

Help Guide for New Online Certification System

In an effort to streamline the certification process and provide more efficient and expedient service to Missouri educators, the certification application process and database are moving to a web-based application. All certification requests will be made through the online system.

To access the new system, you will first be required to **create a user ID and password**. 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. **NOTE:** You should create only one user ID. Creation of multiple user ID's will lock the system and you will be unable to access your profile page and certification record.

You will access the webpage to create your user ID and password at the following website:
<https://k12apps.dese.mo.gov/webLogin/login.aspx>

After you have your user ID and password established, you will need to click on the link entitled "**Licensure Request Access**." Once you have requested access as an Educator (after you have done this once, you will not be asked to do it again), then you will click on the "**Licensure**" link to enter the Certification System and can now create a "profile."

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 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.
- You will only be able to update and revise your contact information on the profile.
- ❖ Education—Please click on the link to the left in the menu.
 - You may select the colleges and universities you have attended.
 - If you send transcripts in, the address is listed. Please make sure to include your educator ID with the documents (you can do this by writing the number on your paperwork or print this screen and attach it.)
- ❖ New Applications—Links to all available applications are to the left in the menu.
 - You may select the application which corresponds to the type of certificate for which you are applying.
- ❖ 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 taken.
- ❖ **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

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>

If you have additional questions, please contact certification@dese.mo.gov.