



CHARTER SCHOOL SUMMIT

Educator Certification

September 2014

Missouri Department
of Elementary and Secondary Education

Educator Certification System

- The Educator Certification System is located on the Department's website under the Web Applications Menu.
- The same log-in site is used by all school districts, educators and colleges/universities.
- Designated school officials must request secured access to the site by submitting a log-in request form to the Department.

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

▼ DESE Web Applications

- Annual Report of the County Clerk to the State Board of Education
- ARRA
- Data Collection
- Educator Certification System
- ePeGS
- Missouri Comprehensive Data System (MCDS)
- Nonpublic Registration Form
- School Finance
- Special Education: Early Childhood
- User Manager



▼ Report

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

▼ User Information

- Change Password
- Edit User Profile
- Edit Security Question/Answer
- Logon/Logoff

Email: webapphelp@dese.mo.gov

Current User: MTANNER

"Missouri public schools: the best choice...the best results!"

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

Page 1/1 (18 record(s))

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
-------------------	--------------------	------------------	--------------	--------------

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

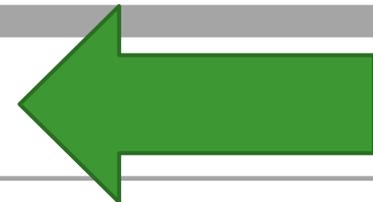
▶ Fingerprint Information

▶ 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.



Test 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
--------------------	--------------------	-------------------	--------------	---------------------	----------------------	----------------	------------------

▼ 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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DSE - 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

0 record(s)

Evaluation			
Subject Area/Grade Level	Evaluation Date	Status	Evaluation

Verify Certificates an Educator Holds

- Educator May View & Print Their Own Certificate

Transcript Evaluations Posted for Educator to View/Print



District Reports

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The screenshot displays the Missouri Department of Elementary & Secondary Education website. The header features the department's logo and the word "Profile" in a blue bar. The main content area is currently empty. On the left, a navigation menu is visible, listing various options under "District", "Applications", and "Reports". A green arrow points to the "Reports" section, which includes "Reports Menu" and "Reports Viewer".

- ▼ 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



Assessment Updates

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- Praxis II discontinued as of 8/31/14.
- New Missouri Content Assessments began on 9/1/14.
- Educators will register for the new assessments at the following website:
<http://www.mo.nesinc.com/>





Get Results

Access your score report and review your testing history.

Important Announcements

- Jul 22** Registration is open for the Content and Pedagogy Assessments launching in September.
- Jun 25** Final frameworks and content alignment tables are now available.

Returning visitors: sign in to access your account.

[Sign In Now](#)

Prospective Candidates

Quick links to program essentials to start you on your way:

[What tests do I need to take?](#)

Returning Visitors

Quick links for candidates who have already registered to test:

[View/change registrations](#)

Preparation Materials



Assessment Updates

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- Praxis II scores for students currently enrolled in an educator preparation program will be accepted through 12/31/16.
- Educators who have passed a Praxis test & wish to add an area of certification have until 9/1/2015 to apply for the additional area of certification.



Assessment Updates

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- Cut-scores for the new assessments will be determined by the State Board at its December 2014 meeting.
- Educators will continue to be able to add certificates by passing the designated content assessment(s).



Background Checks

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A fingerprint background check is required for an individual who is

- Applying for a certificate
- Considered a new hire with a school district.



Background Check Clearances

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An acceptable background check clearance must not be over 1 year old at the time the individual applies for certification or is employed.



Registration Process

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- All individuals must pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS).
- The registration site is located at www.machs.mo.gov
 - *Individuals without access to the Internet may contact the fingerprint processing company, 3M/Cogent, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf.*



Registration Codes

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- A four-digit registration code is required to pre-register.
- The four-digit registration code ensures that the results of the background check are returned to the correct agency.
- Each district has been issued 4-digit registration codes.
- If you are not sure of your codes, please contact the Educator Certification office at 573/522-8761.



Registration Codes

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Each registration code designates a purpose for the fingerprinting –

- Educators
- Substitute teacher
- Uncertified staff
- Bus driver



Registration Process

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Registration must be completed for BOTH an FBI and Highway Patrol check.

Total cost for fingerprinting is \$44.80.



Registration Process

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- **Fingerprint Information Checklist**

<http://dese.mo.gov/sites/default/files/FingerprintInformationChecklist.pdf>

- Individuals should print out the checklist to use during the registration & fingerprinting process.

- **Registration website:**

<https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html>





Missouri State Highway Patrol

Criminal Justice Information Services Division

Missouri Automated Criminal History Site

[Home](#)

[About](#)

[Contact](#)

[FAQ](#)

[Links](#)

[Fingerprint Sites](#)

Welcome to the Missouri Automated Criminal History Site (MACHS). As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol Criminal Justice Information Services Division to provide public access to criminal history information. This site may be used to conduct online name based criminal history searches or to register with 3M/Cogent the Missouri vendor for fingerprinting services.

[Click Here to Access the MACHS Fingerprint Search Portal to schedule a background check by Fingerprints](#)

[Click Here to Access the MACHS Name Search Portal to conduct a background check by Name, Date of Birth, or Social Security Number](#)

Reminder from the Highway Patrol

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- Third parties/Contractors cannot have access to CHRI.
- This applies to contracted food service, transportation, janitorial, etc.
- Dissemination restriction includes all forms of disclosure, such as verbal, hard copy, electronic, fax and email.



Background Check Questions?

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**CJIS Noncriminal
Justice
Audit & Training
Unit
(573) 526-6153**



Obligated Reporters

168.071.7, RSMo Cum. Supp. 2013:

When a certificate holder pleads guilty or is found guilty of any offense that would authorize the state board of education to seek discipline against that holder's certificate of license to teach, the local board of education shall immediately provide written notice to the state board of education and the attorney general regarding the plea of guilty or finding of guilty.



Obligated Reporters

And, 5 CSR 20-400.230 provides:

When a local board of education learns that a certificate holder has pled guilty or is found guilty of any felony or misdemeanor involving moral turpitude; whether or not sentence is imposed under the laws of this state, or any other state, of the United States or any other country, the local board of education shall immediately provide written notice to DESE and the Office of the Attorney General.



Obligated Reporters

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Written notice shall contain the following information, if known:

1. Certificate holder's name;
2. Social Security number;
3. Date of birth;
4. Last known address; and/or
5. Information regarding the criminal record.



Written Notification

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- Mail information to

EDUCATOR CERTIFICATION
CONDUCT & INVESTIGATIONS
P.O. BOX 480
JEFFERSON CITY, MO
65102



Notification

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Upon receipt of the notification, the office of Educator Certification, in conjunction with the office of the Attorney General, will complete an investigation to determine if the educator needs to be referred to the State Board of Education for a disciplinary action against the educator's certificate.



Background Checks

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- Over the past several years, the Missouri Highway Patrol (MHP) has been developing the Missouri Automated Criminal History Site (MACHS) project, (Phase II), 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 to provide school districts immediate notice should a school employee be charged with a crime.



Background Checks

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- In Spring of 2015, the Missouri Highway Patrol ***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

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- In conjunction with DESE, the MHP will be scheduling webinars, as well as regional meetings to provide instruction on how school districts will utilize the new MACHS II system.
- Please watch for notices through the DESE mailbag this spring.



Background Checks

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- Districts will be required to create an account to access the MACHS II system.
- Once access is established, a district may then monitor the fingerprinting process for all certified and non-certified staff.
- When an educator's results are available, the district will be able to download the results for period of 30 days.



Background Checks

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- Once MACHS II is open, all background check results will be obtained by each district through its MACHS account.
- Individual clearance letters will no longer be mailed out by Educator Certification.





Contact Us

certification@dese.mo.gov

