

## 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://k12apps.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://k12apps.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

a. Locate the appropriate application TAC cert under "New 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.)

#### **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 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 Praxis II test scores.
- Information regarding the fingerprinting process is available on the DESE website.