a criminal file.



Contact Us

dese.mo.gov

certification@dese.mo.gov

573-751-0051



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; fax number 573-522-4883; email civilrights@dese.mo.gov.