

# Creating a DESE Online Profile and Applying for Certification in Missouri

All students who are recommended for certification in Missouri must begin the certification process by establishing a "profile" on the Department of Elementary and Secondary Education (DESE) website. If the student has been a substitute teacher or holds other certificates, this process may already be complete. If not, please follow the instructions below to establish a profile. Once this is done, follow the instructions in the next section to initiate an Application for Missouri Teacher's Certificate (also applies to Counselors, Administrators, etc.)

Please begin by going to the following website: <http://www.dese.mo.gov/>

Click "**DESE Web Applications**"

Have you created a profile before?

- If yes, login accordingly
- If no, follow these steps:

## Profile Creation Steps:

1. If you do not have a user name & password, Click "*Register*"
2. Fill the information out accordingly (first name, last name, birth date, etc.)
3. Once you choose a User Name & Password, write them down!! Without your user name and password, you will not be able to access this system in the future!!
4. Once you are finished, click "*Create User*"
5. Click "*Continue*"
6. Enter User Name & Password, Click "*Login*"
7. The third option under "User Applications" is called "*Teacher Quality & Urban Education*", click the subcategory: "*Licensure System Educator Request Access*"
8. Click "*Submit*"
9. Click "*Close*"
10. Again, click the subcategory of "*Teacher Quality & Urban Education*": "*Licensure*"
11. Enter your SSN & Date of Birth, Click "*Submit*"
12. **Finally, you can create your profile**
  - **Profile:** o Fill in all Personal Information & Contact Information
  - o Click "*Save Profile*" once complete
  - o Since you have a new profile, the Fingerprint Information, Praxis II Test(s), & Application Status *should* fill in automatically within 72 hours

**PLEASE NOTE:** If you have completed the Praxis II exam or have an FBI Background check on file, those items will not immediately show up once you have created your profile. The DESE online system will link your profile to your Praxis II and background check overnight, so it may be 24 hours before those items appear. If you have completed them but they do not appear within 48 hours of establishing your profile, you can then contact DESE by logging in and then clicking on the web reply email address at the bottom of the menu.

## Initiating an Application for Certification:

Please begin by going to the following website: <http://www.dese.mo.gov/>

1. Click "**DESE Web Applications**" (last option in the blue column on the left of the screen)
2. Enter your User Name and Password and click "login"
3. Under the Heading "Teacher Quality and Urban Education", click on "Licensure".
4. If the program allows you to enter your Education please do so, not all certification areas allow this.
5. **New Applications** (Click the "*black triangle*" to the left of #3):
  - Click "*Initial Cert*" or "*Initial Admin*".

### 6. Upgrade Applications : Classroom

- a) "*UpgradeCareer/Voc*" (moving from Initial) or "*Upgrade Professional*" (moving from Career) for classroom certification or under Administrator.

### Administrator

- b) "*Upgrade Transition*" (moving from Initial) or "*Career Upgrade*" (moving from Transition) for classroom certification or under Administrator.

7. Fill out the Professional Conduct information
8. Type of Application
  - If you are getting an Initial Certificate to teach, bubble in "*Professional*"
9. If you see a section for Occupational Experience, please ignore this section. This section may or may not appear, but does not apply to you at this time.
10. Read the Sworn Statement
11. Release of Educational Information: Check "*I Accept*".
12. Select the institution where coursework was completed for this area of certification (Drop down menu). All Southwest Baptist University Program Completers will select " Southwest Baptist University ".
13. Click "*Submit to Institution*"
14. Click "*OK*"
15. You have finished your application you may now log out of the system.

**TEST SCORES (Praxis & Leadership Assessment) are entered by DESE, the university cannot certify your application until your score is posted.**

Your application will automatically be submitted to the work log for the institution you selected in step 7 above. That application will be processed as soon as you have completed your last requirement and are eligible for certification. Processing time for DESE is a minimum of 6 weeks after all required information is received.