



Rules of
Department of Elementary and
Secondary Education
Division 80—Teacher Quality and Urban Education
Chapter 800—Educator Certification

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION**

**Division 80—Teacher Quality and
Urban Education**

Chapter 800—Educator Certification

**5 CSR 80-800.010 Certification Standards
for Teachers in Missouri Public Schools
(Rescinded November 30, 2000)**

AUTHORITY: sections 161.092, 168.011, 168.021 and 168.400, RSMo 1994. Original rule filed June 27, 1972, effective July 7, 1972. Amended: Filed May 21, 1976, effective Oct. 1, 1976. Amended: Filed June 27, 1977, effective Oct. 17, 1977. Amended: Filed Feb. 27, 1978, effective Sept. 1, 1978. Amended: Filed Oct. 31, 1978, effective Feb. 15, 1979. Amended: Filed July 13, 1979, effective Oct. 12, 1979. Amended: Filed Dec. 28, 1979, effective April 14, 1980. Amended: Filed July 1, 1980, effective Nov. 14, 1980. Amended: Filed May 11, 1983, effective Aug. 15, 1983. Amended: Filed March 20, 1984, effective Aug. 13, 1984. Amended: Filed March 8, 1985, effective July 1, 1985. Amended: Filed Sept. 16, 1985, effective Dec. 26, 1985. Amended: Filed Oct. 29, 1986, effective Feb. 12, 1987. Amended: Filed Oct. 30, 1987, effective March 25, 1988. Amended: Filed Aug. 1, 1988, effective Nov. 25, 1988. Amended: Filed Dec. 22, 1988, effective April 27, 1989. Amended: Filed Aug. 1, 1989, effective Nov. 27, 1989. Amended: Filed Nov. 30, 1989, effective March 26, 1990. Amended: Filed Feb. 27, 1990, effective June 28, 1990. Emergency amendment filed Aug. 17, 1990, effective Aug. 27, 1990, expired Dec. 25, 1990. Amended: Filed Aug. 17, 1990, effective Feb. 14, 1991. Amended: Filed May 23, 1991, effective Dec. 9, 1991. Amended: Filed Jan. 28, 1992, effective Aug. 6, 1992. Amended: Filed Sept. 23, 1992, effective May 5, 1993. Amended: Filed April 28, 1994, effective Nov. 30, 1994. Amended: Filed May 24, 1995, effective Dec. 30, 1995. Amended: Filed July 17, 1996, effective Feb. 28, 1997. Amended: Filed Jan. 25, 1998, effective Sept. 30, 1998. Rescinded: Filed April 26, 2000, effective Nov. 30, 2000.

**5 CSR 80-800.015 Procedures and Standards for Approval of Professional Education Programs in Missouri
(Moved to 5 CSR 80-805.015)**

5 CSR 80-800.020 Administrative Appeal Procedure for Applicants Denied Certification

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates. This rule establishes a formal procedure of appeal for applicants denied certification.

(1) Applicants will be advised in writing of the reason(s) why certification is denied, if that is the case, and at the same time will receive a copy of these instructions on administrative appeal procedures.

(2) The applicant, within thirty (30) days of the date the department sends written notice of denial of certification, may request the commissioner of education to review the decision of the director of teacher certification.

(3) Within fourteen (14) days of receiving the request, the commissioner will notify the applicant in writing of the decision.

(4) If the commissioner approves the decision of the director of teacher certification in denying certification, the applicant, within thirty (30) days of the date the commissioner sends written notice of the decision, may file a written notice of appeal with the State Board of Education by addressing the notice to the secretary of the State Board of Education, Jefferson State Office Building, Jefferson City, MO 65101. In addition to stating the applicant's desire to appeal the denial of certification, the notice of appeal shall include a statement of each reason the applicant relies upon to demonstrate support for the request for reversal of denial.

(5) The applicant's appeal shall be placed on the agenda of the State Board of Education as soon as reasonably possible. Not less than ten (10) days prior to the date of the State Board of Education meeting at which the applicant's appeal will be considered, the secretary of the State Board of Education will mail a notice to applicant advising applicant of the date, time and place of the board meeting.

(6) If the applicant desires, applicant may appear before the State Board of Education at that date, time and place, and present any information to the state board as to why the decision of the director of teacher certification should be reversed.

(7) As soon as possible after the appeal, the secretary of the State Board of Education will advise applicant in writing of the decision of the State Board of Education.

AUTHORITY: sections 161.092 and 168.011, RSMo 1986 and 168.021, RSMo Supp. 1993. Original rule filed June 3, 1976, effective Oct. 1, 1976. Amended: Filed Sept. 23, 1992, effective May 5, 1993.*

**Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; and 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1993.*

5 CSR 80-800.030 Invalidation of Teaching Certificates

(Rescinded November 25, 1988)

AUTHORITY: section 168.021, RSMo 1986. Original rule filed Nov. 21, 1979, effective March 12, 1980. Rescinded: Filed Aug. 1, 1988, effective Nov. 25, 1988.

5 CSR 80-800.040 Revocation, Suspension, Invalidation and Deletion of Certificates of License to Teach

(Rescinded September 30, 1999)

AUTHORITY: sections 161.092, 168.011, 168.031, RSMo 1986, 168.021, RSMo Supp. 1990 and 168.071, RSMo Supp. 1993. Original rule filed Feb. 27, 1979, effective June 15, 1979. Amended: Filed March 8, 1985, effective July 1, 1985. Rescinded and readopted: Filed Aug. 1, 1988, effective Nov. 25, 1988. Amended: Filed April 28, 1994, effective Nov. 30, 1994. Rescinded: Filed March 22, 1999, effective Sept. 30, 1999.

5 CSR 80-800.050 Basic Education Competencies Required Prior to Admission to Approved Teacher Education Programs in Missouri

(Moved to 5 CSR 80-805.020)

5 CSR 80-800.060 Administrative Procedures for Recertifying Teachers Whose Certificates Have Been Revoked by the State Board of Education

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates under the provisions of section 168.021.1, RSMo and cause the certificates to be revoked in a manner provided in section 168.071, RSMo. This rule



establishes a procedure where teachers whose certificates have been revoked by the State Board of Education, in some instances, may be allowed at a later time to make application to the State Board of Education to be recertified.

(1) Any teacher whose certificate to teach has been revoked by the State Board of Education may be recertified only by the authority of the State Board of Education.

(2) Applicants desiring to be recertified in this manner must send a written notice to the commissioner of education requesting the State Board of Education to review an application for recertification. The application process shall include, but not be limited to, the following:

(A) An affidavit of moral character in the form required by the Department of Elementary and Secondary Education;

(B) Transcripts and other evidence necessary to show compliance with all the requirements for certification that are in effect at the time application for recertification is made;

(C) Other information including recent employment and references requested by the State Board of Education that may be deemed relevant to the request for recertification; and

(D) A signed consent authorizing the state board as it deems necessary or appropriate to make contact with, interview, consult, obtain documentation and verification from other persons and sources within or without Missouri with respect to the applicant and the applicant's request for certification.

AUTHORITY: sections 161.092, 168.011, 168.031, RSMo 1986, 168.021, RSMo Supp. 1990 and 168.071, RSMo Supp. 1993. Original rule filed April 24, 1985, effective Sept. 3, 1985.*

**Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990; 168.031, RSMo 1963; and 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993.*

5 CSR 80-800.070 Administrative Procedures for Applicants Whose Certificates Have Been Revoked by a Certifying Authority Other Than the State Board of Education

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates under the provisions of section 168.021.1, RSMo and cause the certificates to be revoked in a manner

provided in section 168.071, RSMo. This rule establishes a procedure for processing applications for a Missouri teaching certificate from applicants having had teaching certificates revoked by a certifying authority other than the State Board of Education or the certifying authority in another state or political subdivision.

(1) All applicants for Missouri certification, in the application process, must acknowledge whether or not they have ever had a teaching certificate revoked by a Missouri certifying authority other than the State Board of Education or by the certifying authority in another state or political subdivision.

(2) Applicants must sign a consent authorizing the state board as it deems necessary or appropriate to make contact with, interview, consult, obtain documentation and verification from other persons and sources within or without Missouri with respect to the applicant and the applicant's request for certification.

(3) Applicants for Missouri certification who have had or currently have a teaching certificate revoked will not be eligible to be considered for Missouri certification until a time as they have the revocation cleared by the certifying authority and hold a valid certificate from that authority.

AUTHORITY: sections 161.092, 168.011, 168.031, RSMo 1986, 168.021, RSMo Supp. 1990 and 168.071, RSMo Supp. 1993. Original rule filed April 24, 1985, effective Sept. 3, 1985.*

**Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990; 168.031, RSMo 1963; and 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993.*

5 CSR 80-800.080 Procedures for Compliance of Requests From Teachers to Delete Certificates

(Rescinded November 25, 1988)

AUTHORITY: sections 161.092, 168.011, 168.021, 168.031 and 168.071, RSMo 1986. Original rule filed April 24, 1985, effective Sept. 3, 1985. Amended: Filed Nov. 27, 1985, effective Feb. 24, 1986. Rescinded: Filed Aug. 12, 1988, effective Nov. 25, 1988.

5 CSR 80-800.200 Application for Certificate of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to

teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a certificate of license to teach where the applicant has a recommendation from a state-approved teacher preparation program or has earned a Doctor of Philosophy degree.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) An applicant for a Missouri certificate of license to teach who possesses good moral character and has successfully completed a state-approved teacher preparation program or earned a Doctor of Philosophy degree may be granted an initial Missouri certificate of license to teach in their major area of study subject to the specific certification requirements found in the *Compendium of Missouri Certification Requirements* which is incorporated by reference and made a part of this rule.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (the board) and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.



(A) The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

(B) For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(4) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(5) An applicant for a Missouri certificate of license to teach who has successfully completed a state-approved teacher preparation program and does not possess five (5) years teaching experience in the same school district in the curriculum area and approximate grade levels in another state, must comply with the following additional criteria:

(A) The applicant must possess a baccalaureate degree from an accredited college or university;

(B) The applicant must possess a grade point average of 2.5 or higher on a 4.0 scale, both overall and in the major area of study;

(C) The applicant must request and obtain the recommendation of the designated certification official from a state-approved baccalaureate or higher level teacher preparation program; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to the DESE.

(6) An applicant for a Missouri certificate of license to teach who possesses a valid certificate of license to teach from another state; possesses good moral character; and has five (5) years teaching experience in the same school district in the curriculum area and approximate grade levels in another state may be granted a Missouri certificate of license to teach upon completion of the following:

(A) Five (5) years teaching in Missouri public schools; and

(B) Submission of two (2) full sets of fingerprints on cards provided by the board.

1. The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

2. For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(7) In addition to the above criteria, an applicant for a Missouri certificate of license to teach who has successfully obtained certification by the National Board for Professional Teaching Standards (NBPTS) and possesses good moral character may be granted a Missouri certificate of license to teach in their area of NBPTS certification most closely aligned with the current areas of certification approved by the board. The certificate of license to teach will be a professional classification II (PC II) or a continuous professional classification (CPC), if the applicant possesses a master's degree.

(8) An applicant for an initial Missouri certificate of license to teach who has earned a Doctor of Philosophy degree (Ph.D.) from an institution of higher education accredited by a regional accreditation agency including but not limited to North Central Association of Colleges and Schools must comply with the following additional criteria:

(A) The applicant must have completed and provide documentation of a valid Ph.D. degree being conferred in their major area of post-graduate study; and

(B) The applicant may only be granted a professional classification I (PC I) level and/or a PC II level certificate of license to teach pursuant to the rules promulgated by the board. A CPC level certificate of license to teach will not be issued.

(9) Additional certificates of license to teach may be granted as follows:

(A) The applicant may take the appropriate content knowledge or specialty area exit assessment(s) for certification and must achieve a score equal to or in excess of the qualifying score on the content knowledge or specialty area exit assessment(s) as defined in the rules promulgated by the board; or

(B) If the board has not designated a content knowledge or specialty area exit assessment(s) for a particular certification area or grade level or the applicant chooses not to take the appropriate content knowledge or specialty area exit assessment(s), the applicant must meet the certification standards for the area of certification as set forth in the compendium.

(10) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a certificate of license to teach.

(11) The holder of a certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of a certificate of license to teach whose name is changed by marriage or

court order shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

AUTHORITY: sections 168.011, 168.021, 168.405 and 168.409, RSMo 2000 and 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; 168.409, RSMo 1985.*

5 CSR 80-800.210 Application for Certificate of License to Teach and/or Endorsement for Individuals Possessing a Certificate of License to Teach from Another State

(Rescinded November 30, 2000)

AUTHORITY: sections 161.092, 168.011 and 168.081, RSMo 1994 and 168.021 and 168.071, RSMo Supp. 1998. Emergency rule filed March 22, 1999, effective April 1, 1999, expired Sept. 27, 1999. Original rule filed March 22, 1999, effective Sept. 30, 1999. Rescinded: Filed April 26, 2000, effective Nov. 30, 2000.

5 CSR 80-800.220 Application for Certificate of License to Teach for Administrators

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a certificate of license to teach for school administrators including superintendent, principal, advanced principal, special education administrator and vocational director.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive.



Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) An applicant for an administrator may be granted an administrator certificate of license to teach in the following areas subject to the specific certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium) which is incorporated by reference and made a part of this rule and criteria established in the rules promulgated by the State Board of Education (the board), to an individual who possesses good moral character:

- (A) Superintendent, grades K–12;
- (B) Principal, grades K–8; grades 5–9; and/or grades 9–12;
- (C) Advanced principal, grades K–8; grades 5–9; and/or grades 9–12;
- (D) Special education administrator, grades K–12; and/or
- (E) Vocational director.

(2) Applications for an administrator Missouri certificate of license to teach shall be submitted on the forms provided by the board and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or by downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

(B) For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(4) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved baccalaureate or higher level teacher preparation program.

(5) The applicant must possess a baccalaureate degree from a state-approved teacher preparation program.

(6) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(7) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(8) The applicant for an administrator certificate of license to teach as a superintendent must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official from a state-approved educational specialist or advanced degree program for the preparation of superintendents; and

(B) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(9) The applicant for an administrator certificate of license to teach as a principal must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's in educational administration or higher level program for the preparation of principals;

(B) The applicant must possess a master's degree or higher from a state-approved program for the preparation of principals;

(C) The applicant must possess two (2) years of teaching experience; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(10) The applicant for an administrator certificate of license to teach as an advanced principal must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved masters in educational administration or higher level program for the preparation of principals;

(B) The applicant shall complete a planned program of at least thirty (30) semester hours of graduate credit culminating in an educational specialist or doctoral degree with a major emphasis in educational administration from a state-approved program for the preparation of principals;

(C) The applicant must possess two (2) years of teaching experience; and

(D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(11) The applicant for an administrator certificate of license to teach as a special education administrator must comply with the following additional criteria:

(A) The applicant must possess a master's degree or higher from a state-approved program in educational administration, special education or a related field;

(B) The applicant must possess or be eligible to possess a certificate of license to teach in an area of special education;

(C) The applicant must possess two (2) years of teaching experience;

(D) The applicant shall submit an official transcript showing completion of nine (9) semester hours of graduate course work in special education, with two (2) of the nine (9) semester hours focused on special education administration; and

(E) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(12) The applicant for an administrator certificate of license to teach as a vocational director must comply with the following additional criteria:

(A) The applicant must possess a master's degree or higher from a state-approved college or university;

(B) The applicant must possess a valid Missouri certificate of license to teach in the content area of secondary education, vocational-technical and/or student services; and

(C) The applicant must possess two (2) years of full-time teaching experience at the grade seven (7)-adult level, as approved by DESE or two (2) years of full-time experience at grade seven (7) through adult level other than teaching.



(13) An applicant for a Missouri administrator certificate of license to teach who possesses a valid administrator certificate of license to teach from another state and possesses good moral character may be granted a Missouri administrator certificate of license to teach.

(A) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(B) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(C) The applicant shall submit two (2) full sets of fingerprints on cards provided by the board.

1. The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

2. For the purpose of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(14) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a certificate of license to teach.

(15) An administrator certificate of license to teach may be issued for a principal for a period of five (5) years and may be renewed once for an additional five (5) years. The requirements for renewal are as follows:

(A) Written request for renewal of the certificate of license to teach;

(B) Submission of an official transcript showing fifteen (15) graduate semester hours toward a two (2)-year graduate program culminating in an educational specialist or doctoral degree with a major emphasis in educational administration from a state-approved program for the preparation of principals; and

(C) Submission of a letter from the designated certification official at a state-approved college or university that the individual has completed the fifteen (15) hours toward their educational specialist or doctoral degree with a major emphasis in educational administration.

(16) An administrator certificate of license to teach may be issued for an advanced principal and/or superintendent for a period of ten

(10) years and may be renewed an unlimited number of times. The requirements for renewal are as follows:

(A) Written request for renewal of the certificate of license to teach; and

(B) Documentation of five (5) years experience in school administration during the previous ten (10) years.

(17) If a superintendent or advanced principal seeks to renew an administrator certificate of license to teach, however, the individual has not been employed as a school administrator for five (5) years of the previous ten (10) years, the individual must submit the following:

(A) Written request for renewal of the certificate of license to teach; and

(B) Submission of an official transcript showing six (6) graduate semester hours appropriate for administrators from a state-approved college or university or documentation verifying a professional development plan equivalent to six (6) graduate semester hours as approved by DESE.

(18) An administrator certificate of license to teach may be issued for a special education administrator for a period of ten (10) years and may be renewed an unlimited number of times. The requirements for renewal are as follows:

(A) Written request for renewal of the certificate of license to teach; and

(B) Documentation of five (5) or more years of experience as a special education administrator during the previous ten (10) years.

(19) If a special education administrator seeks to renew their administrator certificate of license to teach, however, the individual has not been employed as a special education administrator for five (5) years in the previous ten (10) years, the individual must submit the following:

(A) Written request for renewal of the certificate of license to teach; and

(B) Submission of an official transcript showing six (6) graduate semester hours appropriate for administrators from a state-approved college or university.

(20) An administrator certificate of license to teach may be issued for a vocational director for a period of five (5) years and may be renewed for an additional five (5) years. The requirements for renewal are as follows:

(A) Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare vocational school administrators. The

planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;

(B) Achieve a score equal to or in excess of the qualifying score on the exit assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE;

(C) Confirmed attendance at three (3) vocational education conferences;

(D) Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least thirty (30) clock hours; and

(E) Participation in one (1) accreditation-evaluation of schools by the North Central Association or DESE evaluation teams.

(21) A ten (10)-year administrator certificate of license to teach as a vocational director may be issued to the individual meeting the criteria for the five (5)-year certificate and the following additional criteria:

(A) Confirmed attendance at eight (8) vocational education conferences;

(B) Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least sixty (60) clock hours;

(C) Participation in two (2) accreditation-evaluations of schools by the North Central Association or DESE evaluation teams; and

(D) Evidence of six (6) graduate semester hours toward an advanced degree from a state-approved college or university.

(22) The ten (10)-year administrator certificate of license to teach as a vocational director may be renewed an unlimited number of times by the individual meeting the following criteria:

(A) Possession of five (5) years experience in school administration during the previous ten (10) years;

(B) Confirmed attendance at eight (8) vocational education conferences;

(C) Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least sixty (60) clock hours;

(D) Participation in two (2) accreditation-evaluations of schools by the North Central Association or DESE evaluation teams; and

(E) Completion of one of the following:

1. An advanced degree; or

2. A Professional Development Agreement approved by the assistant commissioner of Vocational and Adult Education that



includes graduate courses and/or professional development activities equivalent to nine (9) semester hours of graduate credit.

(23) The holder of an administrator certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of an administrator certificate of license to teach whose name is changed by marriage or court order shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of an administrator certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

AUTHORITY: sections 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002 and 168.011, 168.021, 168.081, 168.405 and 168.409, RSMo 2000. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; 168.409, RSMo 1985.*

5 CSR 80-800.230 Application for a Student Services Certificate of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a student services certificate of license to teach for counselors, advanced counselors, school psychological examiners, school psychologists, vocational adult education supervisors, post-secondary vocational counselors, placement coordinators and vocational evaluators.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material

at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) An applicant for a student services certificate of license to teach may be granted in the following areas subject to the specific certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium) which is incorporated by reference and made a part of this rule and the criteria established in the rules promulgated by the State Board of Education (the board), to an individual who possesses good moral character:

- (A) School Guidance Program Personnel:
 1. School counselor, grades K–8, grades 7–12, and/or K–12; and/or
 2. Advanced school counselor, grades K–12;
- (B) School Psychological Services Personnel:
 1. School psychological examiner, grades K–12; and/or
 2. School psychologist, grades K–12; and/or
- (C) Vocational Services Personnel:
 1. Vocational adult education supervisor;
 2. Post-secondary vocational counselor (excluding K–12);
 3. Placement coordinator; and/or
 4. Vocational evaluator; and/or

(2) Applications for a student services Missouri certificate of license to teach shall be submitted on the forms provided by the board and may be obtained by writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or by downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

(B) For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to the DESE.

(4) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(5) The applicant for a student services certificate of license to teach as a school counselor or advanced school counselor must comply with the following additional criteria:

- (A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's or higher level school counselor preparation program; and
- (B) The applicant must possess either:
 1. A master's or higher degree in school counseling from a state-approved school counselor preparation program; or
 2. A master's or higher degree in counseling or counseling psychology, with additional graduate coursework specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least 300 hours in an appropriate school setting; and
- (C) The applicant must either:
 1. Possess a bachelor's degree in education from a state-approved teacher preparation program; or
 2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of the state-approved program; and
- (D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(6) The applicant for a student services certificate of license to teach as an advanced school counselor must comply with the following additional criteria:

- (A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's or higher level school counselor preparation program; and
- (B) The applicant must possess either:
 1. A master's or higher degree in school counseling from a state-approved school counselor preparation program; or
 2. A master's or higher degree in counseling or counseling psychology, with additional graduate coursework specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least 300 hours in an appropriate school setting; and
- (C) The applicant must either:
 1. Possess a bachelor's degree in education from a state-approved teacher preparation program; or
 2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of the state-approved program; and
- (D) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.



(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved master's in school counseling or higher level program for the preparation of school counselors;

(B) The applicant shall complete a planned program of at least thirty (30) semester hours of graduate credit culminating in an educational specialist or doctoral degree with a major emphasis in school counseling from a state-approved program for the preparation of school counselors; and

(C) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(7) The applicant for a student services certificate of license to teach as a school psychological examiner must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved masters or higher level school psychological examiner preparation program; and

(B) The applicant must possess either:

1. A master's or higher degree from a state-approved school counselor preparation program; or

2. A master's or higher degree in counseling and counseling psychology, or an approved related field; and complete a designated graduate curriculum in the practice of the school psychological examiner, as specified by the recommending certification program, including a supervised internship or field experience in school psychological assessment of at least 150 hours in an appropriate school setting.

(8) The applicant for a student services certificate of license to teach as a school psychologist must comply with the following additional criteria:

(A) The applicant shall request and obtain the recommendation of the designated certification official for a state-approved school psychologist preparation program;

(B) The applicant must possess a degree in school psychology from a state-approved program; and

(C) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(9) The applicant for a student services certificate of license to teach as a vocational adult education supervisor must comply with the following additional criteria:

(A) The applicant must possess a baccalaureate level or higher degree from a state-approved college or university.

(10) The applicant for a student services certificate of license to teach as a post-secondary vocational counselor must comply with the following additional criteria:

(A) The applicant must possess a master's or higher level degree in school counseling, rehabilitation counseling or educational and counseling psychology from a state-approved college or university; and

(B) The applicant must possess two (2) years of teaching or counseling experience.

(11) The applicant for a student services certificate of license to teach as a placement coordinator must comply with the following additional criteria:

(A) The applicant must possess a valid, unencumbered, undisciplined professional license or certificate from Missouri as a counselor; or

(B) The applicant must possess a Missouri certificate of license to teach as a counselor; or

(C) The applicant must possess a Missouri certificate of license to teach as a vocational teacher.

(12) The applicant for a student services certificate of license to teach as a vocational evaluator must comply with the following additional criteria:

(A) The applicant must possess a master's or higher level degree in vocational evaluation, counseling, or a closely related area from a state-approved college or university or possess a baccalaureate degree in rehabilitation services with an emphasis in vocational evaluation from a state-approved college or university.

(13) Additional certificates of license to teach may be granted pursuant to rules promulgated by the board.

(14) An applicant for a Missouri student services certificate of license to teach who possesses a valid certificate of license to teach from another state closely aligned to a current certification area approved by the board; possesses good moral character but does not possess five (5) years teaching experience in the same school district in the curriculum area and approximate grade levels in another state may be granted a Missouri certificate of license to teach.

(A) The applicant must achieve a score equal to or in excess of the qualifying score on the exit assessment(s), not to include the principles of learning and teaching, as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(B) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(C) The applicant shall submit two (2) full sets of fingerprints on cards provided by the board.

1. The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

2. For the purpose of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(15) An applicant for a Missouri student services certificate of license to teach who possesses a valid certificate of license to teach from another state, possesses good moral character and has five (5) years teaching experience in the same school district in the curriculum area and approximate grade levels in another state may be granted a Missouri student services certificate of license to teach upon completion of the following:

(A) Five (5) years teaching experience in Missouri public schools; and

(B) Submission of two (2) full sets of fingerprints on cards provided by the board.

1. The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

2. For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(16) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a certificate of license to teach.

(17) A student services certificate of license to teach may be issued for a school counselor, school psychological examiner and/or school psychologist for a period of five (5) years and may be renewed an unlimited number of times. The requirements for renewal are as follows:

(A) Written request for renewal of the certificate of license to teach;



(B) Verification of two (2) years experience as a school counselor, school psychological examiner, or school psychologist in a school setting;

(C) Documentation of attendance at three (3) professional workshops totaling fifteen (15) clock hours approved by DESE; and

(D) Submission of an official transcript showing six (6) semester hours appropriate to school counselors, school psychological examiners, or school psychologists from a state-approved college or university; or documentation verifying ninety (90) clock hours of professional workshops/in-services appropriate for school counselors, school psychological examiners, or school psychologists.

(18) A student services certificate of license to teach may be issued for an advanced school counselor for a period of ten (10) years and may be renewed an unlimited number of times. The requirements for renewal are as follows:

(A) Written request for renewal of the certificate of license to teach;

(B) Verification of two (2) years experience as a school counselor in school setting;

(C) Documentation of attendance at three (3) professional workshops totaling fifteen (15) clock hours approved by DESE; and

(D) Submission of an official transcript showing six (6) semester hours appropriate to counselors from a state-approved college or university appropriate to school counselors or documentation verifying ninety (90) clock hours of professional workshops/in-services appropriate for school counselors.

(19) If a school counselor, advanced school counselor, school psychological examiner, and/or school psychologist seeks to renew their student services certificate of license to teach, however, the individual has not been employed in a school setting, the individual must submit the following:

(A) Written request for renewal of the certificate of license to teach; and

(B) Submission of an official transcript showing eight (8) semester hours appropriate to school counselors, school psychological examiners, or school psychologists from a state-approved college or university.

(20) A student services certificate of license to teach may be issued for a vocational adult education supervisor, for a period of five (5) years and may be renewed once by meeting the following criteria:

(A) Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare

vocational adult education supervisors. The planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;

(B) Confirmed attendance at three (3) vocational education conferences;

(C) Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours; and

(D) Participation in one (1) accreditation-evaluation of schools by the North Central Association or DESE evaluation teams.

(21) A ten (10)-year student services certificate of license to teach as a vocational adult education supervisor may be issued to the individual meeting the criteria for the five (5)-year certificate and the following additional criteria:

(A) Confirmed attendance at eight (8) vocational education conferences;

(B) Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours; and

(C) Participation in one (1) accreditation-evaluation of schools by the North Central Association or DESE evaluation teams.

(22) The ten (10)-year student services certificate of license to teach as a vocational adult education supervisor may be renewed an unlimited number of times by the individual meeting the following criteria:

(A) Possession of five (5) years experience in school supervision during the previous ten (10) years;

(B) Confirmed attendance at eight (8) vocational education conferences;

(C) Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours;

(D) Participation in one (1) accreditation-evaluation of schools by the North Central Association or DESE evaluation teams; and

(E) Completion of two (2) graduate semester hours related to adult vocational education.

(23) A nonrenewable student services certificate of license to teach may be issued for a post-secondary vocational counselor for a period of five (5) years. A ten (10)-year student services certificate of license to teach as a post-secondary vocational counselor may be issued and renewed an unlimited number of

times by the individual meeting the criteria for the five (5)-year certificate and the following additional criteria:

(A) Possession of two (2) years out of the previous five (5) years experience in counseling at the post-secondary level;

(B) Successful completion of a course in vocational education (if not taken as part of the individual's master's or higher level program);

(C) Confirmed attendance at eight (8) vocational education conferences; and

(D) Completion of one (1) of the following requirements:

1. Attendance at eight (8) professional workshops/seminars totaling fifteen (15) clock hours, appropriate for post-secondary counselors servicing individuals enrolled in vocational education; or

2. Completion of six (6) hours of graduate credit appropriate for post-secondary counselors.

(24) A nonrenewable student services certificate of license to teach may be issued for a placement coordinator for a period of five (5) years. A ten (10)-year student services certificate of license to teach as a placement coordinator may be issued and renewed an unlimited number of times by the individual meeting the criteria for the five (5)-year certificate and the following additional criteria:

(A) Possession of a Missouri certificate of license to teach as a counselor or in a vocational-technical area;

(B) Possession of two (2) years out of the previous five (5) years experience as a placement coordinator;

(C) Successful completion of a course in vocational education (if not taken as part of the individual's master's or higher level program); and

(D) Confirmed attendance at eight (8) vocational education conferences.

(25) A nonrenewable student services certificate of license to teach may be issued for a vocational evaluator for a period of five (5) years. A ten (10)-year student services certificate of license to teach as a vocational evaluator may be issued and renewed an unlimited number of times by the individual meeting the criteria for the five (5)-year certificate and the following additional criteria:

(A) Completion of two (2) years full-time employment as a vocational evaluator;

(B) Completion of the following course work:

1. Standardized testing;
2. Occupational information or job analysis; and
3. Two (2) courses with a primary focus



in at least one (1) of the following content areas:

- A. Philosophy and process of vocational evaluation and assessment;
 - B. Individualized vocational evaluation planning;
 - C. Vocational evaluation report development and communication;
 - D. Work samples and systems;
 - E. Situational and community-based assessment;
 - F. Behavioral observation;
 - G. Functional aspects of disability;
 - H. Vocational interviewing;
 - I. Assessment of learning;
 - J. Functional skills assessment;
- and/or
- K. Modifications and accommodations.

(26) The holder of a student services certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of a student services certificate of license to teach whose name is changed by marriage or court order shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a student services certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

*AUTHORITY: sections 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002 and 168.011 and 168.021, RSMo 2000. * Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002.*

5 CSR 80-800.260 Temporary Authorization Certificate of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for a temporary authorization certificate of license to teach when the applicant is employed by a Missouri public school district or accredited nonpublic school.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) An applicant for a Missouri temporary authorization certificate of license to teach (temporary authorization certificate) who possesses good moral character may be granted a temporary authorization certificate upon joint application with a Missouri public school district or accredited nonpublic school. The temporary authorization certificate is limited to the employing Missouri public school district or accredited nonpublic school. An applicant for a temporary authorization certificate may apply for only one (1) area of certification at a time.

(2) Applications for a Missouri temporary authorization certificate shall be submitted on the forms provided by the State Board of Education (the board) and may be obtained by writing the Educator Certification Section at the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

(B) For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to the DESE.

(4) The applicant shall request that each state or United States territory regulatory entity in

which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(5) The employing Missouri public school district or accredited nonpublic school must develop a mentoring program to provide adequate support to the holder of the temporary authorization certificate to ensure proper transition into the classroom or administrative environment.

(6) The applicant for a temporary authorization certificate (excluding a temporary authorization administrator's certificate) must comply with the following criteria:

(A) Possession of a baccalaureate or higher degree from an accredited college or university;

(B) Possession of a grade point average of 2.5 or higher on a 4.0 scale, both overall and in the major area of study;

(C) Submission of a joint application verifying contracted employment with a Missouri public school district or accredited nonpublic school;

(D) If this is the applicant's initial certificate of license to teach, documentation of a plan of an academic program of study from a state-approved teacher preparation program must be submitted. If the applicant holds an initial Missouri professional or life certificate of license to teach and is seeking an additional certificate of license to teach, a transcript analysis from DESE based on the requirements set forth in the *Compendium of Missouri Certification Requirements* (compendium) which is incorporated by reference and made a part of this rule must be submitted; and

(E) The temporary authorization certificate will not include the areas of elementary education, grades one through six (1-6); early childhood, grades birth through three (B-3); early childhood special education, grades birth through three (B-3). Applicants for the areas of driver's education, English for speakers of other languages, gifted, and special reading must hold a certificate of license to teach or must also submit an academic program of study for a certificate of license to teach in a stand-alone area, as these areas cannot stand alone.

(7) The applicant for a temporary authorization administrator's certificate for an administrator must comply with the following criteria:



(A) Possession of a valid Missouri certificate of license to teach;

(B) Completion of five (5) years teaching experience at the appropriate grade levels for which the temporary authorization administrator's certificate is sought in a public school or an accredited nonpublic school, or a combination of such schools;

(C) Possession of a master's or higher degree or currently enrolled in a state-approved master's or higher degree program for the preparation of an administrator; and

(D) Submission of a joint application verifying contracted employment with a Missouri public school district or accredited nonpublic school.

(8) The temporary authorization certificate (excluding a temporary authorization administrator's certificate) is valid for up to one (1) school year. It may be renewed annually by joint application from the certificate holder and the employing Missouri public school district or accredited nonpublic school upon demonstration of the following:

(A) Continued contracted employment with a Missouri public school district or accredited nonpublic school;

(B) Documentation of successful Performance Based Teacher Evaluation by the sponsoring Missouri public school district or accredited nonpublic school;

(C) Documentation of participation in a mentoring program by the sponsoring Missouri public school district or accredited nonpublic school; and

(D) One of the following:

1. Completion of nine (9) semester hours of course work toward the professional certificate of license to teach in the area of assignment. The appropriate hours will be determined by the state-approved teacher education institution if this is the applicant's initial certificate of license to teach or by DESE if it is an additional certificate of license to teach; or

2. Completion of six (6) semester hours of course work toward the professional certificate of license to teach in the area of assignment and successful completion of the Missouri New Teacher Institute. The appropriate hours will be determined by the state-approved teacher education institution if this is the applicant's initial certificate of license to teach or by DESE if it is an additional certificate of license to teach.

(9) The temporary authorization administrator's certificate is valid for up to one (1) school year and may only be renewed annually for four (4) subsequent years. It may be renewed by joint application from the certi-

cate holder and the employing Missouri public school district upon demonstration of the following:

(A) Continued contracted employment as an administrator with a Missouri public school district or accredited nonpublic school;

(B) Documentation of participation in a mentoring program by the sponsoring Missouri public school district or accredited nonpublic school; and

(C) Completion of nine (9) semester hours of course work toward the administrator's certificate of license to teach. The appropriate hours will be determined by the state-approved program for the preparation of an administrator's certificate of license to teach.

(10) The applicant shall be informed in writing of the decision regarding the application for a temporary authorization certificate.

(11) The holder of a temporary authorization certificate shall ensure that DESE has their current legal name and address.

(A) A holder of a temporary authorization certificate whose name is changed by marriage or court order shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a temporary authorization certificate whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

(12) All Missouri public school districts are required to disclose the certification status of teachers holding temporary authorization certificate of license to teach by public notice in a form established by the board and consistent with applicable state laws and regulations.

AUTHORITY: sections 161.092, 168.071, 168.081 and 168.083, RSMo Supp. 2002 and 168.011 and 168.021, RSMo 2000. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 20, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002; 168.083, RSMo 2002.*

5 CSR 80-800.270 Application for a Vocational-Technical Certificate of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a vocational-technical certificate of license to teach.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) An applicant for a Missouri vocational-technical certificate of license to teach who possesses good moral character, the appropriate professional/technical skills and the appropriate educator course work may be granted a Missouri vocational-technical certificate of license to teach.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (the board) and may be obtained by writing and should be submitted to the coordinator for Vocational Technical Education, or for Junior Reserve Officer Training Corps (ROTC) certificates to the Educator Certification Section, Missouri Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.



(A) The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

(B) For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to DESE.

(4) The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or post-secondary institution must request and endorse certification and/or renewal for the applicant.

(5) The applicant must comply with the specific requirements for the various vocational-technical certificates of license to teach as set forth in the *Compendium of Missouri Certification Requirements* (compendium) which is incorporated by reference and made a part of this rule.

(6) If the applicant seeks a vocational-technical certificate of license to teach from DESE in an area which Missouri currently issues a professional license or certification, the applicant must possess a valid, unencumbered, undisciplined professional license or certificate from the professional licensing entity within Missouri.

(7) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to DESE, including information regarding any disciplinary action.

(8) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for a vocational-technical certificate of license to teach.

(9) The holder of a vocational-technical certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of a vocational-technical certificate of license to teach whose name is changed by marriage or court order shall notify DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of a vocational-technical certificate of license to teach whose address has changed shall inform DESE in writing of the change within ninety (90) days of the effective date of the change.

(10) The following vocational-technical certificates of license to teach may be issued and renewed as set forth in the *compendium*:

(A) Vocational I valid for two (2) years; and

(B) Vocational II valid for five (5) years.

(11) When an individual's vocational-technical certificate of license to teach has expired for thirty (30) days, the individual must meet current requirements as set forth in the *compendium*.

AUTHORITY: sections 168.011 and 168.021, RSMo 2000, 168.071, 168.081 and 161.092, RSMo Supp. 2002 Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002.*

5 CSR 80-800.280 Application for an Adult Education and Literacy Certificate of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for an adult education and literacy certificate of license to teach.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) An applicant for a Missouri adult education and literacy (AEL) certificate of license to teach who possesses good moral character may be granted a Missouri AEL certificate of license to teach.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (the board) and may be obtained by writing and should be submitted to the Director for Adult Education, Missouri Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for the payment of any fees required by the Missouri Highway Patrol and/or FBI.

(B) For the purposes of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to the adult education section of DESE.

(4) The applicant shall request that each state or United States territory regulatory entity in which a professional license including a certificate of license to teach is held or has ever been held to submit verification of certification or licensure directly to the adult education section of DESE, including information regarding any disciplinary action.

(5) An AEL professional classification I (AEL-I) certificate of license to teach may be issued and renewed an unlimited number of times. The AEL-I is valid for three (3) years to individuals meeting the following additional requirements:

(A) Possession of a baccalaureate degree from an accredited college or university; and

(B) Successful completion of the AEL Beginning Teacher Workshop (BTW).

(6) The effective date for the AEL certificate of license to teach is July 1 when the application or renewal is received in the fiscal year, July 1 to June 30.

(7) Following review by DESE, the applicant shall be informed in writing of the decision regarding the application for an AEL certificate of license to teach.

(8) An AEL-I certificate of license to teach may be issued for a period of three (3) years and may be renewed an unlimited number of



times. The requirements for renewal are as follows:

(A) Successful completion of the AEL Intermediate Teacher Workshop (ITW) following the BTW;

(B) Successful completion of two (2) of the three (3) AEL Experience Teacher Workshops (ETW) following the ITW; and

(C) Successful completion of one (1) in-service per year, approved by the adult education section of DESE.

(9) An AEL-II certificate of license to teach may be issued and renewed an unlimited number of times. The AEL-II is valid for ten (10) years to individuals meeting the following additional requirements:

(A) Possession of a valid AEL-I;

(B) Completion of six (6) years AEL teaching experience; and

(C) Completion of twelve (12) semester hours relating to adult education and literacy. An exception from this twelve (12)-hour requirement exists if the certificate holder has already earned a master's or higher degree.

(10) An AEL-II certificate of license to teach may be renewed an unlimited number of times by individuals meeting the following requirements:

(A) Successful completion of seven (7) of ten (10) annual AEL ETWs; and

(B) Successful completion of one (1) in-service per year, approved by the adult education section of DESE.

(11) The holder of an AEL certificate of license to teach shall ensure that DESE has their current legal name and address.

(A) A holder of an AEL certificate of license to teach whose name is changed by marriage or court order shall notify the adult education section of DESE within ninety (90) days of the name change and provide a copy of the appropriate documents verifying the name change.

(B) A holder of an AEL certificate of license to teach whose address has changed shall inform the adult education section of DESE in writing of the change within ninety (90) days of the effective date of the change.

(12) When an individual's AEL certificate of license to teach has expired for sixty (60) days, the individual must meet current requirements as set forth in the *Compendium of Missouri Certification Requirements* which is incorporated by reference and made a part of this rule.

AUTHORITY: sections 161.092, 168.071 and 168.081, RSMo Supp. 2002, 168.011 and 168.021, RSMo 2000. Original rule filed*

April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003.

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002.*

5 CSR 80-800.290 Application for Substitute Certificate of License to Teach

PURPOSE: This rule outlines the procedures for application for a substitute certificate of license to teach.

(1) An applicant for a substitute Missouri certificate of license to teach who has successfully completed sixty (60) semester hours or more of credit from an academic degree granting institution which is contained within the United States Department of Education's *Directory of Post-Secondary Institutions*, or approved by the Commissioner of Education and possesses good moral character may be granted a substitute Missouri certificate of license to teach for the period August 1 to July 31. Applicants may reapply through the school district for another substitute certificate of license to teach pursuant to the rules and regulations promulgated by the state board.

(2) Applications for a substitute Missouri certificate of license to teach shall be submitted by the school district either through the Internet or on the forms provided by the State Board of Education which may be obtained by writing the Teacher Certification Section of the Department of Elementary and Secondary Education at P.O. Box 480, Jefferson City, MO 65102-0480 or by downloading from the Internet.

(3) An applicant for a substitute Missouri certificate of license to teach must also complete and submit the background check form containing—

(A) Applicant's residential address;

(B) Applicant's date of birth and Social Security number;

(C) Details regarding teaching certificates or similar titles and/or other professional licenses or similar titles, including but not limited to disciplinary actions, denials, restrictions, revocations, voluntary surrenders, suspensions, reprimands, and/or investigations;

(D) Details regarding being found guilty, plea of guilty, receipt of a suspended imposi-

tion of sentence or entering a plea of *nolo contendere* for any violation of any law of a state or the United States other than a minor traffic violation; and

(E) Details regarding any pending complaints and/or investigations before any regulatory board or agency.

(4) The background check form is provided by the State Board of Education and may be obtained by writing the Professional Conduct and Investigations Section of the Department of Elementary and Secondary Education at P.O. Box 480, Jefferson City, MO 65102-0480 or by calling (573) 522-1999.

(5) An applicant for a substitute Missouri certificate of license to teach shall submit to a Missouri State Highway Patrol records check and any other background check required by the local school district.

(6) An application is not considered officially filed with the State Board of Education until it has been determined by the State Board of Education or department staff to be complete and the application is submitted on the forms provided by the State Board of Education, signed, and accompanied by any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

AUTHORITY: sections 161.092, 168.011 and 168.081, RSMo 1994, 168.021 and 168.071, RSMo Supp. 1998. Emergency rule filed July 30, 1999, effective Aug. 9, 1999, expired Jan. 26, 2000. Original rule filed July 30, 1999, effective Feb. 29, 2000.*

**Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998; and 168.081, RSMo 1963, amended 1984.*

5 CSR 80-800.300 Discipline and Denial of Certificates of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state, establish requirements and qualifications for those certificates and cause those certificates to be revoked, suspended, invalidated or deleted in a manner provided in section 168.071, RSMo. This rule establishes procedures for action by the State Board of Education.

(1) The State Board of Education (the board) may discipline, refuse to issue, or renew a



certificate of license to teach for any one or combination of the following:

(A) An individual has pled guilty or been found guilty of a felony or crime involving moral turpitude whether or not sentence is imposed;

(B) Certification was obtained through the use of fraud, deception, misrepresentation or bribery;

(C) Evidence of the certificate holder's incompetence, immorality, or neglect of duty;

(D) The certificate holder has been subject to disciplinary action relating to certification in another state upon grounds for which discipline is authorized in Missouri; and/or

(E) A certificate holder annulled a written contract with the local board of education for reasons other than election to the general assembly, without the consent of the majority of the local board members.

(2) School districts may file charges pursuant to section (1).

(A) Charges must be in writing and signed by the chief administrative officer of the district or by the president of the board when so authorized by a majority of the board in those instances where the charges are filed by or on behalf of the school district's local board of education.

(B) Charges filed by or on behalf of the school district's local board of education must be sworn by the party(ies) making the accusation, and filed with the Department of Elementary and Secondary Education (DESE).

(C) Charges may be filed by the attorney general's office on behalf of the school district for any one or combination of the causes in section (1) except annulment of a written contract.

(3) DESE may file charges for any one or combination of the causes in section (1), other than annulment of a written contract.

(A) Charges must be in writing and signed by legal counsel.

(4) Upon receipt of charges made pursuant to section 168.071, RSMo and filed with DESE, DESE shall provide at least thirty (30) days notice to the parties and may conduct a hearing.

(5) Except as provided in sections (6) and (7), the commissioner of education, or his/her designee(s) (hearing officer), shall conduct all hearings on charges filed to discipline a certificate(s) of license to teach as provided in section 168.071, RSMo. A transcript of the hearing along with findings of fact and conclusions of law will be forwarded to the mem-

bers of the board. The board, at a regular meeting, will render a decision based upon the transcript of the hearing, exhibits and any other information presented at the meeting.

(A) Where the underlying conduct or action of the certificate holder is the basis of charges filed and such conduct or action is subject to pending criminal charges, the certificate holder may request in writing a delayed hearing on advice of his/her legal representation under the fifth amendment of the *Constitution of the United States*.

1. The request shall be submitted to the hearing officer, by the certificate holder or by legal counsel.

2. The request shall provide documentation of the pending criminal charge and contain a statement specifying what underlying conduct or actions are subject to the pending criminal charge.

(B) The hearing officer shall, based upon the request, suspend the hearing process until a trail is completed on the criminal charges.

(C) The hearing officer may accept into the hearing record sworn testimony of a minor child relating to misconduct received in any court or administrative hearing.

(6) Upon documentation from a court of a plea of guilty or conviction of the following crime(s) whether or not sentence is imposed, an individual's certificate of license to teach shall be revoked, or in the case of an applicant, not issued:

- (A) Murder 1st Degree;
- (B) Murder 2nd Degree;
- (C) Arson 1st Degree;
- (D) Assault 1st Degree;
- (E) Forcible Rape;
- (F) Forcible Sodomy;
- (G) Kidnapping;
- (H) Robbery 1st Degree;
- (I) Rape;
- (J) Statutory Rape 1st Degree;
- (K) Statutory Rape 2nd Degree;
- (L) Sexual Assault;
- (M) Statutory Sodomy 1st Degree;
- (N) Statutory Sodomy 2nd Degree;
- (O) Child Molestation 1st Degree;
- (P) Child Molestation 2nd Degree;
- (Q) Deviate Sexual Assault;
- (R) Sexual Misconduct Involving a Child;
- (S) Sexual Misconduct 1st Degree;
- (T) Sexual Abuse;
- (U) Incest;
- (V) Abandonment of Child 1st Degree;
- (W) Abandonment of Child 2nd Degree;
- (X) Endangering the Welfare of a Child 1st Degree;
- (Y) Abuse of Child;
- (Z) Child Used in a Sexual Performance;

(AA) Promoting Sexual Performance by a Child;

(BB) Trafficking in Children; and

(CC) Offenses Involving Child Pornography and Related Offenses;

- 1. Promoting obscenity 1st degree;
- 2. Promoting obscenity 2nd degree if penalty is enhanced to Class D Felony;
- 3. Promoting child pornography 1st degree;
- 4. Promoting child pornography 2nd degree;
- 5. Possession of child pornography 1st degree;
- 6. Possession of child pornography 2nd degree;
- 7. Furnishing child pornography to a minor;
- 8. Furnishing pornographic materials to minors;
- 9. Coercing acceptance of obscene material.

(7) An individual who has had their certificate(s) of license to teach revoked pursuant to section (6) may appeal, in writing, said revocation to the commissioner of education within ninety (90) days of notice of the revocation. Upon receiving the intent to appeal, a hearing will be held before a hearing officer. The individual will be given not less than thirty (30) days notice of the hearing, the opportunity to be heard, and the opportunity for witnesses. A transcript of the hearing along with findings of fact and conclusions of law will be forwarded to the members of the board. The board, at a regular meeting, will render a decision based upon the transcript of the hearing, exhibits and any other information presented at the meeting. The board's decision may be appealed to the circuit court as provided in section (9).

(8) The board may suspend or revoke for a specified time, or indefinitely, a certificate of license to teach pursuant to the rules promulgated by the board. The board may also accept a voluntary surrender or informally settle a case through a consent agreement or agreed settlement.

(9) Within thirty (30) days of the board's final decision, an individual may file a petition for judicial review pursuant to sections 536.100 to 536.140, RSMo.

AUTHORITY: sections 161.092, 168.071 and 168.081, RSMo Supp.2002, and 168.011 and 168.021, RSMo 2000. Emergency rule filed March 22, 1999, effective April 1, 1999, expired Sept. 27, 1999. Original rule filed March 22, 1999, effective Sept. 30, 1999.*



Amended: Filed Aug. 13, 2002, effective March 30, 2003.

*Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, 1984, 2002.

5 CSR 80-800.310 Deletion of Certificates of License to Teach

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state under the provisions of section 168.021.1, RSMo and to establish requirements and qualifications for those certificates and cause those certificates to be revoked, suspended, invalidated or deleted in a manner provided in section 168.071, RSMo. This rule establishes procedures for action by the State Board of Education.

(1) A certificate holder requesting deletion of a certificate(s) of license to teach and/or endorsement(s) must submit a notarized statement in the form required by the State Board of Education specifically requesting the deletion(s).

(2) In the event the individual is employed to teach in any public school in Missouri, the board of education of the employing school district must formally approve and consent, by majority vote, to the deletion sought by the teacher. Upon written verification by the district superintendent that the teacher has not taught within the last three (3) years in the specific subject matter area for which deletion is requested, approval of the local board of education is not required.

(3) Applicants applying for reissuance of their certificate(s) of license to teach and/or endorsement(s) which have been deleted pursuant to the rules promulgated by the state board will be required to meet, in full, the certification requirements that are in effect at the time the new application is made.

AUTHORITY: sections 161.092, 168.011 and 168.081, RSMo 1994 and 168.021 and 168.071, RSMo Supp. 1998.* Emergency rule filed March 22, 1999, effective April 1, 1999, expired Sept. 27, 1999. Original rule filed March 22, 1999, effective Sept. 30, 1999.

*Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998; 168.081, RSMo 1963, 1984.

5 CSR 80-800.350 Certificate of License to Teach Content Areas

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the current areas for certificates of license to teach.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) Valid certificates of license to teach issued by an authorized Missouri certification authority prior to the effective date of this regulation, remain in force and effect absent other actions taken by the authorized certification authority. Current certificates of license to teach will be able to be renewed absent other action taken by the authorized certification authority.

(2) Certificates of license to teach are issued and renewed by the State Board of Education (board) pursuant to the certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium) which is incorporated by reference and made a part of this rule and the rules promulgated by the board in the specialized areas as follows:

(A) Early childhood education, birth through grade 3;

(B) Elementary education, grades 1-6;

(C) Middle school education, grades 5-9 with at least one (1) area of certification in the following areas:

1. Agricultural education;
2. Business education;
3. Family and consumer sciences;
4. Industrial technology;
5. Language arts;
6. Mathematics;
7. Science;
8. Social science; and/or
9. Speech/theatre;

(D) Secondary education, grades 9-12 in the following areas:

1. Agricultural education;
2. Art;
3. Business education;
4. English;
5. Family and consumer sciences;
6. Health;
7. Industrial technology;
8. Journalism;
9. Mathematics;
10. Physical education;
11. Science: biology;
12. Science: chemistry;
13. Science: earth science;
14. Science: general science;
15. Science: physics;
16. Social science;
17. Speech/theatre;
18. Unified science: biology;
19. Unified science: chemistry;
20. Unified science: earth science;
21. Unified science: physics; and/or
22. Vocational family and consumer science;

(E) Special education in one (1) or more of the following areas:

1. Blind and partially sighted, grades K-12;
2. Deaf and hearing impaired, grades K-12;
3. Early childhood special education, birth-grade 3;
4. Mild/moderate behavioral disordered, grades K-12;
5. Mild/moderate cross-categorical, grades K-12;
6. Mild/moderate learning disabled, grades K-12;
7. Mild/moderate mentally handicapped, grades K-12;
8. Mild/moderate physical and/or other health impairments, grades K-12;
9. Severely developmentally disabled, grades K-12; and/or
10. Speech and language specialist, grades K-12;

(F) Other certificates of license to teach may be issued in one (1) or more of the following areas:

1. Art, grades K-12;
2. Dance, grades K-12;
3. Family and consumer sciences, birth-grade 12 (effective September 1, 2004);
4. Foreign language, grades K-12;
5. Health, grades K-12;
6. Instrumental music, grades K-12;
7. Library media specialist, grades K-12;
8. Physical education, grades K-12 or grades K-9; and/or



9. Vocal music, grades K–12;
 (G) Other certification areas may be added to a certificate of license to teach except for vocational-technical, adult education and literacy, temporary authorization and/or substitute certificates of license to teach in one (1) or more of the following areas:

1. Art, grades K–9;
2. Driver education, grades 9–12;
3. English for speakers of other languages, grades K–12;
4. Family resource specialist, birth-grade 3;
5. Foreign language, grades K–9;
6. Gifted education, grades K–12;
7. Health, grades K–9; and/or
8. Special reading, grades K–12;

(H) Administrator certificates of license to teach may be issued in one (1) or more of the following areas:

1. Superintendent, grades K–12;
2. Principal, grades K–8, grades 5–9, and/or grades 9–12;
3. Advanced principal, grades K–8, grades 5–9, and/or grades 9–12;
4. Special education administrator, grades K–12; and/or
5. Vocational school director;

(I) Student services certificates of license to teach may be issued in one (1) or more of the following areas:

1. School counselor, grades K–8, 7–12, and/or K–12;
2. Advanced school counselor, grades K–12;
3. School psychological examiner, grades K–12;
4. School psychologist, grades K–12;
5. Vocational adult education supervisor;
6. Post-secondary vocational counselor;
7. Placement coordinator; and/or
8. Vocational evaluator;

(J) Vocational-technical certificates of license to teach may be issued in one (1) or more of the following areas (see Appendix A which is included herein):

1. Agriculture;
2. Business;
3. Family and consumer science;
4. Health science;
5. Junior Reserve Officers Training Corps (ROTC);
6. Marketing and cooperative education; and/or
7. Trade and industrial (T&I);

(K) Adult education and literacy certificates of license to teach;

(L) Temporary authorization certificates of license to teach;

(M) Provisional certificates of license to teach; and/or

(N) Substitute certificates of license to teach.

(3) Certification requirements will be reviewed on a five (5) calendar-year cycle. The Missouri Advisory Council of Certification for Educators (MACCE) will submit recommendations to the State Board of Education and commissioner of education for their consideration, beginning September 1, 2004, regarding the status of certification requirements.

Appendix A—Vocational-Technical Certificates

Agricultural Education

- 01.0000 Agricultural Education
- 01.0101 Agricultural Business
- 01.0201 Agricultural Mechanics
- 01.0301 Agricultural Production
- 01.0401 Agricultural Processing
- 01.0501 Agricultural Services/Supplies
- 01.0601 Horticulture
- 03.0101 Agricultural Resources
- 03.0401 Forestry

Business Education

- 52.0302 Accounting
- 52.0407 Information Processing
- 52.0407 Network Administration
- 52.0408 General Office
- 52.1202 Computer Programming
- 80.000015 Business Education with Coop

Family and Consumer Sciences Education

- 20.0201 Child Care and Guidance Workers and Managers
- 20.0301 Apparel and Textile Workers and Managers
- 20.0401 Institutional Food Workers and Administrators-Dietetic Technology
- 20.0501 Home Furnishings and Equipment Installers and Consultants
- 20.0601 Custodial, Housekeeping and Home Services Workers and Managers
- 20.9999 Vocational Family and Consumer Sciences

Health Sciences

- 12.0301* Funeral Service and Mortuary Science
- 51.0000* Health Occupations Coop
- 51.0205* Sign Language Interpreter
- 51.0601* Dental Assistant
- 51.0602* Dental Hygienist
- 51.0603 Dental Laboratory Technician
- 51.0699 Dental Services, Other
- 51.0703 Health Unit Coordinator/Ward Clerk
- 51.0707* Medical Record Technology/Technician (Health Information

- Technology)
- 51.0708* Medical Transcription
- 51.0801* Medical Assistant
- 51.0802* Medical Laboratory Assistant
- 51.0803* Occupational Therapy Assistant
- 51.0805* Pharmacy Technician/Assistant
- 51.0806* Physical Therapy Assistant
- 51.0808 Veterinarian Assistant/Animal Health Technician
- 51.0899 Health and Medical Assistants, Other
- 51.0904* Emergency Medical Technology/Technician
- 51.0907* Medical Radiologic Technology/Technician
- 51.0908* Respiratory Therapy Technician
- 51.0909* Surgical/Operating Room Technology
- 51.0910* Diagnostic Medical Sonography Technician
- 51.1004* Medical Laboratory Technician
- 51.1501* Alcohol/Drug Abuse Counseling
- 51.1502* Psychiatric/Mental Health Services Technician
- 51.1599 Medical Health Services, Other
- 51.1601* Registered Nursing (RN Training)
- 51.1613* Licensed Practical Nursing (LPN Training)
- 51.1614* Nursing Assistant/Aide
- 51.1615* Home Health Aide
- 51.1699* Nursing, Other
- 51.2601* Health Aide (Health Services Assistant)
- 51.9999 Health Professions and Related Sciences, Other

Marketing & Cooperative Education

- 04.0000 Marketing Education
- Post-Secondary Marketing
- 03.0000 Cooperative Occupational Education
- 05.0000 Cooperative Industrial Education

Trade and Industrial Education

- 10.0101 Educational/Instructional Media Technology/Technician
- 10.0104 Radio and Television Broadcasting Technology/Technician
- 12.0403* Cosmetologist
- 12.0499 Cosmetic Services, Other
- 12.0501 Baker/Pastry Chef
- 12.0503 Culinary Arts
- 12.0504 Food and Beverage/Restaurant Operations Manager
- 12.0599 Culinary Arts and Related Services, Other



15.0101	Architectural Engineering Technology/Technician	43.0107	Law Enforcement/Police Science	47.0699	Vehicle and Mobile Equipment Mechanics and Repairer, Other
15.0201	Civil Engineering/Civil Technology/Technician	43.0201	Fire Protection and Safety Technology/Technician	48.0101	Drafting, General
15.0301	Computer Engineering Technology/Technician	43.0203	Fire Science/Firefighting	48.0102	Architectural Drafting
15.0303	Electrical, Electronic and Communications Engineering Technology/Technician	46.0101	Mason and Tile Setter	48.0103	Civil/Structural Drafting
15.0304	Laser and Optical Technology/Technician	46.0201	Carpenter	48.0104	Electrical/Electronics Drafting
15.0399	Electrical and Electronic Engineering-Related Technologies/Technicians, Other	46.0301	Electrical and Power Transmission Installer, General Electrician	48.0105	Mechanical Drafting
15.0401	Biomedical Engineering-Related Technology/Technician	46.0302	Electrician	48.0199	Drafting, Other
15.0402	Computer Maintenance Technology/Technician	46.0303	Lineworker	48.0201	Graphic and Printing Equipment Operator, General
15.0403	Electromechanical Technology/Technician	46.0399	Electrical and Power Transmission Installer, Other	48.0205	Mechanical Typesetter and Composer
15.0404	Instrumentation Technology/Technician	46.0401	Building/Property Maintenance and Manager	48.0206	Lithographer and Platemaker
15.0405	Robotics Technology/Technician	46.0403	Construction/Building Inspector	48.0208	Printing Press Operator
15.0499	Electromechanical Instrumentation and Maintenance Technologies/Technicians, Other	46.0408	Painter and Wall Coverer	48.0211	Computer Typography and Composition Equipment Operator
15.0501	Heating, Air Conditioning and Refrigeration Technology/Technician	46.0499	Construction and Building Finishers and Managers, Other	48.0212	Desktop Publishing Equipment Operator
15.0506	Water Quality and Wastewater Treatment Technology/Technician	46.0501	Plumber and Pipefitter	48.0299	Graphic and Printing Equipment Operator, Other
15.0599	Environmental Control Technologies/Technicians, Other	46.9999	Construction Trades, Other	48.0303	Upholsterer
15.0601	Chemical Manufacturing Technology	47.0101	Electrical and Electronics Equipment Installer and Repairer, General	48.0501	Machinist/Machine Technologist
15.0603	Industrial/Manufacturing Technology/Technician	47.0102	Business Machine Repairer	48.0503	Machine Shop Assistant
15.0604	Manufacturing Technology	47.0103	Communications Systems Installer and Repairer	48.0506	Sheet Metal Worker
15.0699	Industrial Production Technologies/Technicians, Other	47.0104	Computer Installer and Repairer	48.0507	Tool and Die Maker/Technologist
15.0701	Occupational Safety and Health Technology/Technician	47.0105	Industrial Electronics Installer and Repairer	48.0508	Welder/Welding Technologist
15.0702	Quality Control Technology/Technician	47.0106	Major Appliance Installer and Repairer	48.0599	Metal Fabrication
15.0799	Quality Control and Safety Technologies/Technicians, Other	47.0199	Electrical and Electronics Equipment Installer and Repairer, Other	48.0701	Woodworkers, General
15.0801	Aeronautical Technology	47.0201	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	48.0702	Furniture Designer and Maker
15.0803	Automotive Engineering Technology/Technician	47.0302	Heavy Equipment Maintenance and Repairer	48.0703	Cabinet Maker and Millworker
15.0805	Mechanical Engineering/Mechanical Technology/Technician	47.0303	Industrial Machinery Maintenance and Repairer	48.0799	Woodworkers, Other
15.1001	Construction/Building Technology/Technician	47.0399	Industrial Equipment Maintenance and Repairer, Other	49.0202	Construction Equipment Operator
20.0309	Drycleaner and Launderer (Commercial)	47.0501	Stationary Energy Sources Installer and Operator	49.0205	Truck, Bus and Other Commercial Vehicle Operator
23.1101	English Technical and Business Writing	47.0603	Auto/Automotive Body Repairer	49.0299	Vehicle and Equipment Operators, Other
27.0301	Applied Mathematics, General	47.0604	Auto/Automotive Mechanic/Technician	49.0306	Marine Maintenance and Ship Repairer
41.0301	Chemical Technology/Technical	47.0605	Diesel Engine Mechanic and Repairer	50.0201	Crafts, Folk Art and Artisanry
		47.0606	Small Engine Mechanic and Repairer	50.0402	Graphic Design, Commercial Art and Illustration
		47.0607*	Aircraft Mechanic/Technician, Airframe	50.0404	Industrial Design
		47.0608*	Aircraft Mechanic/Technician, Powerplant	50.0406	Commercial Photography
		47.0609*	Aviation Systems and Avionics Maintenance Technologist/Technician	50.0605	Photography
		47.0611	Motorcycle Mechanic and Repairer	06.2002	Trade and Industrial Internship

* Requires Professional Licensing

AUTHORITY: sections 168.011, 168.021, and 168.405, RSMo 2000 and 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002; 168.071, RSMo 1963, amended 1973, 1978,*



1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990; 168.405, RSMo 1985.

5 CSR 80-800.360 Certificate of License to Teach Classifications

PURPOSE: *The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the classification of certificates of license to teach.*

PUBLISHER'S NOTE: *The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.*

(1) Certificates of license to teach are issued and renewed by the State Board of Education (the board) pursuant to the certification requirements found in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule, and the rules promulgated by the board.

(2) Effective dates for initial certificates of license to teach, except for substitutes and adult education and literacy certificates of license to teach, are as follows:

(A) June 1, when the application is received from May 1 through July 31;

(B) August 15, when the application is received from August 1 through November 30; or

(C) January 1, when the application is received from December 1 through April 30.

(3) If a certificate of license to teach is renewed, except for a substitute certificate of license to teach, the effective date of renewal will be the date of expiration of the certificate of license to teach, providing that the application for renewal and supporting materials are received by the Department of Elementary and Secondary Education (DESE) prior to or on the expiration date.

(A) If the renewal of the certificate of license to teach is received by DESE within eleven (11) months of the expiration date of the certificate or a shorter time if specified in the rules promulgated by the board, the effective date of renewal will be the certificate's expiration date.

(B) If an individual's certificate of license to teach renewal is received after the certificate has expired for more than eleven (11) months or a shorter time if specified in the rules promulgated by the board, the individual must meet the current certification requirements as set forth in the compendium unless extenuating circumstances exist and the individual obtains the approval of the commissioner of education.

(4) Certificates of license to teach may be issued pursuant to the rules promulgated by the board, to individuals completing a state-approved teacher preparation program, and/or a Ph.D. program in the following classifications:

(A) Professional Classification I (PC I);

(B) Professional Classification II (PC II); and/or

(C) Continuous Professional Classification (CPC) (Ph.D. applicants are ineligible to advance to the CPC level).

(5) Professional Classification I (PC I)—

(A) A three (3) year PC I classification will be issued to applicants who meet the certification requirements and possess less than three (3) years of state-approved teaching experience.

(B) During the valid dates of the PC I classification, the certificate holder shall complete the following requirements:

1. Verification of three (3) years of state-approved teaching experience;

2. Develop and implement a detailed professional development plan, approved by the local board of education, to include clearly stated goals for improvement and enrichment;

3. Participate in an entry-year mentor program, the guidelines for which shall be established by the local board of education;

4. Participate in a beginning teacher assistance program from a Missouri college or university if the teacher education program was completed in a Missouri institution. The assistance may include retraining, internships, counseling and in-service training;

5. Continue professional growth to include thirty (30) clock hours of in-service training as defined in criteria established by the board; and

6. Participate in the district's Performance-Based Teacher Evaluations (PBTEs).

(C) If the holder of a PC I has not met the above-mentioned criteria for upgrade to a PC II, the certificate of license to teach may be extended once for three (3) years upon written request.

(D) Individuals who have not been employed in a school setting may renew their certificate upon a showing of good cause and the following:

1. Written request for renewal; and

2. Submission of an official transcript showing six (6) semester hours appropriate to education from an approved college or university or upon completion of a master's degree in education or an area of certification.

(6) Professional Classification II (PC II)—

(A) A seven (7) year PC II classification will be issued to:

1. Applicants who hold a PC I and provide documentation of completing all the requirements for advancement to this level of classification; or

2. Applicants who meet the certification requirements and have three (3) years of state-approved teaching experience.

(B) During the valid dates of the PC II classification, the certificate holder shall complete the following requirements:

1. An additional seven (7) years of state-approved teaching experience;

2. Implement or continue a detailed professional development plan approved by the local board of education, to include clearly stated goals for continued improvement and enrichment;

3. Earn twelve (12) semester hours, other than internship credit, appropriate to teaching area(s) or toward a planned master's degree. The master's degree shall be in education or in an area of certification. An exception from this twelve (12)-hour requirement exists if the certificate holder has already earned a master's degree in education or in an area of certification;

4. Continue professional growth to include thirty (30) clock hours of in-service training as defined in criteria as established by the board or serve as a mentor in the entry-year mentor program, the guidelines for which shall be established by the local board of education; and

5. Participate in the district's PBTEs.

(C) If the holder of a PC II has not met the above-mentioned criteria for upgrade to a CPC, the PC II may be extended once for three (3) years upon written request.



Additional renewals for seven (7) years may be granted upon completion of the following:

1. An additional seven (7) years of state-approved teaching experience;

2. Continuation of a detailed professional development plan approved by the local board of education, to include clearly stated goals for continued improvement and enrichment;

3. Earning twelve (12) semester hours, other than internship credit, appropriate to teaching area(s) or toward a planned master's degree. The master's degree shall be in education or in an area of certification. An exception from this twelve (12)-hour requirement exists if the certificate holder has already earned a master's degree in education or in an area of certification;

4. Continuation of professional growth to include thirty (30) clock hours of in-service training as defined in criteria as established by the board or serve as a mentor in the entry-year mentor program, the guidelines for which shall be established by the local board of education; and

5. Participation in the district's PBTEs.

(D) Individuals who have not been employed in a school setting may renew their certificate upon a showing of good cause and the following:

1. Written request; and

2. Submission of an official transcript showing six (6) semester hours appropriate to education from an approved college or university or upon completion of a master's degree in education or an area of certification.

(7) Continuous Professional Classification (CPC)—

(A) A ten (10)-year CPC classification will be issued to:

1. Applicants who hold a PC II, provide documentation of completing all the requirements for advancement to this level of classification and have completed a master's degree in education or an area of certification; or

2. Applicants who have earned a master's degree in education or an area of certification and have a minimum of ten (10) years of state-approved teaching experience.

(B) The CPC classification may be renewed an unlimited number of times.

(8) Any level of a Missouri professional classification shall be extended for a teacher whose service is interrupted due to a reduction in force (RIF) or military service.

(9) The local district and teacher shall submit, on an upgrade application form provided

by DESE, a request for renewal of a particular classification level; verification that the teacher has completed the requirements of a particular classification level and/or the request for advancement to the next classification level.

(10) Any certificate holder denied certification by the board pursuant to this rule may appeal the decision pursuant to the rules promulgated by the board.

(11) Any certificate holder's disagreement with the school district's verification of requirements for the classification levels shall be dealt with through an appeal process developed by the school district's local board of education.

(12) Approved teaching experience, as described in the rules promulgated by the board, must be in Missouri public schools, schools approved or accredited by the state education agency in states other than Missouri, or in nonpublic schools accredited by an affiliate of the National Federation of Nonpublic School State Accrediting Associations, or one (1) of the six (6) regional accrediting associations for schools and colleges, or by the University of Missouri-Columbia, or other schools accredited by a DESE-approved accrediting agency which incorporate standards that include an entry-year mentor program, professional development plans for faculty, in-service training for faculty, and PBTEs. Teaching experience must be contracted and at least half-time. Substitute teaching or serving as a teacher's aide or assistant will not be counted as teaching experience.

(13) Provisional certificates of license to teach may be issued to an individual for two (2) years and may be extended upon a showing of good cause or issued for five (5) years. Provisional certificates of license to teach may be issued in the following situations:

(A) A two (2)-year provisional certificate of license to teach may be issued to an individual who has completed the academic requirements for a certificate of license to teach, but has not taken or passed the exit assessment(s) designated by the board;

(B) A two (2)-year provisional certificate of license to teach may be issued to an individual who has been admitted into a state-approved post-baccalaureate or alternative professional education program at a Missouri institution of higher education and is actively engaged in coursework to satisfy the requirements of the program;

(C) A two (2)-year provisional certificate of license to teach may be issued to an individual who has completed a teacher preparation program and is generally within twelve (12) semester hours of completion of the certification requirements as set forth in the compendium; or

(D) A five (5)-year provisional certificate of license to teach may be issued to an individual who possesses a valid certificate of license to teach from another state and has five (5) years teaching experiences in the same school district in the curriculum area and appropriate grade levels in another state.

(14) Administrator certificates of license to teach may be issued to an individual for five (5) or ten (10) years and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(15) Student services certificates of license to teach may be issued to an individual for five (5) or ten (10) years and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(16) Substitute certificates of license to teach may be issued to an individual for one (1) year pursuant to the requirements found in the compendium and the rules promulgated by the board.

(17) Vocational-technical certificates of license to teach may be issued to an individual for two (2) or five (5) years and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(18) Adult education and literacy certificates of license to teach may be issued to an individual for three (3) or ten (10) years and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(19) Temporary authorization certificates of license to teach may be issued to an individual for one (1) year and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

AUTHORITY: sections 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002, 168.011, 168.021, 168.405 and 168.409, RSMo 2000. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30,*



2001. Amended: Filed Oct. 25, 2001, effective June 30, 2002. Amended: Filed Aug. 13, 2002, effective March 30, 2003.

*Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990; 168.405, RSMo 1985; 168.409, RSMo 1985.

5 CSR 80-800.370 Fees

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the fees assessed.

(1) A fee, sufficient to recover costs of processing and issuing certificates of license to teach, will be charged to applicants who completed an approved teacher education program in a state other than Missouri. All applicants or certificate of license to teach holders may be charged additional fees to recover costs associated with the issuance of certificates of license to teach, other than the initial certificate of license to teach.

(2) The following fees are established by the State Board of Education (the board) and are payable in the form of a cashier's check or money order to the Treasurer, State of Missouri:

- | | |
|---|---------|
| (A) Application for a Certificate of License to Teach (Individuals who completed a teacher preparation program from a non-Missouri school and do not possess five (5) years teaching experience in the same school district in the curriculum area and approximate grade level) | \$25.00 |
| (B) Reprint or Duplicate Certificate of License to Teach | \$10.00 |
| (C) Additional Certificate for the Addition of an Advanced Degree | \$10.00 |
| (D) Copy Cost (per page) | \$.50 |
| (E) Research Fee (per hour) | \$35.00 |
| (F) Fingerprint Card Check—Amount determined by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation. | |
| (G) Missouri Open Records Check—Amount determined by the Missouri State Highway Patrol. | |

(3) All fees are nonrefundable.

AUTHORITY: sections 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002, 168.011, 168.021, 168.405 and 168.409, RSMo 2000.* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed Aug. 13, 2002, effective March 30, 2003.

*Original authority: 161.092, RSMo 1963, amended 1973, 2002; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984; 168.400, RSMo 1985, amended 1990; 168.405, RSMo 1985; 168.409, RSMo 1985.

5 CSR 80-800.380 Required Assessments for Professional Education Certification in Missouri

PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates. This rule establishes required assessments for candidates for certification who have completed a state-approved professional education program.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) Each applicant seeking a Missouri certificate of license to teach will successfully complete an exit assessment to measure the applicant's competency in subject matter, pedagogical knowledge, or both, prior to being granted the certificate. An exemption exists if the applicant holds a valid certificate of license to teach from another state and has five (5) years teaching experience in the same school district in the curriculum area and approximate grade levels in another state. That applicant may obtain a Missouri certificate of license to teach upon completion of five (5) years teaching in Missouri public school.

(A) The State Board of Education (board) has selected the Praxis II: Content Knowledge or Specialty Area assessments and the Principles of Learning and Teaching assessments developed by the Educational Testing Service (ETS) as the exit assessments for certificates of license to teach. Qualifying scores are established by the board and published by ETS for each assessment designated for an area of certification.

1. Applicants seeking initial certificates of license to teach must complete and achieve a Missouri qualifying score in the content knowledge or specialty area assessment in their major area of preparation or the appropriate principles of learning and teaching assessment if no content knowledge or specialty area assessment is designated, except in the areas of special education, student services, and administration (see Appendix A, which is included herein).

2. Applicants for a Missouri certificate of license to teach, having a valid certificate of license to teach in the same or a closely aligned area of certification from another state, having taken that state's required subject or specialty area assessment(s) for that certification and achieved that state's passing score(s), and having at least two (2) years of full-time professional experience in education in the area for which they are seeking Missouri certification, shall not be required to take the designated assessment(s) in Missouri in order to receive the Missouri certificate of license to teach. If no subject or specialty area assessment is required in the state from which the applicant holds a valid certificate of license to teach, the applicant shall successfully complete the assessment(s) designated by the board in order to receive the Missouri certificate of license to teach.

3. Applicants holding a valid Missouri professional or life certificate of license to teach in a content area who are seeking additional certificate(s) of license to teach in other content areas, will receive the additional certificate(s) upon meeting either of the following conditions:

A. Complete and achieve a Missouri qualifying score for the Praxis II content knowledge or specialty area assessment designated for the certificate of license to teach, except for the areas of unified science, special education other than mild/moderate cross-categorical disabilities, speech-language specialist, student services, administration, vocational-technical, and adult education and literacy; or

B. Successfully complete the applicable certification requirements as set forth in the *Compendium of Missouri Certification*



Requirements (compendium), which is incorporated by reference and made a part of this rule.

4. Applicants holding a valid Missouri professional or life certificate of license to teach in a secondary content area who are seeking additional certification for middle school in the same content area, will receive the additional certification upon meeting either of the following conditions:

A. Complete and achieve a Missouri qualifying score for the Praxis II: Principles of Learning and Teaching, grades five through nine (5–9), assessment; or

B. Successfully complete the applicable certification requirements for middle school education, grades five through nine (5–9), as set forth in the compendium.

(B) In addition to the previously described assessments, the board will accept successful completion of the National Board for Professional Teaching Standards (NBPTS) assessment as meeting the exit assessment requirement for Missouri. Therefore, applicants seeking a Missouri certificate of license to teach having certification granted by the NBPTS are not required to take the exit assessment designated by the board in the content area for which they hold NBPTS certification.

(C) The board has selected the School Leaders Licensure Assessment (SLLA) developed by ETS to assess the attainment of competencies required for the building-level administrator certificate of license to teach (see Appendix A). A minimum qualifying score for this assessment is established by the board.

(D) The board has selected the School Superintendent Assessment (SSA) developed by ETS to assess the attainment of competencies required for the district-level administrator certificate of license to teach (see Appendix A). A minimum qualifying score for this assessment is established by the board.

(E) Applicants seeking a Missouri certificate of license to teach shall have their assessment score(s) reported to the Department of Elementary and Secondary Education by the authorized testing agency and on their application for initial certification from the college/university recommending the applicant for their certificate of license to teach, if appropriate.

(2) Applicants seeking a certificate of license to teach in a vocational-technical area, adult education and literacy, substitute and/or temporary authorization certificate of license to teach may not be required to take an exit

assessment prior to the issuance of the certificate of license to teach.



APPENDIX A
ASSESSMENTS DESIGNATED FOR CERTIFICATION IN MISSOURI

The Praxis® assessments listed below have been designated by the State Board of Education to fulfill the assessment requirement for certification in Missouri. The assessments are listed beside the certificates to which they correspond.

<u>Missouri Certificate of License to Teach</u>	<u>Test Code</u>	<u>Designated Assessment</u>
Early Childhood Education, Birth–Grade 3	10020	Early Childhood Education
Early Childhood Special Education, Birth–Grade 3	10690	Special Education: Preschool/Early Childhood
Elementary Education, Grades 1–6	10011	Elementary Education: Curriculum, Instruction, and Assessment
Middle School Education, Grades 5–9	—	—
Language Arts	10049	MS English-Language Arts: Content Knowledge
Mathematics	20069	MS Mathematics: Content Knowledge
Science	10439	MS Science: Content Knowledge
Social Science	20089	MS Social Studies: Content Knowledge
Other Middle School Subject Areas	30523	Principles of Learning and Teaching, Grades 5–9
Secondary Education, Grades 9–12 (except as noted)	—	—
Agriculture	10700	Agriculture
Art K–12, 9–12	10133	Art: Content Knowledge
Business Education	10100	Business Education
English	10041	English Language, Literature and Composition: Content Knowledge
Family and Consumer Science ¹	10120	Family and Consumer Sciences
Vocational and Non-Vocational		
Foreign Language:		
French K–12	20173	French: Content Knowledge
German K–12	20181	German: Content Knowledge
Spanish K–12	10191	Spanish: Content Knowledge
Health K–12, 9–12	20550	Health Education
Industrial Technology	10050	Technology Education
Library Media Specialist K–12	10310	Library Media Specialist
Marketing and Distributive Education	10560	Marketing Education
Mathematics	10061	Mathematics: Content Knowledge
Music: Instrumental, Vocal K–12	10113	Music: Content Knowledge
Physical Education K–9, K–12, 9–12	10091	Physical Education: Content Knowledge
Science:		
Biology	20235	Biology: Content Knowledge
Chemistry	20245	Chemistry: Content Knowledge
Earth Science	20571	Earth Science: Content Knowledge
General Science	10435	General Science: Content Knowledge
Physics	10265	Physics: Content Knowledge
Social Science	10081	Social Studies: Content Knowledge
Special Education K–12		
Mild-Moderate Cross-Categorical Disabilities ²	20353 and 10542	Education of Exceptional Students: Core Content Knowledge Education of Exceptional Students: Mild to Moderate Disabilities
Special Education K–12 ³	10350	Special Education
Mild-Moderate Disabilities (except cross-categorical), Blind/Partially Sighted, Hearing Impaired, Severely Developmentally Disabled		
Speech/Theatre	10220	Speech Communication
Speech and Language Specialist K–12 ⁵	20330	Speech-Language Pathology
Unified Science ⁴	—	—
Biology	20235	Biology: Content Knowledge
Chemistry	20245	Chemistry: Content Knowledge
Earth Science	20571	Earth Science: Content Knowledge
Physics	10265	Physics: Content Knowledge



APPENDIX A—continued

<u>Missouri Certificate of License to Teach</u>	<u>Test Code</u>	<u>Designated Assessment</u>
K-12 or 9-12 teaching certification for which no specialty area assessment or content knowledge assessment is designated.	30524	Principles of Learning and Teaching, Grades 7-12
School Counselor K-8, 7-12 ⁵	20420	School Guidance and Counseling
School Psychologist K-12 ⁵	10400	School Psychologist
Building-Level Administrator ⁵	11010	School Leaders Licensure Assessment (SLLA)
Principal K-8, 9-12		
Special Education Administrator K-12		
Vocational School Director		
District-Level Administrator (Superintendent) K-12 ⁵	11020	School Superintendent Assessment (SSA)

¹ Additional certification by completion of the designated assessment only is limited to Non-Vocational.

² Additional certification by completion of the designated assessments only is limited to Mild-Moderate Cross-Categorical Disabilities.

³ Additional certification by completion of the designated assessment only is not applicable in these categories of special education.

⁴ Not available by completion of the designated assessment only; also requires completion of a program of study for the unified science core with the area of specialization from a state-approved institution.

⁵ Not available by completion of the designated assessment only; also requires completion of a program of study and a recommendation from a state-approved institution.

AUTHORITY: sections 161.092, 168.071, 168.081 and 168.400, RSMo Supp. 2002, 168.011, 168.021, 168.405 and 168.409, RSMo 2000. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed March 1, 2002, effective Sept. 30, 2002. Amended: Filed Aug. 13, 2002, effective March 30, 2003.*

**Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; 168.081, RSMo 1963, amended 1984; 168.400, RSMo 1985, amended 1990; 168.409, RSMo 1985; 168.409, RSMo 1985.*

5 CSR 80-800.400 Procedure for Potential Candidates for Missouri Certificate of License to Teach with a Criminal History to Petition the State Board of Education for Background Clearance

PURPOSE: This rule outlines the procedure for a potential candidate for Missouri certificate of license to teach with a criminal history to petition the State Board of Education for background clearance.

(1) Potential candidates for a Missouri certificate of license to teach who are currently enrolled in professional education courses in conjunction with state-approved teacher preparation programs may petition the State Board of Education for clearance of their background, enabling possible issuance of a Missouri certificate of license to teach upon completion of their teacher preparation programs and pursuant to the rules promulgated by the board.

(2) A potential candidate may apply to petition the State Board of Education for background clearance by completing and submitting the background check form. The form is provided by the State Board of Education and may be obtained by writing the Professional Conduct and Investigations Section of the Department of Elementary and Secondary Education at P.O. Box 480, Jefferson City, MO 65102, or the form may be downloaded from the Internet. The form contains the following:

(A) Applicant's full name, date of birth and Social Security number;

(B) Applicant's residential address;

(C) Details regarding teaching certificates or similar titles and/or other professional licenses or similar titles held, including but not limited to disciplinary actions, denials, restrictions, revocations, voluntary surren-

ders, suspensions, reprimands and/or investigations;

(D) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence or entering a plea of *nolo contendere* for any violation of any laws of a state or the United States, other than a traffic violation; and

(E) Details regarding any pending complaints and/or investigations before any regulatory board or agency.

(3) A potential candidate wishing to petition the State Board of Education shall request and obtain documentation of current enrollment in a professional education course in conjunction with a state-approved teacher preparation program from the designated official of the institution.

(4) A potential candidate wishing to petition the State Board of Education for background clearance shall request that each state or United States territory regulatory entity in which a teaching certificate or similar title(s) and/or other professional license or similar title(s) is held or has ever been held submit verification of certification or licensure directly to the department. The verification shall include the certification or license issued, the number, status, issue and expiration dates, information regarding any disciplinary action, method of certification or licensure, the name and title of person verifying information with the date and seal.

(5) The background check form is not considered officially filed with the board until it has been determined by the board or department staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints on cards provided by the board with the appropriate fees as set by the Missouri State Highway Patrol and/or the Federal Bureau of Investigation (FBI) and any other applicable documentation.

(A) For the purpose of this rule, the fingerprint cards shall be completed by any law enforcement agency and sent directly to the department from the law enforcement agency.

(B) The applicant is responsible for the payment of any fees required by the Missouri State Highway Patrol and/or FBI.

AUTHORITY: sections 161.092, 168.011 and 168.081, RSMo 1994 and 168.021 and 168.071, RSMo Supp. 1999. Original rule filed Jan. 19, 2000, effective Aug. 30, 2000.*

**Original authority: 161.092, RSMo 1963, amended 1973; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998;*

168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998; 168.081, RSMo 1963, amended 1984.