

APPLYING FOR SUBSTITUTE TEACHING CERTIFICATE

Applicants should apply for a Substitute Certificate through the Missouri Department of Elementary and Secondary Education (DESE) at www.dese.mo.gov.

The following steps are required as part of the Substitute Certificate application process:

1. Contact 3M/Cogent Corporation if you have not been fingerprinted by a public school district in the last year. 3M/Cogent is the only agency contracted to serve the Missouri Department of Elementary and Secondary Education. It takes approximately 2-3 weeks to receive results. You may schedule fingerprinting appointments with 3M/Cogent at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov or (877) 862-2425.

The cost for fingerprinting is **\$43.05**.

Registration code for Park Hill School District Substitutes: **1633**

Plan to bring ID with you to your fingerprinting session.

2. If you do not possess a current Missouri teaching certificate, please complete an online application form for a substitute certificate at DESE's website: <http://dese.mo.gov/educator-quality/certification>
3. Mail original, official transcripts to DESE, including your Educator ID number from the Substitute Certificate application or your social security number. Photocopies, student copies, degree audits, or unofficial transcripts will **not** be accepted.

DESE
Attention: Educator Certification
PO Box 480
Jefferson City, MO 65102

4. When DESE has your fingerprint results, original transcripts, and completed application, your qualifications will be reviewed. Processing will require a period of time, and you can check the status of your application on the DESE website. When you receive a confirmation e-mail that you have been approved for a Substitute Certificate, please print and submit the Certificate.

If you have questions about substitute certificates, there is a list of responses to "Frequently Asked Questions" on the DESE website at <http://www.dese.mo.gov/divteachqual/teachcert/>.

CURRENT CERTIFIED TEACHERS

If you have a valid, current teaching certificate in Missouri, please submit a copy of your certificate along with your completed Park Hill School District substitute application packet. You do not need to obtain a Substitute Certificate. Fingerprinting will be required, if you are a new employee and have not be fingerprinted within the past 12 months.