

Applying for a Substitute Certificate

NOTE: If you have a DESE username and password, Skip to Step 1, Part 2.

Step 1—Online Application

Part 1—Create DESE Profile

Create a profile on the DESE certification system:
https://apps.dese.mo.gov/weblogin/login.aspx

1. Click *Register* in the middle of the page
2. Complete the registration questions
3. Click *Create User* (a confirmation message will appear)
4. Click *Return to DESE Login Page*

Part 2—Logging Into DESE

1. Enter your username and password and click *Login* to access the User Application Page
2. Click *Educator Certification System—Request Educator Access*
3. Click *Submit*
4. Click *Close* in the small confirmation window
5. Click *Educator Certification System*
6. Enter your social security number (SSN) and date of birth (DOB)
7. Click *submit*
8. Enter or verify your Profile Information (proper/legal name—no nick-names) and click *Save Profile*
9. Scroll down to complete and edit the Contact Information* section and click *Save*

*An email address must be included in this section as all correspondence from Educator Certification will be sent to you via email.

Part 3—Completing the Application

1. If necessary, expand the *Applications menu* (left side of profile page) by clicking on the symbol: ▶
2. Expand the Substitute Cert application by clicking on the symbol: ▶
3. Click on *Application Name* (Substitute Cert) to open application
4. Complete the application*
5. Click on *Content Substitute* when given the choice
6. Click *Submit to DESE*
7. Mail supporting documents as indicated on application checklist, if applicable (see Step 2 below). (NOTE: Your internet browser must allow "pop-ups" in order to view the application checklist.)

*Complete the application, answering the Professional Conduct questions 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.

Step 2—Transcripts

Send official paper transcripts documenting 60 semester hours of college credit earned. Transfer credits are not accepted unless an official, paper copy is submitted from the original institution(s) offering the course.

DESE does not accept faxed, scanned, or emailed transcripts except for those sent electronically through the National Student Clearinghouse.

Qualifying for a Sub (Substitute) Cert

- Acceptable background check results
- Completed application for the sub certification on the Missouri Department of Elementary and Secondary Education (DESE) Website
- Submit to DESE a processing fee of $50 at the time of application. Fees may be paid by credit/debit card or by e-check A minimum of
- 60 semester credit hours of college course work earned as documented on official transcripts and submitted to Columbia Public Schools

You may contact Human Resources if you need assistance submitting your transcripts.

Educator Certification
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