

Janet Clanton

Subject: DESE Online instructor certification system instructions

Since June 1, 2011, all educator certification applications are only submitted electronically through the Department's new online certification system. To begin the application process, applicants (i.e. new hires, educators seeking renewals and upgrades, and substitutes) will need to create a user I.D. and profile. The first link below is a [Help Guide for the new Certification System](#), which explains the process of establishing a user id and password that will be linked to the applicant's social security number and birth date for security purposes. **It will be very important that applicants write these down so they don't get locked out of the system.**

Once an individual account and access is established, the applicant can select the appropriate online application to complete and submit to DESE:

- **New Hire** – Complete Temporary Authorization Certificate (TAC) Initial application.
 1. All areas that are eligible for the Temporary Authorization are listed alphabetically.
LSTC NOTE: Janet Clanton, Associate Dean of Instruction, will assist you with selecting the Post-secondary (PS) area(s) appropriate for the subject(s) you will be teaching.
 2. There is also a line on the left that is for Occupational Experience – Click ADD to open the fields and document your work experience for the area that they are teaching. The applicant must verify one of the following:
 - A.** Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - B.** Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - C.** Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.
 3. The Plan of Study for completing the education requirements (four college courses) must also be completed.
- **Second Year** – Complete Temporary Authorization Certificate (TAC) Renewal application. Submit official transcript of college courses required for certification completed to date. A minimum of two courses are required before your certification renewal date.
- **Third Year** – Once all of the education requirements have been completed, complete the Upgrade Vocational (Career Ed) application for an Initial Career Education (ICE) Certificate.
LSTC NOTE: The college will reimburse you for the \$35 application fee. Submit an expense report with documentation to Jill Bax in Human Resources.
- **Once four years of DESE approved teaching experience are completed**, complete the Upgrade Vocational (Career Ed) application for a Continuous Career Education Certificate (CCEC).
- **If you complete ten years of DESE approved teaching experience and earn a master's degree**, you may complete the Upgrade Career/Voc application for a high quality Continuous Career Education Certificate (CCEC).

When you complete the appropriate application and click "Submit", a college representative will verify your employment and submit your application to DESE.

Link to DESE's [Help Guide for the new Certification System](#): <http://dese.mo.gov/eq/cert/CertHelpGuide.html>

The log-in page is located on the DESE Web Applications page: <https://k12apps.dese.mo.gov/webLogin/login.aspx>.

There is also a link to Educator Certification information on the DESE home page: dese.mo.gov.



DESE Secured Web Application Logon

IMPORTANT NOTICE:

Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

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

User Name:

Password :

Note along w/ security answer for future use.

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 Username/Password, Click [Forgot Username/Password?]

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

[Privacy Statement](#)

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Last Revised: December 11, 2012
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Educator Certification

Help Guide for Online Certification System

All certification requests will be made through the online educator certification system. To access the system, you must first **create and register a user name and password** at the following web page: <https://k12apps.dese.mo.gov/webLogin/login.aspx>.

1. Register

- a. Click "**Register**" in the lower portion of the page
- b. Complete the registration questions
- c. Click "**Create User**" (a confirmation message will appear)
- d. Click "**Return to DESE Login page**" link

NOTE: Do not create more than one username. Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on "**Forgot Username/Password?**" in the lower section of the login page to request your username or to reset your password.

2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM

(<https://k12apps.dese.mo.gov/webLogin/login.aspx>)

- a. Enter your username and password and click "**Login**" to access the User Application page.
 - b. Locate the "**Office of Educator Quality**" heading near the center of the page
 - c. Click "**Educator Certification System - Request Educator Access**" link
 - d. Click "**Submit**"
 - e. Click "**Close**" in the small confirmation window
 - f. Locate the "**Office of Educator Quality**" heading near the center of the page once again
 - g. Click on "**Educator Certification System**" link
 - h. Enter your Social Security Number (SSN) and date of birth (DOB)
 - i. Click "**Submit**"
 - j. Enter or verify your Profile information (proper/legal name - no nicknames) and click "**Save Profile**"
 - k. Scroll down and complete or edit the Contact Information* section and click "**Save**"
- *An e-mail address must be included in this section, as all correspondence from Educator Certification will be sent to you by e-mail.

3. APPLY FOR CERTIFICATION

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

complete Education and Occupational Experience pages, too.

Additional Information for Returning Users

Accessing your Profile

You can find the login page by clicking on "[Web Applications](#)" in the bottom section of the [DESE Homepage](#) or on "[DESE Web Applications](#)" on the [DESE Educator Certification main page](#). Once you log in with your username and password, you will only need to click on the "**Educator Certification System**" link under the "**Office of Educator Quality**" heading to get to your Profile page. (If you are prompted to enter your SSN and DOB again, and you receive a message that they are already linked to another

profile, this means that you are trying to log in with a username that is different from the one that is already tied to your SSN.)

Applying for a new type(s) or additional area(s) of certification

1. Access your Profile page by logging in with your username and password
 2. Locate the appropriate application (Upgrade, Additional, Administrator, etc.) under "**New Applications**" in the menu on the left side of your Profile page.
 3. Click on the application name link to open the application
 4. Complete the application*
 5. Click "**Submit to DESE**"
 6. Mail supporting documents as indicated on application checklist**, if applicable
- *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.

**Your internet browser must allow "pop-ups" in order to view the application checklist.

Checking the status of your application

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Application Status**" bar or click on the "**Application Status**" link in the menu on the left side of your Profile page
3. Click on the blue application name link (Upgrade, Additional, Administrator, etc.)
4. Scroll to bottom of page to read the "**Memo**" Section

Checking the status of your background clearance

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Fingerprint Information**" bar on your profile page

Checking the status of your education records

1. Access your Profile page by logging in with your username and password
2. Click on "**Education**" in the menu on the left side of your Profile page to view your records
3. You may add the name and location of any colleges/universities you have attended that are not listed. All other information will be entered by DESE upon receipt of original transcripts that must be mailed to Educator Certification, PO Box 480, Jefferson City, MO 65102.

Viewing your Praxis II test scores

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Praxis II Test(s)**" bar on your profile page

Viewing and printing a copy of your Missouri certificate

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Certificate Status**" bar or click on the "**Certificate Status**" link in the menu on the left side of your profile page
3. Locate and click on "**View Certificate**" in the center of the page
4. Print the certificate

Other General Information

- In your online Profile, you will be assigned an **Educator ID** number that will appear below your SSN. This is a unique identification number that you can use in place of your SSN when corresponding with our office.

- You may not make corrections or updates to your name, SSN, date of birth, or gender on your Profile. You must submit an Update Personal/Education Information Form and supporting documents in order to request changes to any of these fields.
- You may change your address, telephone number(s), and e-mail address by clicking on "**Edit Contact Information**" and then saving the changes.
- Please be sure to include your Educator ID with all documents that are mailed to Educator Certification. This number is located on your Profile page below your SSN.
- School district personnel can view your certificate status, fingerprint information, and Praxis II test scores.
- Information regarding the fingerprinting process is available on the DESE website at: <http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>.

About Educator Quality

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