



Human Resources Substitute Certificate Application Procedure

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Dese Checklist for Substitutes

<http://dese.mo.gov/eq/cert/Checklistforsubstitute.html>

In order to apply for a Missouri Substitute Certificate, you must submit all the following items:

1. Online Substitute Certificate Application

- You will first need to create a profile in our certification system. Please follow the instructions outlined in the **Help Guide for the Certification System**.
- After you have created a profile in our certification system, click on "New Applications" in the menu on the left hand side of the screen to bring up a list of application types.
- Choose "Substitute" from the list to create an online application. Complete and submit the application.

2. Original Copies of all transcripts

- Original transcripts from ALL institutions you have attended must be mailed to:
Educator Certification, PO BOX 480, Jefferson City, MO 65102-0480
Please be sure to include your Social Security Number or Educator ID number on all of the transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Transcripts become the property of the department and cannot be returned.

3. Fingerprint/Background Check

- A criminal fingerprint/background clearance must be obtained before a certificate can be issued.