

DESE Teacher Certification Completion

Checklist for: _____

ID: _____



Completed	Task	Notes
	Verify through CougarTrack that final grade for student teaching has been posted	
	Verify through CougarTrack that undergraduate degree has been posted	<i>post-bacc students are exempt</i>
	Submit application for Initial Certificate on the DESE WebApplication site (using login from sub-cert application)	
	Have received passing score on the appropriate Missouri Content Assessment (MoCA)	
	Have received passing score on the Missouri Educator Evaluation System (MEES) summative assessment	
	Have official transcripts sent to DESE for all college coursework, including Columbia College. (<i>Transcripts already submitted to DESE for your substitute certificate do not need to be sent again unless you've taken additional coursework from that college.</i>)	
	Verify fingerprinting background clearance is still valid	
	<p>Once all of the above listed tasks have been completed, contact the Education Dept Office for review of final certification requirements. Failure to contact the department may result in delayed recommendation to DESE.</p>	
	<p>Date: _____</p>	
Created by:		
Final Review by:		