

(Rev. 09/09) **APPLICATION CHECKLIST FOR MISSOURI TEACHER'S LICENSE
FOR NON-MISSOURI GRADUATES**

Your completed application packet must include each of the following items:

- APPLICATION FORM**
Complete Section I, parts A-E, and Section II, parts A-B. Processing time varies from 2-6 weeks depending on application activity!
- INSTITUTIONAL RECOMMENDATION** (not required if you possess a valid out-of-state license)
If you do not have a valid professional certificate in another state, you must complete Section I of the application form and forward it to the certification officer at the institution where you completed your **initial** teacher education program. The certification officer must complete Section III and return it TO YOU in a sealed and signed envelope. The unopened envelope(s) must be included with your application packet. **NOTE:** This portion of the application is not required if you hold a valid professional teaching certificate in another state; a temporary, emergency, and/or substitute teaching certificate is not applicable. If you do not hold a valid out-of-state license, your application will be evaluated based on current Missouri requirements.
- TRANSCRIPTS**
Original transcripts (no photocopies) from **ALL** institutions attended must be provided. Please be sure your complete social security number is listed. **NOTE:** a minimum grade point average of 2.5 on a 4.0 scale is required.
- VERIFICATION OF APPROVED TEACHING EXPERIENCE**
Teaching experience must be contracted and at least half-time employment. Substitute teaching, student teaching, college teaching, or serving as a teacher's aide or assistant does not qualify as teaching experience. Teaching experience must be documented on the enclosed Verification of Teaching Experience form. You may duplicate the form as needed. The form must be signed by an official of the school system where you taught. The form(s) should be returned TO YOU in the school's official envelope. You may check <http://www.dese.mo.gov/divteachqual/teachcert/privateaccred.html> to determine the accreditation status of your previous district(s). **If you do not have approved teaching experience**, please write "none" across the form and return it.
- VALID TEACHING CERTIFICATE(S)**
If you hold a valid teaching certificate(s) or license(s) in another state, you must include a photocopy of the certificate(s) with your packet.
- PRAXIS II SCORE REPORT**
The Praxis II Specialty Area Test is no longer required from certified out-of-state applicants; however, if you have test scores we request that they are submitted for each area of certification for which you are applying. A photocopy of the report is acceptable.
- \$50 PROCESSING FEE + \$35 UPGRADE FEE (4+ YEARS EXPERIENCE)**
You may pay by credit card or e-check at https://secure.collectorsolutions.com/csi_ecollections_portal_ui/interchange.aspx?CIID=Ik3zm2he&STE=2 (copy and paste the address into your browser if needed)
You may pay by check or money order made payable to "Treasurer, State of Missouri."
Note: These fees are for processing your application and cannot be refunded.
If you have 4 or more years of verified teaching experience, an additional fee of \$35 is required to issue the Career level of certification.
- BACKGROUND CHECK**
A criminal background check must be completed. Please contact L-1 Enrollment Services Division to schedule an appointment by calling 866-522-7067 or online at <http://www.l1enrollment.com/>. The current processing fee for this procedure is \$52.20. Please provide the following information when scheduling your appointment:
County/District code number of the hiring school district; if not employed please use code number 999999;
Your certification status, which will be a certified educator (E); and
DESE's ORI number, which is MO920320Z.
Any questions regarding this portion of the application process should be directed to the Department of Elementary and Secondary Education, Conduct and Investigations Section at 573-522-8315.

Collect all required documentation and return it in a **SINGLE PACKET**. The items become the property of the Department of Elementary and Secondary Education and will not be returned or released to other agencies.

PLEASE BE SURE THAT YOUR APPLICATION PACKET IS COMPLETE! Mail the complete application packet to:

Educator Certification
Post Office Box 480
Jefferson City, MO 65102-0480
<http://dese.mo.gov>
573/751-0051