

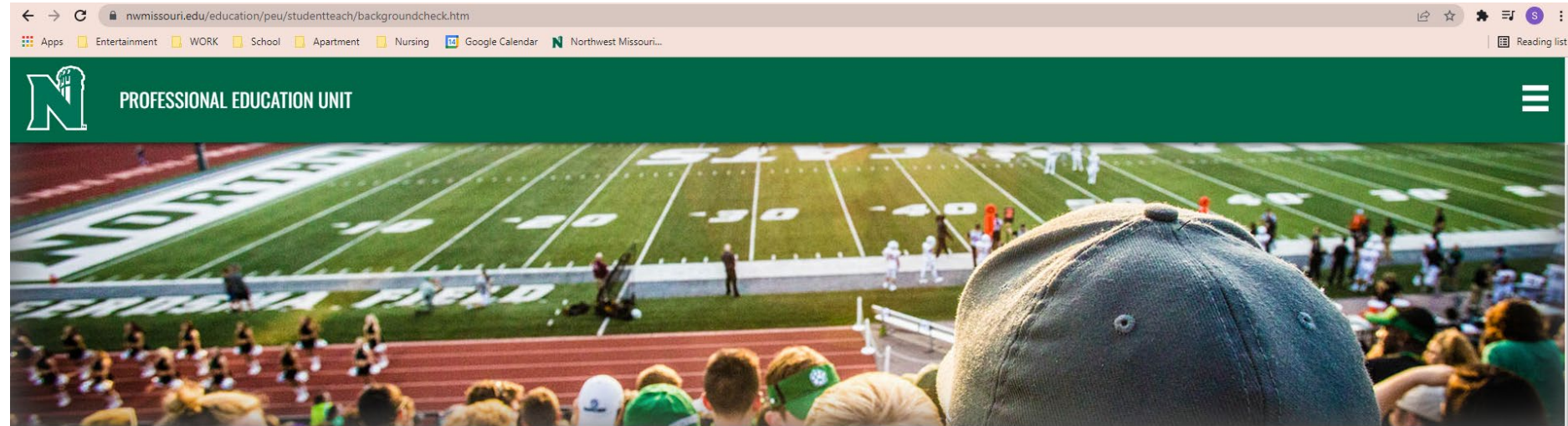
Substitute Certification

for the State of Missouri

These are only instructions for substitute certification in the state of Missouri.
If you are looking to get your substitute certification in a different state, check that state's Department of Education website.

Step 1

- Click on this link first:
<https://www.nwmissouri.edu/education/peu/studentteach/backgroundcheck.htm>



- Click on this link second:
<https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide>

STUDENT TEACHING

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REQUIREMENTS: BACKGROUND CHECK, DESE PROFILE, SMSTA AND SUBSTITUTE CERTIFICATION

Criminal background checks (CBC) are only good for one year and must be valid through the first day of school at the school district you're placed at. All Northwest student teachers MUST complete a Missouri CBC regardless of what state you are student teaching. You must create a DESE profile following the instructions on the link below. Once you have been "cleared", you need to email a screenshot of this profile to steach@nwmissouri.edu. Make certain the screenshot includes your name at the top and the clearance date at the bottom. When signing up to do your fingerprinting you will need a 4-digit registration code; **Northwest's registration code is 2301**. In addition to the link below showing instructions on how to set up your profile is a link to show fingerprint registration. The average time for completion is two weeks.

- Missouri Applicant Processing Services: Applicant User Guide for State Agency and MOVECHS Fingerprint Search Requests
- **Directions to create a DESE profile and apply for substitute certification**
- SMSTA, DESE Profile, Fingerprinting, Substitute Certification

Step 2

- Once you get to this page, scroll down to #3
- Follow these instructions

The screenshot shows the Missouri Department of Elementary and Secondary Education (DESE) website. The header includes the DESE logo, navigation links (Home, About, Administrators, Adults & Community, Educators, Parents & Students, School Data), and a search bar. A prominent banner reads "DESE COVID-19 Updates || COVID Relief Information". Below this, the "Educator Certification Help Guide" section is visible, containing instructions for creating an account and connecting to the system. To the right, the "Educator Quality" section lists various resources like News and Updates, Certification, and Educator Development. At the bottom of the page, there are buttons for "Administrative Memos" and "Webinars".

3. APPLY FOR CERTIFICATION

1. Locate the appropriate application (Initial, Substitute, Non-MO Graduate, etc.) under "**Applications**" in the menu on the left side of your Profile page.
2. Click on the application name link to open the application
3. Complete the application*
4. Click "**Submit to DESE**"
5. Mail supporting documents as indicated on application checklist, if applicable (NOTE: Your internet browser must allow "pop-ups" in order to view the application checklist.)

*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I accept." This agreement provides DESE with permission to verify your professional conduct statements.