

Educator Certification Help Guide

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

1. REGISTER

a. To access the system, you must first create and register a userid and password at the following web page:
<https://apps.dese.mo.gov/weblogin/login.aspx> . 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://apps.dese.mo.gov/weblogin/login.aspx>)

a. Enter your username and password and click **"Login"** to access the User Application page.

b. Click **"Educator Certification System - Request Educator Access"** link

c. Click **"Submit"**

d. Click **"Close"** in the small confirmation window

e. Click on **"Educator Certification System"** link

f. Enter your Social Security Number (SSN) and date of birth (DOB)

g. Click **"Submit"**

h. Enter or verify your Profile information (proper/legal name - no nicknames) and click **"Save Profile"**

i. 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

Educator Qual

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 - Update Person
- Educator Developi
- Educator Effective
- Educator Preparat
- Recruitment & Rel
- Educator Growth 1
- Equitable Access t



Contact Inform

Certification

Educator Certificatio
 P.O. Box 480

Jefferson City, MO 6

Phone: 573-751-

certification@des

Certification

a. Locate the appropriate application (Initial, Substitute, Non-MO Graduate, etc.) under "**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.

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 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 designated assessment scores

1. Access your Profile page by logging in with your username and password
2. Scroll down to and click on the gray "**Assessments**" 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 designated assessment scores.
- Information regarding the fingerprinting process is available on the **DESE website**.

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

Fingerprint Background Checks can be obtained on the HLGU campus

WHERE: HLGU's Department of Public Safety on the 1st floor (previously the library location)

WHEN: Tuesdays and Fridays from 8 a.m. to 4 p.m. If you are unavailable to be fingerprinted at the available times, please call the office at 573-629-3011 to schedule an appointment. *If at all possible, please make every attempt to go between the scheduled days and times. If no one is available, please call Mr. Higdon at 573-248-6268 to schedule a time.*

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 1308 – for Certified Teachers; 1309 – for Substitute Teaching (must have 60+hours); 1310 - Non-Certified Employees; 1311 – Bus Drivers

Agency Name: Palmyra R-1 School District

Section Two: The Missouri Automated Criminal History Site (MACHS)

For fingerprinting services through the state electronic fingerprint vendor, you must first register with the Missouri Automated Criminal History Site (MACHS).

MACHS Registration Instructions:

1. Log-on to www.machs.mo.gov
2. Click on the "blue box" MACHS Fingerprint Search Portal
3. Click on the "blue box" to register with MACHS
4. In the yellow-highlighted box, enter your agency 4-Digit Registration Number "see #'s above" and hit "enter"
5. Enter your personal information.
6. At the Missouri Background Check Fingerprint Summary verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click Register and then on next screen click **Complete Registration**. This will take you to "Important Notice..." READ and then click "I understand and agree." Please note, then write TCN# below and print your Transaction Control Number (TCN) page. The TCN will be required at the time of fingerprinting to confirm your MACHS registration data. Your processing fee is automatically calculated based on the 4-digit registration number that you provide. **For HLGU as a vendor site, payment MUST be made at the time of electronic registration by clicking "Pay by Credit Card"**. Upon completion of the fingerprint appointment, 3M Cogent will transmit your fingerprint background check request to the Missouri State Highway Patrol (MSHP) for processing through the state and FBI. The results of the search will be provided to the authorized agency within 5 to 10 business days.

Section Three: Registration Confirmation (for applicant or agency use)

Applicant Name: _____

TCN (Confirmation Number): _____

Date Prints Taken: _____

Stamp of Approval:

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).