Help Guide for New On-Line Certification System

In an effort to streamline the certification process and provide more efficient and expedient service to Missouri educators, the certification application process and database are moving to a web-based application. All certification requests will be made through the on-line system. The new system will be available in June at the following website:

http://dese.mo.gov/divteachqual/teachcert/forms.html

To access the new system, you will first be required to create a user ID and password. It is extremely important that you remember the user ID and password you created. These will be used to access your certification record and all future applications you wish to submit to the Department. You will access the webpage to create your user ID and password at the following website:

https://k12apps.dese.mo.gov/webLogin/login.aspx

Once you have your user ID and password established, you should then log into the on-line system and create a “profile” in order to access your records and obtain your Missouri certificate. By completing the on-line profile AND an application, you will be able to access your certificate within a few weeks. The new system will also show the status of your background clearance and Praxis scores.

You may complete your profile and application by choosing “DESE Web Applications” at the DESE Homepage or at DESE Educator Certification. As you complete your on-line profile and application, you will take the following steps:

- **Profile Page**
  - Once you have entered your information on the Profile page, you will then need to click the “Save Profile” button.
  - You should use your proper/legal name that matches the name on your transcript. You may also add former names.
  - If you enter an incorrect name, social security number, date of birth or gender, you must contact DESE to correct this information. You may contact Educator Certification at 573.751.0051 or certification@dese.mo.gov
  - Next you will complete your contact information.
  - You will only be able to update and revise your contact information on the profile.

- **Education**—Please click on the link to the left in the menu.
  - You may select the colleges and universities you have attended.

- **New Applications**—Links to all available applications are to the left in the menu.
  - You may select the application which corresponds to the type of certificate for which you are applying.
- **Conduct and Investigations**
  - Please answer the conduct questions on the application truthfully.

- **Sign & Submit**
  - Read this carefully before electronically signing. This provides DESE with information and gives them permission to investigate.

- **Additional Information Available on the Profile Page**
  - Click on the gray bars to view the status of your fingerprints, Praxis II scores, and the status of any application you have submitted.
  - School districts will also be able to view your fingerprint status, as well as any Praxis II tests that you have taken.

- **Printing Your Missouri Teaching Certificate**
  - With this on-line system, you will **not** be mailed a paper certificate. You will be able access your certificate electronically and print your own certificate.
  - When your certificate is issued, you will click to the left of your profile page on the “Certificate Status” link. This link is where you will view and print your Missouri Certificate.

To complete a criminal history check and clearance, you will need to schedule an appointment with L-1 Enrollment Services at [http://www.L1enrollment.com](http://www.L1enrollment.com) or call toll-free at (866) 522-7067. To identify your status as an educator, you will need to provide the following information:

  - **ORI number: MO920320Z**
  - **OCA code: 999999-Certified Educator**

Fingerprints captured electronically are more accurate and the results can be expected within three weeks. The cost of electronic fingerprinting with L-1 Enrollment is $52.20. The results of the fingerprints are valid for one year after the clearance date.

For additional information, a Certification System Update and Overview Webinar will be offered on Tuesday, June 21, 2011 from 10:00 a.m. - 12:00 p.m. This webinar will provide an overview of the new certification Web-based applications. Any educator, school district and higher education personnel that work with certification are invited to participate in this webinar. Go to [http://dese.mo.gov/webinar/Webinar-06-21-11-OEQ.htm](http://dese.mo.gov/webinar/Webinar-06-21-11-OEQ.htm) for the link to participate in the Webinar and to learn more information on the Webinar.

If you have additional questions, please contact [certification@dese.mo.gov](mailto:certification@dese.mo.gov).