Substitute Teaching Licensing Instruction

1. You will first need to create a profile at the Missouri Department of Elementary & Secondary Education website <http://dese.mo.gov/educator-quality/certification/substitute-teachers>

After you have created a profile in our certification system, find the “applications” link in the menu on the left hand side of the screen to see a list of application types.

Choose “Substitute” from the list to create an online application. Complete and submit the application. A processing fee of $50 is required, and will be paid at the time the application is submitted online.

1. Send ORIGINAL college transcript showing 60 or more college hours to DESE (Department of Education) Attn: Educator Certification, PO Box 480, Jefferson City, MO 65102-0480. Copies of transcripts will not be accepted.
2. Fill out DFS name check form and return to Central Office.
3. Complete I-9 information and return to Central Office with appropriate identification.
4. A criminal fingerprint/ background clearance must be obtained before a certification can be issued. You must register on the MACHS site at [www.machs.mo.gov](http://www.machs.mo.gov) using the substitute teacher registration number (found below) for the CCR-1 School District. Clark County R-1 School is an authorized fingerprint background check location for DESE. Finger prints are taken by appointment on Monday, Wednesday, and Friday. Call 660-727-2377 to set up an appointment, or you may travel to any other site identified on the MACHS website.

The following are registration numbers for CCR-1 School District:

1. Certified Teacher: 0460
2. **Substitute Teacher:** 0461
3. Non-certified substitute staff or non-certified employment: 0462
4. Substitute bus driving staff or bus driver employment: 0463

Payment for the fingerprint background check may be made at the time of registration or at the time of fingerprinting. The cost is $43.05 and can be paid on site with a check or money order. Cash will not be accepted.

1. Check the DESE website often; when the website reflects your fingerprint background check has cleared and they have received your transcript, print a copy of your substitute certificate and send it to the central office at 427 W. Chestnut St. Kahoka, MO 663345

\*\*\*Individuals with a valid, non-expired, teaching certificate who wish to substitute teach in a school are no longer required by the department to apply for a substitute certificate. This includes individuals who hold an initial professional, career continuous professional, lifetime, student services, adminsi

Substitute Support Staff Instructions:

1. Fingerprint background check: See #5 above and follow the directions, using the noncertified substitute staff registration number found above.
2. Fill out DFS name check form and return to Central Office.
3. Fill out central office registration form and return to Central Office.
4. Complete I-9 information and return to Central Office with appropriate identification.

Volunteer / Bus Driver Instructions:

1. Fingerprint background check: See #5 above and follow the directions, using the substitute bus driving code.
2. Fill out DFS name check form and return to Central Office.
3. Fill out Central Office registration form and return to Central Office.
4. Complete I-9 information and return to Central Office with appropriate identification.

\*Bus drivers will also need to have a physical and pre-employment/substitute driver drug test prior to driving a bus.