

## Missouri Certification

BEFORE applying online for a Missouri certificate/ license, you must submit hard copies of your Iowa teaching license and transcript(s) to the Missouri Department of Elementary and Secondary Education (DESE). Follow the procedures below:

1. You will receive your Iowa license in the mail approximately three – four weeks after graduation. If you have not received it, please contact Joyce Lighthill ([lighthil@graceland.edu](mailto:lighthil@graceland.edu)) to make sure your application was filed.
2. You must request an official Graceland transcript from the Registrar's office (\$10). Go to My Graceland > Student > *Verify Enrollment or Order Transcripts Online*. You will be directed to the National Clearinghouse website. Request to have the copy mailed directly to you. It will arrive in a sealed envelope inside another envelope. Do not break the seal.
3. You will also need an official transcript from ALL colleges or universities you have attended, even if your coursework was transferred and appears on Graceland's transcript.
4. Once you have received your Iowa license and transcript(s), mail all documents to:  
Educator Certification  
P.O. Box 480  
Jefferson City, MO 65102
5. A week after your documents have been mailed, follow the directions below to apply for a Missouri license online.

### Online Certification System

All certification requests will be made through Missouri's online system. The cost is \$100 for non-Missouri graduates. You may choose to pay online at the time you submit your online application, or send a check or money order. Follow the directions below to apply for a Missouri certificate and to complete the fingerprinting process:

#### Completing the Online Application

1. Go to: <http://dese.mo.gov/eq/cert/becomecertified.html>
2. Follow the directions under the heading, "**You hold a professional teaching certificate from another state and wish to become certified in Missouri**"
  - a. Complete the online Non-Missouri Graduate Application. The online application form will guide you through creating a userid and password, logging into the licensure system, and creating an online profile to complete the application form online.

By completing the online profile and application, you will be able to access your certificate within a few weeks. The online system will also show the status of your background clearance and Praxis scores if you had them sent to Missouri when you took the test. (Remember that you **do not** need to meet the Missouri cut-off score as long as you have met the Iowa Praxis cut-off score.) **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. For questions about Missouri certification, please contact [certification@dese.mo.gov](mailto:certification@dese.mo.gov) or call (573) 751-0051.

### Fingerprinting and Background Clearance

To complete a criminal history check and clearance, you will need to register with the Missouri Applicant Processing Services (MACHS). To identify your status as an educator, you must provide the following Registration Code:

- Not currently employed by a school district: **Registration Code 2300.**
- If employed, ask for your school district's code.

#### Registering with MACHS

1. Go to [www.machs.mo.gov](http://www.machs.mo.gov) and click the icon to access the MACHS Fingerprint Portal.
2. Select the option requiring the 4 digit Registration Code to begin your registration process
3. At the top of the registration page, enter your 4 digit Registration Code in the space provided. (If using a school district's Registration Code, click "Populate" to display the name and information of the school district for which you are registering then verify that the information is correct.)
4. Complete the form by filling out your personal demographic data. Click Register when you are finished.
5. At the top of the verification page is a highlighted 8 digit Transaction Control Number (TCN). This number will be used to track your fingerprints through the background check process.
6. Click **Schedule Fingerprinting** to schedule an appointment with 3M/Cogent.
7. Make payment arrangements to either pay online or at the time of your appointment. The cost of electronic fingerprinting with 3M/Cogent is \$44.80.
8. Choose a date for your appointment.
9. After your appointment is confirmed, you will be provided with a receipt that includes your unique transaction control number (TCN) and all appointment information. Print this receipt for your records.

Fingerprints captured electronically are more accurate and the results can be expected within three weeks. Your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. The results of the fingerprints are generally reported to the Educator Certification within 2 – 3 weeks from the date of the appointment and are valid for one year after the clearance date. Questions about the fingerprinting process may be directed to: 3M/Cogent (877) 862-2425 or The Missouri State Highway Patrol (573) 526-6312.

If you already have Missouri (not Iowa) fingerprint clearance, the automated system should pick up your clearance the day following the submission of your online application.

### **Missouri Certification Information** (*Use this information when you fill out your online application*)

With an Iowa initial license, you qualify for a four-year Missouri certificate (cost is \$100). You qualify for each teaching endorsement that you earned for Iowa *except the Reading Endorsement* (see item three below).

**Elementary Education** majors will receive Missouri teaching endorsements as follows:

<u>Subject Area</u>	<u>Grade Levels</u>
Elementary Classroom	Grades 1 to 6
Early Childhood Education	Preschool to Kindergarten

**Some Elementary Education** majors have earned a Special Education endorsement as follows:

Cross-Categorical Special Education	Grades K-12
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(*Cross-Categorical Special Education is Missouri's term for Iowa's Mild/Moderate Special Education Endorsment*)

**Secondary** majors with an elementary endorsement could qualify as follows:

<u>Subject Area</u>	<u>Grade Levels</u>
Physical Education	Grades 7 - 12
Physical Education	Grades K – 6

The *Initial Professional Certificate (IPC)* is valid for four years in Missouri and assigned to new graduates of teacher education programs. To advance to the next level during the valid dates of classification, a teacher must meet the following requirements:

Participation in a district-provided and approved mentoring program for two years; Successful completion of 30 contact hours of professional development which may include college credits; participation in a Beginning Teacher Assistance Program; successfully participate in a performance-based teacher evaluation; complete four years of approved teaching experience; and have a local professional development plan.

After four years and after successfully meeting the IPC requirement, teachers qualify for a *Career Continuous Professional Certificate (CCPC)* which is valid continuously depending on an individual meeting the following: Successful, yearly completion of 15 contact hours of professional development which may include college credits; and have a local professional development plan or two of the three following items: ten years of teaching experience, a Master's degree, or National Board Certification.

**Reading Endorsement:** If you have an Iowa K-6 Reading Endorsement, you qualify for a two-year Conditional Certificate in Missouri to teach reading full-time. After two years, you will qualify to have a K-12 Reading Endorsement added to your Missouri certificate if you complete the following to earn a Missouri Reading Endorsement:

- Two years of successful teaching experience
- Two additional semester hours of reading coursework (12 semester hours of classes with “reading” in the title are required and you earned 10 semester hours from Graceland.)
- Three additional hours of reading practicum at the 7-12 level. A teacher can complete the practicum in their own classroom if a certified teacher with the Missouri Reading Endorsement observes lesson and completes the practicum evaluation forms for Graceland.
- A counseling course if you did not complete the Collaborative Consultation class.

*The Missouri Reading Endorsement is required only if the person is a full-time reading teacher, not a classroom teacher. Missouri only has a K-12 Reading endorsement, separate elementary and secondary endorsements are not available.*

For some additional endorsements such as Special Education, an out-of-state applicant may take the appropriate content knowledge or specialty area ETS tests for licensure/certification. The applicant must achieve a score equal to or in excess of the qualifying score on the content knowledge or specialty area test. See “List A” in the ETS Praxis Series Registration Bulletin for a list of the available content knowledge and specialty area tests. For more information and to register, go to the Educational Testing Service (ETS) website at <http://www.ets.org/praxis/prxreg.html> .

There are several options for obtaining Missouri certification in K-12 Mild/Moderate Special Education. When individuals holding an Iowa K-6 and/or 7-12 Mild/Moderate Special Education Endorsement apply as an out-of-state applicant, they receive a K-12 Mild/Moderate Special Education endorsement in Missouri. Teachers who do not have an Iowa Mild/Moderate Endorsement have four choices for obtaining Missouri certification in special education.

1. Complete the coursework for the Iowa endorsement and apply to Missouri for a K-12 Mild/Moderate Special Education Endorsement as an out-of-state applicant. If a candidate is already a licensed teacher, the practicum will count as student teaching. If you have already graduated, the following courses are requirements that are not part of the reading endorsement:
  - a. EDUC3200 Intro. To Mild/Moderate Disabilities K-6, 3 sh
  - b. EDUC3350 Behavior Management for Mild/Moderate Disabilities, 3 sh
  - c. EDUC3250 Remedial Math Methods, 3 sh
  - d. EDUC3220 K-6 Methods and Strategies for Mild/Moderate, 4 sh
  - e. EDUC3450 K-6 Mild/Moderate Practicum, 3 sh
2. Teach in Missouri on a conditional certificate for K-12 Mild/Moderate Special Education and complete the coursework for the Iowa endorsement within two years. Apply to Missouri for a K-12 Mild/Moderate Special Education Endorsement as an out-of-state applicant. If you have already graduated, the courses listed in number one directly above are required and the practicum will count as student teaching. Individuals teaching with a conditional certificate are allowed to do the practicum in their classroom if a certified K-12 Mild/Moderate Special Education teacher is available to observe and evaluate.
3. Teach in Missouri on a conditional certificate for K-12 Mild/Moderate Special Education and pass the Praxis II special education tests within two years instead of completing all of the endorsement courses. The required Education of Exceptional Students test is listed below:

Test Number	Test	Passing Score
543	Special Ed – Core Knowledge and Mild/Moderate Applications	158

4. Earn an Iowa endorsement in K-6 and/or 7/12 Mild/Moderate Special Education by enrolling in Graceland’s Master’s Degree in Special Education for persons who are already teaching. The recipient of this degree would apply to Missouri as an out-of-state applicant for a K-12 Mild/Moderate Special Education Endorsement.

Missouri certification in grades 5-9 Middle School is often useful to Graceland graduates. Missouri will grant a two-year provisional certificate to teachers who need no more than 12 hours of coursework toward the Missouri 5-9 subject-area endorsement for middle school. Teachers who want to earn Missouri 5-9 Middle School Endorsements have two options for obtaining Missouri certification in middle school:

1. Complete the coursework for the Missouri subject area endorsement and apply to Missouri for a 5-9 Middle School Certificate. Required courses are listed on the Missouri certification website at: <http://www.dese.mo.gov/divteachqual/teachcert/certreq.html>

**OR**

2. If you already possess Missouri certification, you may just pass the designated Praxis II test on the list below:

Test Number	Test	Passing Score
20069	Middle School Mathematics: Content Knowledge	158
10439	Middle School Science: Content Knowledge	149
20089	Middle School Social Studies: Content Knowledge	154
10049	Middle School English-Language Arts: Content Knowledge	163