East Prairie R-II School District
Substitute Teacher Application

Please follow the instructions on the attached forms to apply for a Substitute Certificate through the Missouri Department of Education. Upon receipt of your Substitute Certificate, please bring this form and a copy of the certificate to the Superintendent's office.

PERSONAL INFORMATION

Date: _____

Name: _____
         Last   First   Middle   Other Names Known By

Address: _____
         Street   City   State   Zip Code

Social Security Number: _____   Daytime Phone:(_____)_____

E-Mail Address: _____   Evening Phone: (_____)_____

                                                 Cellular Phone: (_____)_____

GENERAL INFORMATION

Do you have a current Substitute Teacher Certificate?   Yes   No

If so, list the name of the school district in which you applied for Substitute Certificate: _____

Are you a retired teacher in the state of Missouri?   Yes   No

College/University you attended: _____

College Hours: _____   Degree: _____

List skills of which you qualify for job: _____

Preferred Grade Level: K-6   K-8   K-12   7-12

WORK EXPERIENCE

Are you employed at present? _____   Employer: _____

Please give information concerning the last three jobs you have held:

Type of Work Done	Employer	Salary	Date	Reason/Leave

Are you a U.S. citizen?   Yes   No   If not, a U.S. citizen, do you have a legal right to work in the U.S.?   Yes   No

If under 21, give guardian's name, mailing address, and occupation:

_____
Name   Address   Occupation

Applicant's Signature: _____

Help Guide for New Online Certification System

All certification requests will be made through the online educator certification system.

1.   To access the new system, you will first be required to **register a user name and password**. You will access the webpage to create your user name and password at the following website: https://k12apps.dese.mo.gov/webLogin/login.aspx. Here, you will click on "Register" and follow the directions to register the user name that will be used to link to your profile from now on in the certification system.

NOTE: You should create only one user name. If you have previously registered for one and you cannot remember what it is, you may request that your user name be emailed to you on the login page.   It is extremely important that you remember the user name and password you created. These will be used to access your certification record and all future applications you wish to submit to the Department. Creation of multiple user names will lock the system and you will be unable to access your profile page and certification record.

2.   After you have your user name and password established, you will need to click on the link entitled **"Educator Certification System - Request Educator Access."** This is done only once, and you will not asked to do it again.

3.   Once you have requested access as an Educator, you will then click on the **"Educator Certification System"** link to enter the Certification System and create a "profile," or if you are already certified, you will be able to view the your existing profile in the certification system.

Note: If you are prompted to enter your SSN and DOB and it gives you a message that they are already linked to another profile, this is because you are trying to log into the certification system with another user name and not the one already tied to your SSN.

4. You should now be in the new Certification System where you can access your records and apply for a Missouri certificate. By completing the online 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, education records, and Praxis scores.

You may always access your certification account by choosing "DESE Web Applications" at the DESE Homepage or at DESE Educator Certification. As you complete your online 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. If contact information is already entered and something needs changed, click on "Edit Contact Information."
- ❖ Education—Located on the left side of your profile in the menu tree.
  - ▪ You may select the colleges and universities you have attended.
  - ▪ If you send transcripts, the Educator Certification address is located on the Education Screen. Please make sure to include your educator ID with the documents. You can do this by writing the number on your paperwork or printing your profile screen and attaching it.
- ❖ New Applications—Found on the left side of your profile in the menu tree.
  - ▪ You may select the application which corresponds to the type of certificate for which you are applying.
  - ▪ Substitute Areas of Certification - Career Technical (substituting for a vocational class), Content Area (regular substitute), and Person with a Missouri Teaching Certificate
- ❖ 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 passed.
- ❖ **Printing Your Missouri Teaching Certificate**
  - ▪ With this online 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 or call toll-free at (866) 522-7067.

You will need to provide the following information:

ORI number: MO920320Z
OCA code: 999999-(or the OCA of the school district)
Educator Identifier: (E) Educator or (S) Substitute Teacher

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.

You can find more information on the fingerprint process at the following website: http://www.dese.mo.gov/divteachqual/teachcert/bcindex.html