


# DESE School Leader K-12 Certification Completion

Checklist for: \_\_\_\_\_

ID: \_\_\_\_\_



Completed	Task	Notes
	<b>Missouri Teaching certificate and 3 years of teaching experience.</b> <i>(Out-of-State students must apply for a Missouri Teaching certificate through the Non-Missouri Graduate application process)</i>	
	Have received and reviewed the <b>Missouri Building Level Administrator Handbook</b>	
	Verify through CougarTrack that <b>final grades for all School Leader Certification coursework</b> are passing and degree has been posted	
	Has completed <b>internship activities</b> aligned to the National Educational Leadership Preparation (NELP) and Missouri Leadership Development System (MLDS) Competencies ( <b>activities must be approved, documented, and verified; 300 hrs [200 hrs in major area; 50 hrs in minor area; 50 hrs at the discretion of the program and candidate]</b> )	
	Have received the required <b>GPA</b>	
	Have received passing score on the <b>Missouri School Leaders Content Assessment (MoCA)</b> - Building-Level Administrator (#080)	
	Have completed the MPEA <b>Missouri School Leaders Performance Assessment</b> ( <i>scoring at or above the MPEA established passing score</i> )	
	Submit <b>application for Initial School Leader K-12 Certificate</b> on the DESE WebApplication site (using login from initial teaching certificate application)	
	Have <b>official transcripts</b> sent to DESE for <b>all</b> college coursework, including Columbia College. ( <i>Transcripts already submitted to DESE for your teaching certificate do not need to be sent again unless you've taken additional coursework from that college.</i> )	
	Verify <b>fingerprinting background clearance</b> is still valid	
	<b>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.</b>	Date:
<b>Created by:</b>		
<b>Final Review by:</b>		