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# Rules of Department of Elementary and Secondary Education

## Division 20—Division of Learning Services Chapter 400—Office of Educator Quality

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

**Division 20—Division of Learning Services  
Chapter 400—Office of Educator Quality**

**5 CSR 20-400.110 Missouri Classroom  
Teacher Job-Sharing Provision**

*PURPOSE: This rule facilitates job-sharing positions for classroom teachers.*

(1) Classroom teachers participating in a job-sharing provision shall be eligible to receive leave benefits as provided in section (2) of this rule. An eligible position is:

(A) Sharing employment with one (1) other employee;

(B) Be employed at least seventeen (17) hours per week, but not more than twenty (20) hours per week; and

(C) At least seventy percent (70%) of employee time spent in classroom instruction.

(2) Classroom teachers participating in job sharing shall receive paid legal holidays, annual vacation leave, sick leave, and personal leave on a pro rata basis. The pro rata basis shall be based on district policy for full-time employees.

(3) The mandated leave benefit eligibility as provided in this rule shall not include instructional support or school services positions including, but not limited to, guidance counselor, media coordinator, psychologist, social worker, audiologist, speech and language pathologists, and nursing positions.

(4) Nothing in this rule shall be construed to limit the ability of a school district to authorize job sharing, nor shall this rule be construed to limit the benefits a school district may provide to job-sharing employees, if such job sharing or benefits are not otherwise prohibited by law.

*AUTHORITY: sections 161.092 and 168.303, RSMo Supp. 2004.\* This rule previously filed as 5 CSR 80-670.100. Original rule filed Oct. 12, 2004, effective May 30, 2005. Moved to 5 CSR 20-400.110, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003 and 168.303, RSMo 2003.*

**5 CSR 20-400.120 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 qualifica-*

*tions 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.\* This rule previously filed as 5 CSR 80-800.020. Original rule filed June 3, 1976,*

*effective Oct. 1, 1976. Amended: Filed Sept. 23, 1992, effective May 5, 1993. Moved to 5 CSR 20-400.120, effective Aug. 16, 2011.*

*\*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 20-400.130 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.\* This*



rule previously filed as 5 CSR 80-800.060. Original rule filed April 24, 1985, effective Sept. 3, 1985. Moved to 5 CSR 20-400.130, effective Aug. 16, 2011.

\*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 20-400.140 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.\* This rule previously filed as 5 CSR 80-800.070. Original rule filed April 24, 1985, effective Sept. 3, 1985. Moved to 5 CSR 20-400.140, effective Aug. 16, 2011.*

\*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 20-400.150 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 doctoral 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(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 doctoral 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* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(2) Applications for a Missouri certificate of license to teach shall be submitted on the forms provided by the State Board of Education (board), accompanied by the appropriate fee 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 65102-0480 or downloading from the Internet.

(3) An application is not considered officialy 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 (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

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

(5) An applicant for a Missouri certificate of license to teach who has successfully completed a state-approved teacher preparation program 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 and who possesses good moral character may be granted a Missouri certificate of license to teach. The applicant shall submit the application 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 Highway Patrol and/or the FBI and any



other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(7) In addition to all 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), or for school psychologists, the certificate of nationally certified school psychologist issued by the National Association of School Psychologists (NASP), and possesses good moral character may be granted a Missouri certificate of license to teach in their area of NBPTS or NASP certification most closely aligned with the current areas of certification approved by the board. The certificate of license to teach will be an initial professional classification or a career continuous professional classification (CCPC), if the applicant possesses four (4) years of teaching experience.

(8) An applicant for an initial Missouri certificate of license to teach who has earned a doctoral degree 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 doctoral degree being conferred;

(B) The applicant must achieve a score equal to or in excess of the qualifying score on the Praxis II assessment, Principals of Learning and Teaching for the specific grade levels as defined in the rules promulgated by the board. The official score report shall be submitted to DESE; and

(C) The applicant may only be granted an initial professional classification (IPC) level certificate of license to teach in their major area of study pursuant to the rules promulgated by the board. A CCPC level certificate of license to teach will not be issued.

(9) An applicant for an initial Missouri certificate of license to teach in the area of personal finance, banking, or financial responsibility who has earned a bachelor's degree, or higher degree, 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 provide documentation of a valid degree being conferred and achieve a score equal to or in excess of the qualifying score on the Praxis II assessment designated by the board. The official score report shall be submitted to DESE;

(B) Comply with the specific professional experience requirements as set forth in the compendium; and

(C) The applicant may only be granted an initial professional classification (IPC) level of certificate of license to teach in the field of personal finance. The applicant will not be eligible for tenure and will be required to complete an amount of professional development in proportion to the certificate holder's hours in the classroom, if the certificate holder is employed less than full time.

(10) 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.

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

(12) 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 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, 168.405, and 168.409, RSMo 2000 and sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2009. \* This rule pre-*

*viously filed as 5 CSR 80-800.200. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.150, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

#### 5 CSR 20-400.160 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, special education administrator, and career education 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant 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 (board), to an individual who possesses good moral character.



Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions:

- (A) Superintendent, grades K–12;
- (B) Principal, grades K–8; grades 5–9; and/or grades 7–12;
- (C) Special education administrator, grades K–12; and/or
- (D) Career education director.

(2) Applications for an administrator Missouri certificate of license to teach shall be submitted on the forms provided by the board, accompanied by the appropriate fee 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 (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(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 shall submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from 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.

(7) The applicant for an initial 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 for a state-approved educational specialist or advanced degree program for the preparation of superintendents;

(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; and

(C) The applicant must have served one (1) year as a building- or district-level administrator at a public or accredited nonpublic school.

(8) The applicant for an initial 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 program or higher in educational leadership 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 building-level administrator's 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 initial administrator certificate of license to teach as a special education administrator 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 program or higher in educational leadership for the preparation of principals;

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

(C) The applicant must possess two (2) years of teaching experience in special education or student services;

(D) Obtain a recommendation for certification from the designated official of a college/university approved by DESE; and

(E) The applicant must achieve a score equal to or in excess of the qualifying score on the building-level administrator's assess-

ment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(10) The applicant for an initial administrator certificate of license to teach as a career education director 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 leadership or in a certifiable area recognized in Missouri;

(B) The applicant must possess a baccalaureate degree from a four (4)-year college/university;

(C) The applicant must possess a minimum of two (2) years teaching experience at grades seven (7) or higher approved by DESE or, for the postsecondary career education director a combination of two (2) years of teaching experience at grades seven (7) or higher and/or two (2) years of full-time experience at workforce development (adult education or customized training, et al.) in an educational setting; and

(D) Successful completion of the building-level administrator's assessment designated by the board (only required for secondary career education directors).

(11) 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. The applicant shall submit the application 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 Highway Patrol and/or the FBI and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

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

(13) An initial administrator certificate of license to teach may be issued for a period of four (4) years and may be renewed as set forth in the compendium.

(14) 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 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, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2009 and sections 168.011, 168.405, and 168.409, RSMo 2000. \* This rule previously filed as 5 CSR 80-800.220. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.160, effective Aug. 16, 2011.

\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.

### 5 CSR 20-400.170 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 school counselors, school psychological examiners, school psychologists, adult education supervisors, career education counselors, career education placement coordinators, and speech-language pathologists.

*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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(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. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised April 2009), may contact the Educator Certification Section, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions. The criteria established in the rules, promulgated by the State Board of Education (board), to an individual who possesses good moral character is:

(A) School Counselor:

1. School counselor, grades K–8, and/or grades 7–12;

(B) School Psychological Services Personnel:

1. School psychological examiner, grades K–12; and/or

2. School psychologist, grades K–12;

(C) Career Education Services Personnel:

1. Adult education supervisor;

2. Career education counselor (excluding K–8); and/or

3. Career services coordinator; or

(D) Speech-Language Services Personnel:

1. Speech-language pathologist, birth-grade 12.

(2) Applications for a student services Missouri certificate of license to teach shall be submitted on the forms provided by the board, accompanied by the appropriate fee, 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 (Highway

Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from 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.

(5) The applicant for a student services certificate of license to teach as a 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 education, school counseling, counseling, counseling psychology, rehabilitation counseling, or a closely related mental health discipline with additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (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 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 master's 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 education, school counseling, counseling, counseling psychology, or a closely related mental health discipline; 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 one hundred fifty (150) hours in an appropriate school setting.

(7) 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 an education specialist's or equivalent 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) as defined in the rules promulgated by the board. An official score report shall be submitted to DESE.

(8) The applicant for a student services certificate of license to teach as an 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.

(9) The applicant for a student services certificate of license to teach as a career education 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 education, school counseling, counseling, counseling psychology, rehabilitation counseling, vocational evaluation, or a closely related mental health discipline with additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (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.

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

(A) The applicant must possess a bachelor's degree or higher degree in a business-related field or human resources.

(11) The applicant for a student services certificate of license to teach as a speech-language pathologist must meet all the additional requirements in one (1) of the following areas:

(A) State Board of Registration for the Healing Arts:

1. The applicant must possess a master's or higher degree from a state-approved program for speech-language pathologists;

2. The applicant must possess a valid, unencumbered, undisciplined Missouri license as a speech-language pathologist from the State Board of Registration for the Healing Arts; and

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

(B) Teacher Preparation Program:

1. The applicant must possess a master's or higher degree from a state-approved program for speech-language pathologists;

2. The applicant must obtain the recommendation of the designated certification official for a state-approved program for the preparation of a speech-language pathologist; and

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

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

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

(A) The applicant shall submit the application 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 (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

1. The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(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 initial student services certificate of license to teach may be issued for a school counselor, school psychological examiner, career education counselor, adult education supervisor, career services coordinator, speech-language pathologist, and/or school psychologist for a period of four (4) years and may be renewed as set forth in the compendium.

(16) 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 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, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2008 and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.230. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Moved to 5 CSR 20-400.170, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; and 168.400, RSMo 1985, amended 1990, 2002.*

### 5 CSR 20-400.180 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(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.

(2) Applications for a Missouri temporary authorization certificate shall be submitted on the forms provided by the State Board of Education (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 65102-0480 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 (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 submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(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 temporary authorization certificate will not include the areas of elementary education grades 1-6; early childhood, birth-grade 3; early childhood special education, birth-grade 3; blind and partially sighted, birth-grade 12; and/or deaf and hearing

impaired, birth-grade 12. 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 seek a certificate of license to teach in a stand-alone area.

(7) The applicant for a temporary authorization certificate (excluding a temporary authorization administrator's and/or career education certificate) must comply with the following criteria:

(A) Possession of a baccalaureate or higher degree from an accredited college or university in the subject area to be taught or a closely related field or demonstration of exceptional experience in the subject area to be taught:

1. Applicants for a special education temporary authorization certificate must possess 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; and

(D) If this is the applicant's initial certificate of license to teach, documentation of a plan of study based upon required certification competencies incorporated in classes provided by an accredited college or university. 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. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(8) 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 a school administrator; and

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

(9) The applicant for a temporary authorization career education certificate must comply with the following criteria:

(A) Verification of one (1) of the following:

1. Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;

2. Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;

3. Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years; or

4. For the area of Junior Reserve Officer Training Corps (ROTC), a notarized letter from the appropriate branch of the armed services indicating that the applicant is an approved Junior ROTC instructor.

(10) The temporary authorization certificate (excluding a temporary authorization administrator's and/or career education 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;

(D) Taking both the Praxis II assessments, one (1) content knowledge or specialty area

assessment and two (2) principles of learning and teaching for the specific grade levels as promulgated by the rules adopted by the board if this is the certificate holder's first renewal. An individual who currently possesses a professional certificate of license to teach will be exempted from taking the principles of learning and teaching;

1. Failure to achieve the Missouri qualifying score on either of these assessments shall be used by the certificate holder and a teacher preparation program to identify priority classes for further study; and

(E) Completion of nine (9) semester hours of course work toward the professional certificate of license to teach in the area of assignment based upon the requirements set forth in the compendium.

(11) 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 annually by joint application from the certificate 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.

(12) The temporary authorization career education 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) Completion of six (6) semester hours of course work toward the career education

certificate of license to teach in the area of assignment based upon the requirements set forth in the compendium and renewable with the completion of six (6) hours each year.

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

(14) An individual may qualify for a professional classification certificate of license to teach upon documentation of the following:

(A) The certificate holder has been teaching under a temporary authorization certificate of license to teach for a minimum of two (2) years;

(B) Achievement of the Missouri qualifying score on both the Praxis II assessments, one (1) content knowledge or specialty area assessment and two (2) principles of learning and teaching for the specific grade levels as promulgated by the rules adopted by the board;

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

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

(E) Documentation of key course work in education as listed below:

1. Course work in education not to exceed twenty-four (24) credit hours for any temporary authorization certificate (excluding an administrator's and/or special education temporary certificate) to include competencies in:

A. Psychology of the Exceptional Child;

B. Behavioral Management Techniques;

C. Measurement and Evaluation;

D. Teaching Methods/Instructional Strategies;

E. Methods of Teaching Reading at the appropriate level;

F. Developmental Psychology at the appropriate level; and

G. Beginning Teacher Assistance; or

2. Course work in education not to exceed twenty-nine (29) credit hours for a special education temporary authorization certificate to include competencies in:

A. Psychology of the Exceptional Child;

B. Behavioral Management Techniques or Supporting Challenging Behavior;

C. Evaluation of Abilities and Achievement (to include Intelligence Testing);



D. Introduction to Teaching Students in one (1) of the following areas:

(I) Cross-Categorical Disabilities;

or

(II) Severely Developmentally Disabled;

E. Methods of Teaching Students in one (1) of the following areas:

(I) Cross-Categorical Disabilities;

or

(II) Severely Developmentally Disabled;

F. Methods of Teaching Reading:

(I) Reading Methods; and

(II) Analysis and Correction of Reading Disabilities;

G. Methods of Teaching Mathematics:

(I) Mathematics Methods; and

(II) Methods of Teaching Remedial Mathematics;

H. Counseling Techniques or Collaboration with Family, School, and Community;

I. Selection and use of assistive technology such as augmentative communication systems (only for the Severely Developmentally Disabled certificate of license to teach);

J. Alternative formats for communication including: nonverbal communication systems (only for the Severely Developmentally Disabled certificate of license to teach); and

K. Speech and Language Development of the Exceptional Child (only for the Severely Developmentally Disabled certificate of license to teach).

(15) 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 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.

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

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.083, RSMo Supp. 2009 and section 168.011, RSMo*

*2000.\* This rule previously filed as 5 CSR 80-800.260. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.180, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; and 168.083, RSMo 2002.*

#### **5 CSR 20-400.190 Application for a Career Education 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 career education 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) An applicant for a Missouri career education 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 career education 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 (board), accompanied by the appropriate fee and may be obtained by writ-

ing 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 (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(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 career education 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. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(6) If the applicant seeks a career education 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 submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from 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.

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

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

(A) A holder of a career education certificate of license to teach whose name is changed 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 career education 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 career education certificates of license to teach may be issued and renewed as set forth in the compendium:

(A) Initial career education valid for four (4) years; and

(B) Career continuous career education.

(11) When an individual's career education 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 161.092, 168.021, 168.071, and 168.081, RSMo Supp. 2009 and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.270. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.190, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

**5 CSR 20-400.200 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(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 (board), accompanied by the appropriate fee 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 (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

(4) The applicant shall submit verification of certification or licensure directly to DESE including information regarding any disciplinary action from 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.

(5) The following AEL professional classification certificates of license to teach may be issued and renewed as set forth in the *Compendium of Missouri Certification Requirements* (compendium), which is incorporated by reference and made a part of this rule. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions:

(A) Initial AEL valid for four (4) years; and

(B) Career Continuous AEL.

(6) 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.

(7) When an individual's AEL 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 161.092, 168.021, 168.071, and 168.081, RSMo Supp. 2009 and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.280. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.200, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*



**5 CSR 20-400.210 Application for Certificates of License to Teach on the Basis of Certification by the American Board for Certification of Teacher Excellence (ABCTE)**

*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 applicants to acquire certification through the American Board for Certification of Teacher Excellence (ABCTE).*

(1) In addition to all the criteria for application provided under 5 CSR 80-800.200, an initial four (4)-year certificate shall be issued to an applicant who has successfully obtained certification through the American Board for Certification of Teacher Excellence (ABCTE) and upon verification by the school principal of sixty (60) contact hours in any one (1) of the following areas:

(A) Sixty (60) contact hours in a public school or accredited nonpublic school classroom, of which at least forty-five (45) must be teaching;

(B) Sixty (60) contact hours as a substitute teacher in a public school or accredited nonpublic school, with at least thirty (30) consecutive hours in the same classroom; or

(C) Sixty (60) contact hours of teaching as a paraprofessional.

(2) Upon completion of the requirements listed in section (1) of this rule and completion of the requirements listed herein, an applicant shall be eligible to apply for a career continuous professional certificate:

(A) Completion of thirty (30) contact hours of professional development within four (4) years, which may include hours spent in class in an appropriate college curriculum;

(B) Completion of four (4) years of department-approved teaching experience;

(C) Development and implementation of a professional development plan;

(D) Completion of two (2) years in a district mentoring program approved by the state board of education or the ABCTE;

(E) Participate in the district's Performance-Based Teacher Evaluations (PBTEs); and

(F) Participation in a beginning teacher assistance program.

(3) Certification authorized under this rule shall not be granted for the areas of early childhood education, elementary education, or special education.

*AUTHORITY: section 161.092, RSMo Supp. 2007.\* This rule previously filed as 5 CSR 80-800.285. Original rule filed April 9, 2008, effective Oct. 30, 2008. Moved to 5 CSR 20-400.210, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003.*

**5 CSR 20-400.220 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 pursuant to the rules promulgated by the State Board of Education (board).

(2) An applicant for a career/technical substitute Missouri certificate of license to teach who has successfully completed:

(A) A bachelor's degree in an area appropriate for the career/technical area sought and four thousand (4,000) hours of locally approved, related occupational experience; or

(B) An associate's degree in an area appropriate for the career/technical area sought and five thousand (5,000) hours of locally approved, related experience; or

(C) Six thousand (6,000) hours of locally approved, related occupational experience; or

(D) Approved by the commissioner of education and possesses good moral character may be granted a career/technical substitute Missouri certificate of license to teach for a period of four (4) years.

(3) An applicant for a substitute Missouri certificate of license to teach who holds a valid Missouri certificate of license to teach in a content or career/technical area; or approved by the commissioner of education and possesses good moral character may be granted a substitute Missouri certificate of license to teach for a period of four (4) years. Applicants may renew the substitute certificate of license to teach by completing a new fingerprint report every four (4) years or when employed by a new school district's required fingerprinting.

(4) Applications for a substitute Missouri certificate of license to teach shall be confirmed by the hiring school district in a manner designated by the Department of Elementary and Secondary Education (DESE).

(5) An application is not considered officially filed with the State Board of Education (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 (Highway Patrol) and/or Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

*AUTHORITY: sections 161.092, 168.021, 168.071, and 168.081, RSMo Supp. 2009 and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.290. Emergency rule filed July 30, 1999, effective Aug. 9, 1999, expired Jan. 26, 2000. Original rule filed July 30, 1999, effective Feb. 29, 2000. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.220, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2002, 2003; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

**5 CSR 20-400.230 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 state law. 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 (1) 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 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.

(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 trial 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) Enticement of a Child;
- (V) Attempting to Entice a Child;
- (W) Incest;
- (X) Abandonment of Child 1st Degree;
- (Y) Abandonment of Child 2nd Degree;
- (Z) Endangering the Welfare of a Child 1st Degree;
- (AA) Abuse of Child;
- (BB) Child Used in a Sexual Performance;

(CC) Promoting Sexual Performance by a Child;

(DD) Trafficking in Children; and

(EE) 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.

(10) When a local board of education learns that a certificate holder has pled guilty or is found guilty of any felony or misdemeanor involving moral turpitude; whether or not sentence is imposed under the laws of this state, or any other state, of the United States or any other country, the local board of education



shall immediately provide written notice to DESE and the Office of the Attorney General.

(A) Written notice shall contain the following information, if known:

1. Certificate holder's name;
2. Social Security number;
3. Date of birth;
4. Last known address; and/or
5. Information regarding the criminal record.

*AUTHORITY: sections 168.011, RSMo 2000 and 161.092, 168.021, 168.071 and 168.081, RSMo Supp. 2003.\* This rule previously filed as 5 CSR 80-800.300. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Moved to 5 CSR 20-400.230, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002; and 168.081, RSMo 1963, amended 1984, 2002.*

#### 5 CSR 20-400.240 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.\* This rule previously filed as 5 CSR 80-800.310. Emergency rule filed March 22, 1999, effective April 1, 1999, expired Sept. 27, 1999. Original rule filed March 22, 1999, effective Sept. 30, 1999. Moved to 5 CSR 20-400.240, effective Aug. 16, 2011.*

*\*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, 1984.*

#### 5 CSR 20-400.250 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(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. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(A) Early childhood education, birth-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. Industrial technology;
4. Language arts;
5. Mathematics;
6. Science;
7. Social science; and/or
8. Speech/theatre;

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

1. Agricultural education;
2. Art;
3. Business education;
4. English;
5. Health;
6. Technology and Engineering;
7. Journalism;
8. Mathematics;
9. Physical education;
10. Science: biology;
11. Science: chemistry;
12. Science: earth science;
13. Science: general science;
14. Science: physics;
15. Social science;
16. Speech/theatre;
17. Unified science: biology;
18. Unified science: chemistry;
19. Unified science: earth science;

and/or

20. Unified science: physics;

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

1. Blind and partially sighted, birth-grade 12;
2. Deaf and hearing impaired, birth-grade 12;
3. Early childhood special education, birth-grade 3;
4. Mild/moderate cross-categorical, grades K-12; and/or
5. Severely developmentally disabled, birth-grade 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;
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 career education, 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 7–12;
3. Special education director, grades K–12; and/or
4. Career education director, secondary or post-secondary;

(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 and/or 7–12;
2. School psychological examiner, grades K–12;
3. School psychologist, grades K–12;
4. Adult education supervisor;
5. Career education counselor;
6. Career services coordinator; and/or
7. Speech-language pathologist, birth–grade 12;

(J) Career education 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 education;
2. Business education;
3. Family, Consumer Science, and Human Services;

4. Health sciences;
5. Junior Reserve Officers Training Corps (ROTC);
6. Marketing education;
7. Special needs; and/or
8. Technology and Engineering;

(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 seven (7) calendar-year cycle. The Missouri Advisory Council of Certification for Educators (MACCE) will submit recommendations to the board and commissioner of education for their consideration, beginning September 1, 2004, regarding the status of certification requirements.

#### Appendix A—Career Education Certificates

##### Agriculture Education

- Agricultural Business
- Agricultural Education
- Agricultural Mechanics
- Agricultural Processing
- Agricultural Production
- Agricultural Resources
- Agricultural Services/Supplies
- Forestry
- Horticulture

##### Business Education

- Career Business Education

##### Family, Consumer Science, and Human Services

- Apparel and Textiles
- Career Family and Consumer Science
- Cosmetic Services, Other
- Cosmetologist\*\*
- Culinary Arts
- Dietetic Services

##### Family and Consumer Sciences Related Careers Cooperative Education

- Food and Beverage/Restaurant Operations Manager
- Food Production, Management, and Related Services
- Hospitality Administration/Management, General
- Housing and Home Environments
- Human Development/Adult Development and Aging\*
- Human Development/Child Care
- Massage Therapy\*\*

**\*Requires Associates Degree**

**\*\*Requires Professional Licensing**

##### Health Sciences

- Dental Assistant\*
- Dental Hygienist\*
- Dental Laboratory Technician
- Diagnostic Medical Sonography Technician\*
- Emergency Medical Technology/Technician\*
- Funeral Service and Mortuary Science\*
- Health Professions and Related Sciences, Other
- Health Unit Coordinator/Ward Clerk
- Licensed Practical Nursing (LPN Training)\*
- Medical Assistant\*
- Medical Laboratory Assistant\*
- Medical Laboratory Technician\*
- Medical Radiologic Technology/Technician\*
- Medical Record Technology/Technician (Health Information Technology)\*
- Medical Transcription\*
- Nursing Assistant/Aide\*
- Nursing, Other\*
- Occupational Therapy Assistant\*
- Pharmacy Technician/Assistant\*
- Physical Therapy Assistant\*
- Registered Nursing (RN Training)\*
- Respiratory Therapy Technician\*
- Sign Language Interpreter\*
- Surgical/Operating Room Technology\*

##### Marketing Education

- Marketing

##### Skilled Technical Sciences

- Aircraft Mechanic/Technician, Airframe\*
- Aircraft Mechanic/Technician, Powerplant\*
- Architectural Engineering Technology/Technician
- Auto/Automotive Body Repairer
- Auto/Automotive Mechanic/Technician
- Automotive Engineering Technology/Technician
- Aviation Management
- Aviation Systems and Avionics Maintenance Technologist/Technician\*
- Biomedical Engineering-Related Technology/Technician
- Building/Property Maintenance and Manager
- Cabinet Maker and Millworker
- Carpenter
- Cartography
- Chemical Technology/Technician
- Civil Engineering/Civil Technology/Technician





- Commercial Photography
- Communications Systems Installer and Repairer
- Computer Installer and Repairer
- Computer Maintenance Technology/Technician
- Construction Equipment Operator
- Construction/Building Technology/Technician
- Diesel Engine Mechanic and Repairer
- Drafting, General
- Electrical and Electronics Equipment Installer and Repairer, General
- Electrical and Power Transmission Installer, General
- Electromechanical Technology/Technician
- Fire Protection and Safety Technology/Technician
- Fire Science/Firefighting
- Graphic and Printing Equipment Operator, General
- Graphic Design, Commercial Art, and Illustration
- Heating, Air Conditioning, and Refrigeration Mechanic and Repairer
- Heavy Equipment Maintenance and Repairer
- Industrial Design
- Industrial Electronics Installer and Repairer
- Industrial Machinery Maintenance and Repairer
- Instrumentation Technology/Technician
- Ironworking/Ironworker
- Laser and Optical Technology/Technician
- Law Enforcement/Police Science
- Machinist/Machine Technologist
- Major Appliance Installer and Repairer
- Manufacturing Technology
- Marine Maintenance and Ship Repairer
- Mason and Tile Setter
- Mechanical Engineering/Mechanical Technology/Technician
- Motorcycle Mechanic and Repairer
- Nuclear Engineering Technology/Technician
- Occupational Safety and Health Technology/Technician
- Painter and Wall Coverer
- Pipefitting/Pipefitter and Sprinkler Fitter
- Plumbing Technology/Plumber
- Quality Control Technology/Technician
- Radio and Television Broadcasting Technology/Technician
- Robotics Technology/Technician
- Sheet Metal Worker
- Small Engine Mechanic and Repairer
- Truck, Bus, and Other Commercial Vehicle Operator

- Upholsterer
- Water Quality and Wastewater Treatment Technology/Technician
- Welder/Welding Technologist

\* Requires Professional Licensing

*AUTHORITY: sections 161.092, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2009 and section 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.350. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.250, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; and 168.400, RSMo 1985, amended 1990, 2002.*

### 5 CSR 20-400.260 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) 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. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

(2) Effective dates for initial certificates of license to teach, except for substitutes 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 in the following classifications:

(A) Initial Professional Classification (IPC); and/or

(B) Career Continuous Professional Classification (CCPC) (doctoral applicants are ineligible to advance to the CCPC level).

(5) For the purpose of this rule, one (1) contact hour for professional development is defined as:



(A) Sixty (60) minutes of professional development; or

(B) One (1) hour college credit equals fifteen (15) contact hours of professional development.

(6) Initial Professional Classification (IPC):

(A) A four (4) year IPC classification will be issued to applicants who meet the certification requirements and possess less than four (4) years of state-approved teaching experience;

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

1. Verification of four (4) years of state-approved teaching experience;

2. Develop and implement a professional development plan of at least thirty (30) contact hours, approved by the employing school district, to include clearly stated goals for improvement and enrichment;

3. Participate in a mentoring program for a minimum of two (2) school years, the guidelines for which shall be established by the local board of education;

4. Participate in a beginning teacher assistance program designed in cooperation with a Missouri teacher education program to include, but not be limited to, assistance in classroom management, instructional strategies and ongoing support; and

5. Participate in the district's Performance-Based Teacher Evaluations (PBTEs); and/or

(C) 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. Documentation of completion of a plan to complete twenty-four (24) contact hours of professional development within six (6) months prior to or after returning to an educational position.

(7) Career Continuous Professional Classification (CCPC):

(A) A CCPC classification will be issued to an applicant upon completion and verification of the following:

1. Four (4) years of state-approved teaching experience;

2. The development and implementation of a professional development plan of at least thirty (30) contact hours approved by the employing school district to include clearly stated goals for improvement and enrichment;

3. Participation in a mentoring program for a minimum of two (2) school years, the guidelines for which shall be established by the local board of education;

4. Participation in a beginning teacher assistance program designed in cooperation with a Missouri teacher education program to include, but not be limited to, assistance in classroom management, instructional strategies and ongoing support; and

5. Participation in the district's PBTEs;

(B) The CCPC classification is continuous upon verification by the employing school district that the certificate holder has completed fifteen (15) contact hours of professional development per school year;

1. Individuals possessing a CCPC who do not complete fifteen (15) contact hours of professional development each school year, may within two (2) school years make up the missing hours. The individual must first meet the fifteen (15)-hour requirement for the current school year and then count the excess hours as makeup hours;

2. A CCPC becomes inactive if the individual does not make up the requisite hours within two (2) school years; and/or

3. A CCPC may be reactivated by the individual completing twenty-four (24) contact hours of professional development within six (6) months prior to or after the reactivation of the certificate. Failure of the individual to complete the twenty-four (24) contact hours within six (6) months will result in the certificate becoming inactive; and

(C) The CCPC holder is exempt from the fifteen (15) contact hours of professional development, if the holder has a local professional development plan in place with the school and at least two (2) of the following:

1. Ten (10) years of state-approved teaching experience;

2. A master's degree from an accredited college or university; and/or

3. Certification from the National Board for Professional Teaching Standards, or for school psychologists, the certificate of nationally certified school psychologist issued by the National Association of School Psychologists (NASP), or for speech-language pathologists, the certificate of clinical competence in speech-language pathology issued by the American Speech-Language-Hearing Association (ASHA).

(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) Individuals who have not been employed in a school setting for three (3) or more school years may reactivate the appropriate level of professional classification certificate of license to teach by completing twenty-four (24) contact hours of professional develop-

ment within six (6) months prior to or after returning to an educational position.

(10) The local district and teacher shall submit, on an upgrade application form provided by DESE, a request for renewal and/or continuation 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.

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

(12) 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.

(13) 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.

(14) 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. 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; or

(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; or

(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.

(15) Administrator certificates of license to teach may be issued to an individual and renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(16) Student services certificates of license to teach may be issued to an individual and renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(17) Substitute certificates of license to teach may be issued to an individual for four (4) years pursuant to the requirements found in the compendium and the rules promulgated by the board.

(18) Career education certificates of license to teach may be issued to an individual and renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(19) Adult education and literacy certificates of license to teach may be issued to an individual and may be renewed pursuant to the requirements found in the compendium and the rules promulgated by the board.

(20) 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, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2009 and sections 168.011, 168.128, 168.405, and 168.409, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.360. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended:*

*Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.260, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.128, RSMo 1969, amended 1983; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.270 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 preparation 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 professional certificate of license to teach.

(2) The following fees are established by the State Board of Education (board) and are payable in the form of a 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)  | \$50.00 |
| (B) Application for a Career Continuous Professional Certificate of License to Teach (Individuals who completed a teacher preparation program from a non-Missouri school and/or individuals who hold an initial professional certificate of license to teach) | \$35.00 |
| (C) Reprint or Duplicate Certificate of License to Teach  | \$25.00 |
| (D) Additional Certificate for the Addition of an Advanced Degree   | \$25.00 |
| (E) Copy Cost (per page)  | \$ .50  |
| (F) Research Fee (per hour)   | \$35.00 |
| (G) Fingerprint Card Check—Amount determined by the Missouri State Highway  |         |

Patrol and/or the Federal Bureau of Investigation.

(H) Missouri Open Records Check—Amount determined by the Missouri State Highway Patrol.

(3) All fees are nonrefundable.

*AUTHORITY: sections 168.011, 168.405 and 168.409, RSMo 2000 and 161.092, 168.021, 168.071, 168.081 and 168.400, RSMo Supp. 2003.\* This rule previously filed as 5 CSR 80-800.370. Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed Aug. 13, 2002, effective March 30, 2003. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Moved to 5 CSR 20-400.270, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2002; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

### 5 CSR 20-400.280 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 individuals applying for an initial or additional 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(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.



(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 holding a valid Missouri professional or life certificate of license to teach in a content area who are seeking an additional certificate(s) of license to teach in another content area(s) 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, student services, administration, career education, 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. Anyone interested in viewing or requesting a copy of the compendium, published by the Department of Elementary and Secondary Education (revised January 2010), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendments or additions.

3. 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), assessments; 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) or, for school psychologists, the National Association of School Psychologists (NASP) 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 or NASP are not required to take the exit assessment designated by the board in the content area for which they hold NBPTS or NASP 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 career education 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.

(3) Applicants holding a temporary authorization certificate of license to teach who have not completed a state-approved teacher preparation program shall complete and achieve the Missouri qualifying scores for both the Praxis II content knowledge or specialty area assessment for the content area and the Praxis II Principles of Learning and Teaching for the specific grade ranges prior to advancement to a professional classifica-

tion certificate of license to teach (see Appendix A).



**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	0021	Education of Young Children
Early Childhood Special Education, Birth–Grade 3	0690	Special Education: Preschool/Early Childhood
Elementary Education, Grades 1–6	0011	Elementary Education: Curriculum, Instruction, and Assessment
Middle School Education, Grades 5–9	—	—
Language Arts	0049	Middle School English—Language Arts
Mathematics	0069	Middle School Mathematics
Science	0439	Middle School Science
Social Science	0089	Middle School Social Studies
Other Middle School Subject Areas	0523	Principles of Learning and Teaching, Grades 5–9
Secondary Education, Grades 9–12 (except as noted)	—	—
Agriculture	0700	Agriculture
Art K–12, 9–12	0133	Art: Content Knowledge
Business Education	0100	Business Education
English	0041	English Language, Literature, and Composition: Content Knowledge
Family, Consumer Science, and Human Services	0121	Family and Consumer Science
Foreign Language: K–12	—	—
French K–12	0173	French: Content Knowledge
German K–12	0181	German: Content Knowledge
Spanish K–12	0191	Spanish: Content Knowledge
Health K–12, 9–12	0550	Health Education
Industrial Technology	0050	Technology Education
Library Media Specialist, K–12	0311	Library Media Specialist
Marketing Education	0561	Marketing Education
Mathematics	0061	Mathematics: Content Knowledge
Music: Instrumental, Vocal K–12	0113	Music: Content Knowledge
Physical Education K–9, K–12, 9–12	0091	Physical Education: Content Knowledge
Science:	—	—
Biology	0235	Biology: Content Knowledge
Chemistry	0245	Chemistry: Content Knowledge
Earth Science	0571	Earth and Space Science: Content Knowledge
General Science	0435	General Science: Content Knowledge
Physics	0265	Physics: Content Knowledge
Social Science	0081	Social Studies: Content Knowledge
Special Education, K–12	—	—
Blind and Partially Sighted <sup>1</sup>	0280	Teaching Students with Visual Impairments
Deaf and Hearing Impaired <sup>1</sup>	0271	Education of Deaf and Hard of Hearing Students
Mild-Moderate Cross-Categorical Disabilities	0353	Education of Exceptional Students: Core Content Knowledge
	and	
	0542	Education of Exceptional Students: Mild to Moderate Disabilities
Severely Developmentally Disabled <sup>1</sup>	0353	Education of Exceptional Students: Core Content Knowledge
	and	
	0544	Education of Exceptional Students: Severe to Profound Disabilities
Speech/Theatre	0220	Speech Communication
Speech and Language Pathologist K–12 <sup>3</sup>	0330	Speech-Language Pathology
Unified Science <sup>2</sup>	—	—
Biology	0235	Biology: Content Knowledge
Chemistry	0245	Chemistry: Content Knowledge
Earth Science	0571	Earth and Space Science: Content Knowledge
Physics	0265	Physics: Content Knowledge
K–12 or 9–12 teaching certification for which no specialty area assessment or content knowledge assessment is designated and a Temporary Authorization Certificate (TAC) of License to Teach	0524	Principles of Learning and Teaching, Grades 7–12



APPENDIX A—continued

<u>Missouri Certificate of License to Teach</u>	<u>Test Code</u>	<u>Designated Assessment</u>
School Counselor K-8, 7-12 <sup>3</sup>	0420	School Guidance and Counseling
School Psychologist K-12 <sup>3</sup>	0401	School Psychologist
Building-Level Administrator <sup>3</sup>	1011	School Leaders Licensure Assessment (SLLA)
Principal K-8, 5-9, 9-12		
Special Education Administrator K-12		
Career Education Director		
District-Level Administrator (Superintendent) K-12 <sup>3</sup>	1020	School Superintendent Assessment (SSA)

- <sup>1</sup> Not available by completion of the designated assessment only; also requires completion of a program of study in special education with the area of specialization from a state-approved institution.
- <sup>2</sup> Not available by completion of the designated assessment only; also requires completion of a program of study in the unified science core with the area of specialization from a state-approved institution.
- <sup>3</sup> 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, 168.021, 168.071, 168.081, and 168.400, RSMo Supp. 2009 and sections 168.011, 168.405, and 168.409, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.380. 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. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22, 2004, effective April 30, 2005. Amended: Filed June 30, 2005, effective Jan. 30, 2006. Amended: Filed April 4, 2007, effective Nov. 30, 2007. Amended: Filed Jan. 18, 2008, effective Sept. 30, 2008. Amended: Filed Jan. 30, 2009, effective Aug. 30, 2009. Amended: Filed Feb. 1, 2010, effective Sept. 30, 2010. Moved to 5 CSR 20-400.280, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003, 2008; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; 168.405, RSMo 1985; and 168.409, RSMo 1985.*

**5 CSR 20-400.290 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 a professional background clearance.*

- (1) Potential candidates for a Missouri cer-

tificate 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 (board) for provisional clearance of their background, enabling possible issuance of a Missouri certificate of license to teach upon completion of their teacher preparation program and pursuant to the rules promulgated by the board.

(2) A potential candidate may apply to petition the board for background clearance by completing and submitting the background check form. The form is 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 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 surrenders, 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, the United States or any other country, 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 board 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 board for background clearance 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 background check form 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 (Highway Patrol) and/or the Federal Bureau of Investigation (FBI) and any other applicable forms and/or fees. All information should be received by the board within ninety (90) days of the date of the application.

(A) The applicant is responsible for submitting the fingerprints in the manner acceptable to the Highway Patrol and/or FBI and the payment of any fees required by the Highway Patrol and/or FBI.

*AUTHORITY: sections 161.092, 168.021, 168.071 and 168.081, RSMo Supp. 2004 and 168.011, RSMo 2000.\* This rule previously filed as 5 CSR 80-800.400. Original rule filed Jan. 19, 2000, effective Aug. 30, 2000. Amended: Filed Sept. 12, 2003, effective April 30, 2004. Amended: Filed Sept. 22,*



2004, effective April 30, 2005. Moved to 5 CSR 20-400.290, effective Aug. 16, 2011.

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003; 168.071, RSMo 1963, amended 1973, 1978, 1984, 1988, 1993, 1998, 2002, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

### 5 CSR 20-400.300 Procedures and Standards for Approval of Professional Education Programs in Missouri

*PURPOSE: This rule provides procedures and standards for approval of professional education programs in baccalaureate degree granting colleges and universities in Missouri. The rule also provides procedures and standards for approval of preliminary teacher education programs in associate's degree granting colleges in Missouri and acceptance of academic credits from these colleges for purposes of meeting requirements for teacher certification.*

*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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) For the purpose of this rule, unless the context clearly requires otherwise, the following terms shall mean:

(A) Annual reports. Written reports prepared by the professional education unit each year attesting to its continuing capacity to meet the standards and requirements of the State Board of Education (board);

(B) Approved. The action by the board authorizing a professional education program(s) to recommend candidates for certification as a result of the program having demonstrated compliance with all of the standards for the preparation of educational professionals, not to exceed seven (7) years;

(C) Candidate. An individual admitted to or enrolled in a program for the preparation of teachers or other professional school personnel;

(D) Certification. The official recognition by the board that an individual has met state requirements and is, therefore, approved to

practice as a duly certified/licensed education professional;

(E) Approved with conditions. The action by the board authorizing a professional education program to recommend candidates for certification for a period, not to exceed two (2) years, with conditions and limitations stipulated by the board. This decision indicates that a program is not in compliance with one (1) or more of the standards used to evaluate the program;

(F) Disapproved. The action by the board to deny or revoke the authorization of a professional education program to recommend candidates for state certification;

(G) Evaluation team. A team selected by the Department of Elementary and Secondary Education (DESE) for the purpose of conducting an on-site review and evaluation of an institution's professional education unit and programs; the team includes a member of DESE, faculty from elementary or secondary schools and institutions of higher education possessing board approved professional education programs;

(H) Interim review. A review conducted during a period of program approval, consistent with board procedures and standards and authorized by the commissioner of education (commissioner) when s/he has reason to believe that an institution or an approved program is no longer in compliance with state standards;

(I) Preliminary teacher education program. A program that provides the introductory or early phases of teacher preparation culminating in a two (2)-year associate's degree;

(J) Professional education unit. A college, school, department, or other administrative entity within an institution of higher education that is primarily responsible for the initial and advanced preparation of teachers and other professional school personnel; and

(K) Professional education program. A planned sequence of courses and experiences for preparing teachers or other professional school personnel to work in pre-kindergarten through grade twelve (PK-12) schools.

(2) Professional education programs offered by institutions of higher education in Missouri shall be evaluated according to the Missouri Standards for Teacher Education Programs (MoSTEP) and the Benchmarks for Preliminary Teacher Education Programs, along with a glossary (October 2006) which are hereby incorporated by reference and made a part of this rule, as published by the Department of Elementary and Secondary Education, Educator Preparation, PO Box 480, Jefferson City, MO 65102-0480. This

rule does not incorporate any subsequent amendments or additions.

(3) In lieu of MoSTEP, the board may accept the standards of any accrediting agency used for the evaluation of a professional education unit in an institution of higher education if the agency is approved by the United States Department of Education and has established a formal agreement with DESE.

(4) An institution of higher education seeking initial approval of its professional education program(s) shall submit a written request and supporting documentation in accordance with the standards and procedures in MoSTEP.

(5) An institution of higher education with state-approved professional education program(s) shall submit to DESE annual reports in a form consistent with the rules and regulations promulgated by the board.

(6) An evaluation team shall conduct an on-site review of an institution's professional education program(s) to determine compliance with MoSTEP and shall prepare a report for the commissioner.

(7) The commissioner shall review the evaluation team's report and may request additional information from the institution before recommendations are made to the board.

(8) The commissioner shall recommend to the board that the professional education program(s) of the institution be approved, approved with conditions or disapproved. The commissioner's recommendation shall not include disapproval of programs for which the institution was not afforded an opportunity for a hearing according to the provisions of Chapter 536, RSMo.

(9) The board shall review the recommendations of the commissioner and shall approve, approve with conditions, or disapprove an institution's professional education program(s). The board shall not disapprove programs for which the institution was not afforded an opportunity for a hearing according to the provisions of Chapter 536, RSMo.

(A) Should the board approve with conditions any professional education program(s) offered by an institution, the institution's authorization to recommend candidates for certification shall not exceed two (2) years with conditions and limitations stipulated by the board. Approved with conditions for a professional education program(s) shall not be extended or renewed without consent of the board or its designee.



(B) Should the board disapprove any professional education program(s) offered by an institution of higher education, the commissioner shall notify the institution of the decision and inform the institution of the reasons for the decision.

(10) The commissioner may authorize an interim review of a professional education unit or an approved professional education program(s) in accordance with the rules and regulations promulgated by the board. As a result of the review, and upon the recommendation of the commissioner, the board may disapprove a unit's or program's authorization to recommend candidates for certification.

(11) Requisite conditions, guidelines, procedures and standards, as set forth in the rules and regulations promulgated by the board, shall be followed by any institutions seeking board approval of their professional education program(s).

(12) DESE will accept academic credits from state-approved preliminary teacher education programs in Missouri's community colleges to meet general education, subject knowledge and/or professional education competencies required for certification.

(13) All institutions of higher education in Missouri seeking approval for preliminary professional education programs shall be reviewed and evaluated by DESE and approved by the board pursuant to MoSTEP and the Benchmarks for Preliminary Teacher Education Programs.

*AUTHORITY: sections 161.092 and 168.021, RSMo Supp. 2005 and 161.097 and 161.099, RSMo 2000.\* This rule was previously filed as 5 CSR 80-800.015 and 5 CSR 80-805.015. Original rule filed Sept. 29, 1986, effective Jan. 12, 1987. Amended: Filed Aug. 1, 1988, effective Nov. 25, 1988. Amended: Filed April 25, 1990, effective Sept. 28, 1990. Amended: Filed Oct. 31, 1996, effective June 30, 1997. Amended: Filed Dec. 23, 1998, effective Aug. 30, 1999. Amended: Filed July 28, 2000, effective Feb. 28, 2001. Amended: Filed Sept. 24, 2002, effective April 30, 2003. Amended: Filed April 5, 2004, effective Nov. 30, 2004. Amended: Filed July 14, 2006, effective Feb. 28, 2007. Moved to 5 CSR 20-400.300, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 161.097, RSMo 1985; 161.099, RSMo 1993; and 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003.*

**5 CSR 20-400.310 Basic Education Competencies Required Prior to Admission to Approved Teacher Education Programs 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 regulation establishes 1) a requirement that all students shall demonstrate basic educational competencies prior to formal admission into the approved professional teacher education programs of the institutions of higher education in Missouri and 2) procedures for implementation.*

(1) All colleges and universities shall verify that each applicant for formal admission to an approved professional education program has demonstrated basic educational competencies by achieving a passing score, as determined by the state Board of Education, for each subtest of the College Basic Academic Subjects Examination (C-BASE) prior to his/her admission to the program. (See Appendix A)

(2) All colleges and universities recommending an applicant for an initial Missouri teaching certificate shall furnish the Department of Elementary and Secondary Education with the following information and documentation:

(A) A completed application form which shall be provided by the Department of Elementary and Secondary Education;

(B) An official transcript(s);

(C) A computation of the applicant's grade point average, verified and signed by an appropriate college or university official;

(D) The applicant's ACT/SAT score results, if the applicant enrolled in college within one (1) year of high school graduation and the test was taken within the last five (5) years;

(E) Verification that the applicant has achieved a passing score as determined by the State Board of Education for each subtest of the College Basic Academic Subjects Examination (C-BASE) for entry into teacher education (see Appendix A); and

(F) A statement of competency determination of an applicant with handicapping conditions as evaluated at the institution for basic educational competency through appropriate testing instruments and/or procedures by psychometrists designated or approved by the appropriate academic officer of the institution, signed by an appropriate college or university official.

*AUTHORITY: sections 161.092, 168.011, 168.021, 168.031 and 168.400, RSMo 1994.\* This rule was previously filed as 5 CSR 80-800.050 and 5 CSR 80-805.020. Original rule filed Aug. 15, 1983, effective Dec. 12, 1983. Emergency amendment filed Sept. 2, 1988, effective Sept. 13, 1988, expired Nov. 24, 1988. Amended: Filed Aug. 1, 1988, effective Nov. 25, 1988. Amended: Filed Oct. 1, 1991, effective March 9, 1992. Amended: Filed Dec. 19, 1995, effective July 30, 1996. Moved to 5 CSR 20-400.310, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963 amended 1973; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990; and 168.400, RSMo 1985.*

**APPENDIX A**

**Policies for  
COLLEGE BASIC ACADEMIC  
SUBJECTS EXAMINATION (C-BASE)**

1. Candidates must obtain a satisfactory rating in each of the five sections (English, mathematics, science, social studies and writing) of C-BASE independently. (Note: Candidates' scores from the April 1988 administration of C-BASE that meet or exceed the levels determined for satisfactory ratings will be valid and may be used to satisfy teacher entry requirements.)
2. Candidates who do not obtain a satisfactory rating for any particular section (English, mathematics, science, social studies or writing), may opt to retake the entire examination or only the unsatisfactory section(s).
3. Candidates will have two (2) years from the first attempt to obtain a satisfactory rating in all of the sections of C-BASE (English, mathematics, science, social studies and writing), after which time they must begin anew the requirement for obtaining a satisfactory rating in all sections.
4. Once satisfactory ratings have been obtained in all of the sections of C-BASE, these scores will remain valid permanently.
5. Candidates may retake the examination as many times as they choose and as frequently as it is offered, but not more than once during any single statewide test administration period.
6. In the case of retakes, the highest rating obtained will be considered for the teacher entry criterion.





7. Candidates may use hand-held calculators during administration of C-BASE.
8. Each college or university shall make appropriate allowances for administering C-BASE and the assessment of oral communication skills to candidates with physically handicapping conditions.
9. C-BASE will be offered several times per calendar year according to a schedule established by the Department of Elementary and Secondary Education with the advice of a committee representative of institutions with teacher education programs and other appropriate persons.
10. Through a procedure for advance registration, candidates will be strongly encouraged to preregister for C-BASE; however, candidates are permitted (at additional cost) to take the test without preregistering providing space and testing materials are available, and other logistical considerations can be accommodated at a particular test location.
11. Candidates who have achieved a baccalaureate degree from an institution of higher education prior to seeking admission into an approved teacher education program shall be deemed to have achieved a satisfactory rating on skills assessment and are not required to take C-BASE.
12. The assessment of oral communication skills will follow the criteria and procedures designed by the commissioner of education. This assessment is conducted locally, and the results must be communicated to the Center for Educational Assessment, University of Missouri-Columbia, where a central database of candidates who have met the criteria will be kept.
13. A clinical score of *at least* one standard deviation below the average student's score will be considered as passing for each subtest of the C-BASE. This score is subject to periodic review and revision by the State Board of Education.

#### 5 CSR 20-400.320 Innovative and Alternative Professional Education Programs

*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 criteria for innovative or alternative programs for preparing candidates for a certificate of license to teach in Missouri.*

(1) For purposes of this rule, unless the context clearly indicates otherwise, the following terms shall mean:

(A) Alternative program. A program for the preparation of professional school personnel that provides a curriculum for post-baccalaureate degree candidates without professional education preparation to enable them to meet the requirements for state certification;

(B) Candidate for certification. An individual who has been admitted into a program for the preparation of teachers or other professional school personnel;

(C) Conceptual framework. The rationale and organizing principles that guide the development of the knowledge base, structure, operation, curriculum and accountability for a professional education program;

(D) Conventional program. A program for the preparation of professional school personnel that includes a curriculum of general education, content and professional studies, and clinical experiences designed for candidates who enter college upon graduation from high school and culminates in a bachelor's or higher degree; and/or

(E) Innovative program. A program for the preparation of professional school personnel that includes all of the elements and requirements of a conventional program, but utilizes non-conventional methods for delivering the prescribed curriculum (ex. field-based instruction, distance learning via telecommunications or Internet, etc.)

(2) An institution of higher education having state-approved conventional professional education programs that prepare candidates for a Missouri certificate of license to teach may also offer innovative or alternative programs.

(A) An institution seeking to offer an innovative or alternative professional education program shall submit a proposal to the Educator Preparation Section at the Department of Elementary and Secondary Education (DESE) addressing the elements discussed in this section. Only those programs which DESE determines to have merit and potential for providing quality preparation for candidate certification will be considered for approval. The proposals should include at a minimum the following elements:

1. A description of the proposed program based upon a statement of the purpose and objectives for an area of the public school curriculum and a statement of the nature of

the proposed program that is consistent with those objectives, the mission of the institution, and the conceptual framework for the professional education unit. These statements shall be based on analyses of current practices and trends in the identified area of the public school curriculum;

2. A clearly formulated statement of the competencies for educators in the identified area of the public school curriculum. These competencies shall include subject knowledge and professional skills based upon current research and practice and shall include the competencies for educators identified in the standards for professional education programs adopted by the State Board of Education (board);

3. A curriculum matrix delineating the courses and supervised field experiences prescribed to address competencies appropriate for a beginning teacher candidate to meet state certification requirements, a description of the process by which the candidates will be prepared, and provisions for assessing candidates and keeping records of their progress through the program;

4. Identification of the administrative structure of the proposed program indicating that responsibility for the program is vested in the professional education unit of the institution. Institutions shall designate the appropriate department, division, school, or college within the institution to act within the framework of general institutional policies on all matters relating to such programs;

5. Clearly identified human and physical resources to support the program. The continuing availability of the resources shall be assured for the duration of the program. Any resources not under the control of the institution shall be defined and confirmed by the controlling agency; and

6. A written plan for the continuing evaluation of the proposed program that includes definition and specifications of the kinds of evidence that will be gathered and reported to the institution and DESE at designated intervals. Evaluation reports shall provide information to identify areas in the program that need to be strengthened and/or to suggest new directions for program development.

(B) Innovative and alternative programs shall abide by and be evaluated according to the Missouri standards for professional education programs included in rules promulgated by the board.

(3) An individual who meets the criteria established by a Missouri college or university for its conventional professional education programs may participate in an innovative



program. Upon admission into an innovative program, the individual becomes a candidate for certification.

(4) An individual may become a candidate in an alternative certification program offered by a Missouri college or university upon meeting the following criteria:

(A) The individual shall have earned a bachelor's or higher degree in the content area or a closely allied field of the desired certificate of license to teach from a regionally accredited institution and shall have a cumulative grade point average no lower than the Missouri requirement for teacher certification (2.5 on a 4.0 scale) and a grade point average no lower than 2.5 in the major (content) area;

(B) The individual shall participate in a structured interview conducted by faculty of the teacher education institution for screening, diagnostic and advising purposes;

(C) The individual shall undergo a background check conducted by the Missouri State Highway Patrol (Highway Patrol) and/or the Federal Bureau of Investigation (FBI), which includes submitting to DESE two (2) full sets of fingerprints in a manner acceptable to the Highway Patrol and/or FBI and paying the required fees;

(D) Upon admission into an alternative program, the individual becomes a candidate for certification;

(E) The candidate shall have completed or be enrolled in coursework, which addresses adolescent development, psychology of learning, and teaching methodology in the content area, prior to receiving provisional certification and teaching in a public school;

(F) The candidate shall enter into a four (4)-party academic contract with the college or university offering the alternative program, an employing Missouri school district and DESE, whereupon s/he shall receive a two (2)-year provisional certificate of license to teach and shall:

1. Be assigned by the school district a mentor who teaches the same subject and approximately the same grade level to observe and work with the candidate while s/he is teaching during the school day until the candidate completes the alternative program;

2. Receive any additional assistance, as determined by the college or university, until the candidate completes the alternative program;

3. Participate in the employing school district's professional development programs; and

4. Participate in the employing school district's Performance-Based Teacher Evaluation (PBTE) program;

(G) The candidate shall complete at least eight (8) additional semester hours of professional education coursework in the prescribed program of study during the year following the receipt of the provisional certificate; and

(H) The candidate's teaching experience with the employing school district while participating in an approved alternative program shall satisfy the clinical experiences requirement for professional certification.

(5) Prior to the expiration of his/her provisional certificate of license to teach, the candidate must successfully complete the exit assessment designated by the board for the Initial Professional Classification (IPC) certificate of license to teach.

(6) Institutions shall be authorized to recommend for IPC certificates of license to teach candidates who complete approved innovative or alternative certification programs in accordance with the rules promulgated by the board.

*AUTHORITY: sections 161.097 and 168.011, RSMo 2000 and 161.092, 168.021 and 168.081, RSMo Supp. 2005.\* This rule previously filed as 5 CSR 80-805.030. Original rule filed Oct. 25, 2001, effective June 30, 2002. Amended: Filed April 27, 2006, effective Nov. 30, 2006. Moved to 5 CSR 20-400.320, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003; 161.097, RSMo 1985; 168.011, RSMo 1963, amended 1984; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000, 2003; and 168.081, RSMo 1963, amended 1984, 2002.*

**5 CSR 20-400.330 Clinical Experience Requirements for Candidates in Professional Education Programs**

*PURPOSE: This rule establishes clinical experience requirements for candidates in professional education programs approved by the State Board of Education in all baccalaureate degree granting four-year colleges and universities in Missouri.*

(1) For the purpose of this rule, unless the context clearly requires otherwise, the following terms shall mean:

(A) Accredited nonpublic school. A school that has met the standards of a state recognized accrediting agency and has received the approval of such agency;

(B) Board. Missouri State Board of Education;

(C) Clinical experiences. Supervised stu-

dent teaching or internships that are conducted in approved educational settings such as a public or accredited nonpublic school or classroom. Students in professional education programs are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing;

(D) Clinical faculty. Faculty from schools, preschool-grade twelve (12), and institutions of higher education responsible for instructing, supervising, and assessing preservice education students during student teaching assignments, internships, or other field experiences;

(E) Cooperating teacher. A teacher with at least three (3) years experience in a public or accredited nonpublic school setting, having professional classification certification in the content area and grade range being taught, with whom preservice students are placed for student teaching or other field experiences to fulfill the requirements of a professional education program;

(F) Field experiences. Venues in which students in professional education programs may observe, assist, tutor, instruct, and/or conduct research. Field experiences may occur in off-campus settings such as public or accredited nonpublic schools or classrooms;

(G) Internship. A post-licensure or graduate clinical experience under the supervision of clinical faculty; may also refer to a preservice clinical experience;

(H) Mentor. An experienced teacher, administrator, or other school professional with appropriate certification who provides support to a beginning educator by providing instruction, coaching, counseling or other assistance in the performance of his/her duties and responsibilities;

(I) Preservice. The period of time during which a student is undergoing professional training to become a teacher, administrator or other certificated school employee; and/or

(J) Teacher assistant. An individual who has served as an assistant or aide with teaching responsibilities to a certificated teacher in a public school or accredited nonpublic school setting.

(2) Each institution of higher education offering professional education program(s) for teacher certification shall require preservice teacher education students to complete clinical and other field experiences under the supervision of a qualified cooperating teacher and a qualified clinical faculty member from the institution's professional education program in accordance with rules promulgated by the board, with the following exception:



(A) Programs having preservice teacher education students who have been employed in public or accredited nonpublic schools for at least two (2) years as teacher assistants shall accept such experiences in lieu of the conventional student teaching requirement if the following conditions are met:

1. The preservice student's experience as a teacher assistant was concurrent with the student's participation in the professional education program and in the same content area and grade range for which the student is seeking certification;

2. The teacher assistant shall have conducted teaching activities comparable to those required for other preservice education students in conventional student teaching placements and demonstrating similar competencies;

3. The teacher with whom the teacher assistant served meets the qualifications for a cooperating teacher, as defined in this rule;

4. The teacher with whom the teacher assistant served has been provided training for observing and evaluating the assistant's teaching practice through the institution providing the assistant's professional education program or through the school or district's mentor training program; and

5. The teacher assistant has been working with permission and under the authority of the principal of the school or a designee.

*AUTHORITY: sections 161.097 and 168.021, RSMo 2000 and 161.092 and 168.400, RSMo Supp. 2002.\* This rule previously filed as 5 CSR 80-805.040. Original rule filed Sept. 24, 2002, effective April 30, 2003. Moved to 5 CSR 20-400.330, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002; 161.097, RSMo 1985; 168.021, RSMo 1963, amended 1973, 1984, 1988, 1990, 1998, 2000; and 168.400, RSMo 1985, amended 1990, 2002.*

### 5 CSR 20-400.340 Administrative Procedures for the Teacher Education Scholarship Program

*PURPOSE: The Excellence in Education Act of 1985 (sections 160.276, 160.278, 160.281 and 160.283, RSMo) establishes a program to be administered by the Department of Elementary and Secondary Education (DESE) that makes scholarships in the amount of two thousand dollars (\$2,000) per recipient (one-half this amount to be provided by the state and one-half to be provided by participating colleges or universities) available for students who make a commitment to a teaching career and who enroll in a college program leading to certification to teach in the public schools of Missouri. This rule sets*

*forth the qualifications required of applicants for the scholarships, the criteria to be used in selecting scholarship recipients, the conditions that participating colleges or universities must meet, procedures for matching recipients with participating colleges or universities, terms to which a scholarship recipient must agree and repayment procedures to be followed by recipients who fail to fulfill their commitment to become certificated to teach or to teach in the public schools of Missouri.*

(1) Eligible applicants are defined as residents of Missouri who:

(A) Are high school seniors, students in a four (4)-year college or university located in Missouri, or students enrolled in a junior or community college located in Missouri;

(B) Make a commitment to pursue an approved teacher education program and enroll as full-time students in a four (4)-year college or university located in Missouri;

(C) Have achieved scores on an accepted nationally-normed test of academic ability, such as the Scholastic Aptitude Test (SAT), the American College Test (ACT) or the School-College Ability Test (SCAT), which place them at or above the eighty-fifth percentile; or have achieved a high school grade point average which ranks them in the upper fifteen percent (15%) of their high school graduating class or as calculated at the end of the sixth semester; and

(D) Meet the requirements for entry into an approved teacher education program in Missouri.

(2) Each student wishing to apply for a scholarship shall submit an application to the Department of Elementary and Secondary Education (DESE) in a form required by DESE by February 15 in order to be considered for the award of a scholarship for the fall term.

(3) Each application shall contain information as may be required to enable DESE to select recipients under the provisions of this rule.

(4) Each applicant will be notified by April 1 whether the applicant has or has not been selected as a recipient.

(5) Recipients will be selected from the group of eligible applicants on the basis of each applicant's level of performance in the following areas:

(A) Participation in school and community activities;

(B) Demonstrated leadership abilities;

(C) Effective interpersonal skills;

(D) Wide range of interest;

(E) Career interest in teaching; and  
(F) Effective communication skills.

(6) Annually, DESE shall appoint a selection committee whose assignment shall be to rank the eligible applicants on the basis of the criteria listed above in accordance with rating scales developed by DESE. The list of ranked applicants shall be used in assigning each recipient to the college or university of the applicant's choice.

(7) In the event that there are more eligible applicants than can be granted scholarships because insufficient funds have been appropriated, scholarships shall be awarded in sequence according to the rank order of the eligible applicants.

(8) In the event that a designated recipient declines to accept a scholarship, the scholarship shall be offered to the next highest ranked eligible applicant, if any.

(9) After recipients have been selected in accordance with the criteria listed in this rule, each recipient will be matched, in rank order, with the applicant's first choice of college or university until all openings at a college or university have been filled; after that, recipients who have designated that college or university as first choice will be matched in rank order with openings at colleges and universities that they indicated as second or third choice, respectively.

(10) DESE shall notify each participating college or university of the names and addresses of scholarship recipients who have been matched with that institution.

(11) Following notification that the applicant has been selected to receive a scholarship, the applicant shall respond to DESE to accept or decline the scholarship no later than April 15.

(12) After a recipient has completed admission and registration procedures at the matched college or university and is ready to attend class at the beginning of the fall semester of the program year (fiscal year), the financial aid officer or scholarship awards officer shall give the recipient a check from the state in the amount of five hundred dollars (\$500) and a check from the college or university in the amount of five hundred dollars (\$500), both checks made payable to the recipient (or the recipient and parent or guardian, if the recipient is under eighteen (18) years of age). At the beginning of the spring semester of the program year (fiscal year), a similar procedure shall occur.



(13) On the two (2) occasions, at the beginning of the first and second semesters after the recipient has completed all enrollment requirements and is ready to attend class and when the checks from the state and the college or university are delivered to the student, the recipient (and parents or guardians, if the recipient is under eighteen (18) years of age) shall sign a promissory note which obligates the student to fulfill the commitment to be made by recipients and included in this rule, with the provision that funds received under the terms of this rule shall be repaid according to the terms of this rule if the student defaults on the commitments.

(14) Participating colleges or universities must:

(A) Be located in Missouri;

(B) Offer a teacher education program approved by DESE;

(C) Provide matching funds of one thousand dollars (\$1,000) per scholarship recipient to match, dollar for dollar, funds made available by the state;

(D) Not use state funds for the matching funds;

(E) Indicate prior to each year of participation, upon the request of DESE, the number of scholarships that will be matched;

(F) Report annually on October 1, in the form requested by DESE, the status of all scholarship recipients who attended the college or university during preceding years until such time as they graduate or leave the college or university;

(G) Confirm annually on October 1, in the form requested by DESE, the status of recipients who are currently enrolled as first-time students;

(H) Report immediately to DESE the name of any enrolled recipient who ceases study leading to teacher certification;

(I) Agree to pay matching funds to recipients on terms no more restrictive than those established by DESE with regard to the state funds provided to recipients and if they elect to seek repayment, the terms of the repayment schedule shall be no more restrictive than the repayment terms established by the state for students who default; and

(J) Agree to serve as agent for the state in obtaining notarized signatures of recipients (or of recipients and parents or guardians, if the recipient is under eighteen (18) years of age) on promissory notes which will be sent by DESE to the designated college official along with the payment checks sent for recipients. The college or university agrees to return the signed and notarized promissory notes to DESE.

(15) Before receiving any funds from the state or from a college or university under terms of the Teacher Education Scholarship Program, each designated recipient must agree to the following terms and conditions:

(A) To enroll in and complete a college program designed to qualify the recipient for a Missouri teaching certificate within five (5) years from the date of receiving funds under the scholarship program (three (3) years in the case of students transferring from a junior or community college);

(B) To teach on a full-time basis for a period of five (5) years in a Missouri public elementary or secondary school after receiving a teaching certificate;

(C) To notify DESE annually on October 1, in the form and on the schedule prescribed by DESE, of the applicant's current status as a student during years of college attendance and as a teacher following receipt of teacher certification;

(D) To repay the scholarship funds received from the state in accordance with terms set forth in this rule if any one (1) of the following events occurs:

1. The recipient ceases study leading to teacher certification for any reason, including, but not limited to:

A. Change of career goal as evidenced by the nature of courses selected in colleges;

B. Discontinuance of college attendance;

C. Dismissal, suspension or expulsion from college for any reason; or

D. Enrollment and attendance during any semester in less than twelve (12) semester hours (less than full-time) in a program leading to certification to teach in Missouri public schools, except that nonattendance or enrollment in less than twelve (12) semester hours during the summer term shall not affect the status of the recipient;

2. The recipient fails to be hired for or to accept a full-time teaching position in a Missouri public school within ten (10) months of receiving certification to teach in Missouri public schools; or

3. The recipient fails to teach on a full-time basis for a period of five (5) years in a Missouri public elementary or secondary school.

(16) If a recipient does not complete requirements for certification to teach in public elementary and secondary schools in Missouri in accordance with the terms of this rule, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9 1/2%) per year shall be charged on the unpaid balance of the

amount received from the state from the date the recipient ceased study leading to teacher certification until the amount received has been paid back to the state.

(17) If a recipient fails to be hired for or to accept a full-time teaching position in a Missouri public elementary or secondary school within ten (10) months after receiving certification to teach in Missouri public elementary or secondary schools, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9 1/2%) per year shall be charged on the unpaid balance of the amount received from the state from the date ten (10) months after receiving certification until the amount has been paid back to the state.

(18) If a recipient does not continue to teach on a full-time basis in a Missouri public elementary or secondary school for a period of five (5) years after receiving a degree, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9 1/2%) per year shall be charged on the unpaid balance of the amount received from the date the recipient ceases to teach until the amount received has been paid back to the state. For each year, up to five (5) years, that the recipient teaches in a Missouri public elementary or secondary school, one-fifth (1/5) of the amount received under the scholarship program shall be applied against the total amount received and shall not be subject to repayment.

(19) The amount received (plus interest) shall be repaid to the state within two (2) years of the date of default; except that repayment shall not be triggered for a period of not more than:

(A) One (1) year by a recipient's returning to full-time study after two (2) years of teaching in a Missouri public elementary or secondary school; or

(B) One (1) semester by a recipient's requesting and receiving maternity leave from a Missouri public school district if the recipient returns to a teaching position in a Missouri public elementary or secondary school following this interruption of employment.

(20) The obligation to teach on a full-time basis in a Missouri public elementary or secondary school for a period of five (5) years following certification shall not be altered by any such moratorium on the requirement to repay the scholarship funds.



(21) The state board may set aside fifteen percent (15%) of the scholarships for awards to qualified minority recipients.

(22) Exceptions. A recipient who wishes to request an exception to any of the terms of this rule must submit their request in writing to DESE. DESE shall respond to each such request within thirty (30) days following receipt of the request and may schedule a hearing not more than forty-five (45) days following receipt of the request to receive testimony. A ruling on each request shall be rendered not more than fifteen (15) days following the hearing.

*AUTHORITY: sections 160.276, 160.278, 160.281 and 160.283, RSMo 2000.\* This rule previously filed as 5 CSR 80-850.010. Original rule filed Dec. 2, 1985, effective Feb. 24, 1986. Amended: Filed Aug. 1, 1989, effective Nov. 27, 1989. Rescinded and readopted: Filed March 29, 2002, effective Oct. 30, 2002. Moved to 5 CSR 20-400.340, effective Aug. 16, 2011.*

*\*Original authority: 160.276, RSMo 1985; 160.278, RSMo 1985; 160.281, RSMo 1985, amended 1990; and 160.283, RSMo 1985, amended 1990.*

### 5 CSR 20-400.350 Administrative Procedures for the Minority Teaching Scholarship Program

*PURPOSE: The Minority Teaching Scholarship (sections 161.415, 161.418, 161.421, and 161.424, RSMo) establishes a program, to be administered by the Department of Elementary and Secondary Education, also referred to as the department, that makes renewable scholarships in the amount of three thousand dollars per recipient (two thousand dollars of this amount to be provided by the state and one thousand dollars to be provided by participating colleges or universities) available for minority students who make a commitment to a math or science teaching career and who enroll in a college program leading to certification to teach in the public schools of Missouri. Within the limits of amounts appropriated therefore, the Department of Elementary and Secondary Education shall make available up to one hundred, one-year, renewable scholarships to minority students for the purpose of encouraging minority students to enter teaching of math or science. This rule sets forth the qualifications required of applicants for the scholarships, the criteria to be used in selecting scholarship recipients, the conditions that participating colleges or universities must meet, procedures for matching recipients with participating colleges or universities, terms*

*to which a scholarship recipient must agree, and repayment procedures to be followed by recipients who fail to fulfill their commitment to become certificated to teach science or math in the public schools of Missouri.*

(1) Eligible applicants are defined as residents of Missouri who—

(A) Are a minority which includes Asian Americans, Hispanic Americans, Native Americans, and African Americans;

(B) Are high school graduates or college students who are residents of Missouri or who after the completion of their baccalaureate degree enter teacher education;

(C) Make a commitment to pursue an approved teacher education program, enroll as full-time students in a four (4)-year college or university located in Missouri, and make a commitment to teach science or math;

(D) Have achieved scores on an accepted nationally-normed test of academic ability, such as but not limited to the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the School-College Ability Test (SCAT), which place them at or above the seventy-fifth (75th) percentile; and have achieved a high school grade point average which ranks them in the upper twenty-five percent (25%) of their high school graduating class or as calculated at the end of the sixth (6th) semester.

(E) Have completed thirty (30) college credit hours or more, with a 3.0 grade point average in an accredited institution, will be considered to have met the class rank and test requirements; as the purpose of this requirement is to predict college success.

(2) Each student wishing to apply for a scholarship under sections 161.415, 161.418, 161.421, and 161.424, RSMo, shall submit an application to the department in such form as may be required by the department before January 1 in order to be considered for the award of a scholarship for the fall term.

(3) Each application shall contain such information as may be required to enable the department to select recipients under the provisions of this rule.

(4) Each applicant will be notified whether s/he has or has not been selected as a recipient of a scholarship by April 1.

(5) Recipients will be selected from the group of eligible applicants on the basis of each applicant's level of performance in the following areas:

(A) Participation in school and community activities;

(B) Demonstrated leadership abilities; and  
(C) Career interest in teaching.

(6) Annually, the department shall appoint a selection committee whose assignment shall be to rank the eligible applicants on the basis of the criteria listed in section (5) in accordance with rating scales developed by the department. The list of ranked applicants shall be used in assigning each recipient to the college or university of his/her choice.

(7) In the event that there are more eligible applicants than can be granted scholarships because insufficient funds have been appropriated, the Department of Elementary and Secondary Education (DESE) may consider the financial need of the applicant.

(8) In the event that a designated recipient declines to accept a scholarship, the scholarship shall be offered to the next highest ranked eligible applicant, if any.

(9) After recipients have been selected in accordance with the criteria listed in this rule, each recipient will be matched, in rank order, with his/her first choice of college or university until all openings at a college or university have been filled; thereafter, recipients who have designated that college or university as first choice will be matched in rank order with openings at colleges or universities that they indicated as second or third choice, respectively.

(10) The department shall notify each participating college or university of the names and addresses of scholarship recipients who have been matched with that institution.

(11) Following notification that s/he has been selected to receive a scholarship, an applicant shall respond to the department to accept or decline the scholarship no later than April 15.

(12) After a recipient has completed admission and registration procedures at the matched college or university and is ready to attend class at the beginning of the first semester, the financial aid officer or scholarship awards office shall give the recipient a check from the state in the amount of one thousand dollars (\$1,000) and a check from the college or university in the amount of five hundred dollars (\$500), both checks made payable to the recipient (or the recipient and parent or guardian, if the recipient is under eighteen (18) years of age). At the beginning of each semester a similar procedure shall occur. A recipient shall be eligible for a



renewed scholarship, subject to appropriation by the general assembly, for a maximum of three (3) additional years, provided the recipient remains in “good standing” with their college or university.

(13) At the beginning of each semester after the recipient has completed all enrollment requirements and is ready to attend class, and when the checks from the state and the college or university are delivered to the student, the recipient (and parents or guardians, if the recipient is under eighteen (18) years of age) shall sign a promissory note obligating the student to fulfill the commitments as defined in this rule, to include the provision that funds received shall be repaid according to the terms of this rule if the student defaults on said commitments.

(14) Participating colleges or universities must—

(A) Be located in Missouri;

(B) Offer a teacher education program approved by the department;

(C) Provide matching funds of one thousand dollars (\$1,000) per scholarship recipient to match one dollar (\$1) for every two dollars (\$2), funds made available by the state;

(D) Not use state funds for the matching funds;

(E) Indicate prior to each year of participation, upon the request of the department, the number of scholarships that will be matched;

(F) Report annually on October 1 in the format requested by the department, the status of all scholarship recipients who attended the college or university during preceding years until such time as they graduate or leave the college or university;

(G) Confirm annually on October 1 in the format requested by the department, the status of recipients who are currently enrolled as first-time students;

(H) Report immediately to the department the name of any enrolled recipient who ceases study leading to teacher certification, or falls below “good standing” with the university or Teacher Education Program;

(I) Agree to pay matching funds to recipients on terms no more restrictive than those established by the department with regard to the state funds provided to recipients, and if they elect to seek repayment, the terms of the repayment schedule shall be no more restrictive than the repayment terms established by the state for students who default; and

(J) Agree to serve as agent for the state in obtaining notarized signatures of recipients (or of recipients and parents or guardians, if

the recipient is under eighteen (18) years of age) on promissory notes which will be sent by the department to the designated college official along with the payment checks sent for recipients. The college or university agrees to return the signed and notarized promissory notes to the department.

(15) Before receiving any funds from the state or from a college or university under terms of the Minority Teaching Scholarship Program, each designated recipient must agree to the following terms and conditions:

(A) To enroll in and complete a college program designed to qualify the recipient for a Missouri teaching certificate within five (5) years from the date of receiving funds under the scholarship program (three (3) years in the case of students transferring from a junior or community college);

(B) To teach science or math on a full-time basis for a period of five (5) years in a Missouri public elementary or secondary school after receiving a teaching certificate;

(C) To notify the department annually on October 1 in the format and on the schedule prescribed by the department, of his/her current status as a student during years of college attendance and as a teacher following receipt of teacher certification;

(D) To repay the scholarship funds received from the state in accordance with terms set forth in this rule if any one (1) of the following events occurs:

1. The recipient ceases study leading to teacher certification for any reason, including but not limited to—

A. Change of career goal as evidenced by the nature of courses selected in college;

B. Discontinuance of college attendance;

C. Dismissal, suspension, or expulsion from college for any reason; or

D. Enrollment and attendance during any semester in less than twelve (12) semester hours (less than full-time) in a program leading to certification to teach in Missouri public schools, except that nonattendance or enrollment in less than twelve (12) semester hours during the summer term shall not affect the status of the recipient;

2. The recipient fails to be hired for or to accept a full-time math or science teaching position in a Missouri public school within ten (10) months of receiving certification to teach in Missouri public schools; or

3. The recipient fails to teach math or science on a full-time basis for a period of five (5) years in a Missouri public elementary or secondary school.

(16) If a recipient does not complete requirements for certification to teach in public elementary or secondary schools in Missouri in accordance with the terms of this rule, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9 1/2%) per year shall be charged on the unpaid balance of the amount received from the state from the date the recipient ceased study leading to teacher certification until the amount received has been paid back to the state.

(17) If a recipient fails to be hired for or to accept a full-time math or science teaching position in a Missouri public elementary or secondary school within ten (10) months after receiving certification to teach in Missouri public elementary or secondary schools, the scholarship amount shall be considered as a loan to the recipient, and interest at the rate of nine and one-half percent (9 1/2%) per year shall be charged on the unpaid balance of the amount received from the date the recipient ceases to teach until the amount received has been paid back to the state. For each year, up to five (5) years, that the recipient teaches in a Missouri public elementary or secondary school, one-fifth (1/5) of the amount received under the scholarship program shall be applied against the total amount received and shall not be subject to repayment.

(18) If a recipient does not continue to teach math or science on a full-time basis in a Missouri public elementary or secondary school for a period of five (5) years after receiving a degree, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9 1/2%) per year shall be charged on the unpaid balance of the amount received from the date the recipient ceases to teach until the amount received has been paid back to the state. For each year, up to five (5) years, that the recipient teaches in a Missouri public elementary or secondary school, one-fifth (1/5) of the amount received under the scholarship program shall be applied against the total amount received and shall not be subject to repayment.

(19) The amount received (plus interest) shall be repaid to the state within two (2) years of the date of default; except that, repayment shall not be triggered—

(A) For a period of not more than two (2) years when a recipient returns to full-time graduate study;

(B) For a period of not more than one (1) semester by a recipient’s requesting and



receiving maternity leave from a Missouri public school district if the recipient returns to a teaching position in a Missouri public elementary or secondary school following such interruption of employment;

(C) For services in any branch of the armed forces of the United States; or

(D) For teaching in areas other than math or science defined as “critical need” by the state board.

(20) The obligation to teach on a full-time basis in a Missouri public elementary or secondary school for a period of five (5) years following certification shall not be altered by any such suspension on the requirement to repay the scholarship funds.

(21) Exceptions—A recipient who wishes to request an exception to any of the terms of this rule must submit his/her request in writing to the department. The department shall respond to each such request within thirty (30) days following receipt of the request and may schedule a hearing not more than forty-five (45) days following receipt of the request to receive testimony. A ruling on each request shall be rendered not more than fifteen (15) days following such hearing.

*AUTHORITY: sections 161.415, 161.418, 161.421 and 161.424, RSMo 1994.\* This rule previously filed as 5 CSR 80-850.015. Emergency rule filed July 19, 1995, effective July 29, 1995, expired Nov. 25, 1995. Original rule filed May 24, 1995, effective Jan. 30, 1996. Moved to 5 CSR 20-400.350, effective Aug. 16, 2011.*

*\*Original authority: 161.415, RSMo 1990, amended 1996; 161.418, RSMo 1990; 161.421, RSMo 1990; and 161.424, RSMo 1990.*

### 5 CSR 20-400.360 Missouri Critical Teacher Shortage Forgivable Loan Program

*PURPOSE: Section 168.600, RSMo, establishes a critical teacher shortage forgivable loan program. Upper division undergraduate or graduate level students enrolled full-time in approved teacher education programs leading to teacher certification would be eligible to apply for this program. This program would provide forgivable loans of up to four thousand dollars (\$4,000) for undergraduate students and eight thousand dollars (\$8,000) for graduate students who declared an intent to teach in Missouri public elementary and secondary schools in critical teacher shortage areas. The General Assembly makes an annual appropriation for the purpose of funding this program. This rule sets forth requirements for the implementation of this program.*

(1) The Missouri critical teacher shortage forgivable loan program contains the following:

(A) For the purpose of this rule, unless the context clearly requires otherwise, critical teacher shortage area shall mean:

1. Certification areas identified annually by the statistical analysis conducted by the Division of Teacher Quality and Urban Education, Department of Elementary and Secondary Education (DESE) and submitted to the U.S. Department of Education as critical teacher shortage areas; and/or

2. School buildings that serve low income families (one-third (1/3) or more of the students qualify for free and reduced price meals);

(B) An undergraduate forgivable loan may be awarded annually for two (2) undergraduate years and shall not exceed four thousand dollars (\$4,000) per year, or for a maximum of three (3) years for programs requiring a fifth year of instruction to obtain initial teaching certification; and

(C) A graduate forgivable loan may be awarded annually for two (2) graduate years and shall not exceed eight thousand dollars (\$8,000) per year.

(2) Eligible candidates are residents of Missouri and will be chosen on a first come first served basis with preference given to applicants who declare an intent to teach in both an identified certification area and school building that serves low income families and who meet the following requirements:

(A) Are upper division undergraduate or graduate students attending full-time a Missouri higher education institution with a DESE approved teacher education program;

(B) Participate in a program of study leading to issuance of a certificate of license to teach;

(C) Has declared an intent to teach for at least the number of years for which a forgivable loan is received in Missouri public elementary and/or secondary schools of Missouri in a critical teacher shortage area;

(D) Have maintained a minimum cumulative grade point average of 2.5 on a 4.0 scale for all undergraduate work (undergraduate students) or have maintained a minimum grade point average of 3.0 on a 4.0 scale for all graduate work (graduate students); and

(E) Agree to notify DESE annually on October 1 in the format and on the schedule prescribed by DESE, of his/her current status as a student during years of college attendance and as a teacher following receipt of a certificate of license to teach.

(3) Applications must be postmarked by May 1 on a form provided by DESE:

(A) Applications will contain the following:

1. Applicant’s name and residential address;

2. Applicant’s date of birth and Social Security number;

3. Name of the college or university attending;

4. Certification area being pursued; and

5. Declaration of intent to teach in a critical teacher shortage area.

(4) Following notification that the applicant has been selected to receive a loan, an applicant shall respond to DESE to accept or decline the loan no later than July 1. The loans shall be dispersed as follows:

(A) After the recipient has completed registration procedures at the college or university and is ready to attend class at the beginning of the first and second semester of the fiscal year, the financial aid officer or scholarship awards officer shall give the recipient a check from the state in an amount not to exceed two thousand dollars (\$2,000) for undergraduate or four thousand dollars (\$4,000) for graduate students made payable to the recipient. The exact number of loans will be based upon legislative appropriation and the number of eligible applicants;

(B) At the beginning of the first and second semesters after the recipient has completed all enrollment requirements, is ready to attend class, and when the check from the state is delivered to the student, the recipient shall sign a promissory note which obligates the student to fulfill the commitment to be made by the recipient, with the provision that funds received shall be repaid according to the terms of this rule if the student defaults on the commitments; and

(C) The state board of education may set aside fifteen percent (15%) of the loans for awards to qualified minority recipients.

(5) Participating colleges or universities must:

(A) Be located in Missouri;

(B) Offer a teacher education program approved by DESE;

(C) Report immediately to DESE the name of any enrolled recipient who ceases study leading to teacher certification; and

(D) Agree to serve as agent for the state in obtaining notarized signatures of recipients on promissory notes, which will be sent by DESE to the designated college official along with the loan checks. The college or university agrees to return the signed and notarized promissory notes to DESE.



(6) Repayment.

(A) Credit for repayment of a forgivable loan shall be in the amount of two thousand dollars (\$2,000) in loan principal plus applicable accrued interest for each full year of teaching in a critical teacher shortage area as defined in paragraph (1)(A)1. or 2. of this rule. However, credit in the amount of four thousand dollars (\$4,000) in loan principal plus applicable accrued interest for each full year of teaching in a critical teacher shortage area as defined in paragraphs (1)(A) 1. and 2. of this rule.

(B) Any loan recipient who fails to complete initial certification requirements, fails to obtain a certificate of license to teach in a critical teacher area or fails to teach in a Missouri public elementary or secondary school in a critical teacher shortage area shall repay the loan plus interest accruing at eight percent (8%) annually. In order to provide for the servicing of such loans, DESE may sell such loans to the Missouri Higher Education Loan Authority pursuant to state law and regulations.

*AUTHORITY: sections 161.092 and 168.600, RSMo 2000.\* This rule previously filed as 5 CSR 80-850.025. Original rule filed June 28, 2001, effective Jan. 30, 2002. Moved to 5 CSR 20-400.360, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973 and 168.600, RSMo 1999.*

**5 CSR 20-400.370 Missouri Career Development and Teacher Excellence Plan**

*PURPOSE: Sections 168.500–168.515, RSMo establish a career advancement program, the Missouri Career Development and Teacher Excellence Plan, referred to as the career ladder program. Participation by local school districts in the Career Ladder Program shall be voluntary. The Career Ladder Program is a matching program of variable matched rates established by statute. The general assembly makes an annual appropriation for the purpose of providing the state's share of the Career Ladder Program. This rule sets forth guidelines for local district participation in the Career Ladder Program.*

(1) For the purpose of this rule, unless the context clearly requires otherwise, the following terms shall mean:

(A) Career ladder salary supplement—The district may establish a salary supplement up to fifteen hundred dollars (\$1,500) for Career Stage I teachers, three thousand dollars (\$3,000) for Career Stage II teachers and five

thousand dollars (\$5,000) for Career Stage III teachers. The state's payment is contingent upon appropriations for this purpose;

(B) Department—The Department of Elementary and Secondary Education;

(C) Eligible district—A school district which has adopted a local district career ladder plan and had that plan approved by the department according to standards and procedures established in this rule;

(D) Participating teacher—An individual employed full-time by a school district who is certificated under rules governing teacher certification to serve as a classroom teacher, librarian, guidance counselor, school psychological examiner, parents as teachers educator, school psychologist, special education diagnostician, or speech pathologist and is on the district salary schedule and, as verified by a school district, has met criteria established for the career ladder; and

(E) School district—A school or group of schools governed by a locally elected board of education or the State Board of Education and operated at public expense.

(2) The department will provide school districts a model career ladder, guidelines and criteria for school district plans which meet the requirements established by statute and this rule.

(3) Each local school district desiring to participate in the Career Ladder Program shall submit an application and district plan to the Division of Urban and Teacher Education prior to July 15, 1996 and April 15 in subsequent years.

(4) Upon receipt of the school district's career ladder application, the Division of Urban and Teacher Education will review plans for eligibility to participate in the variable match rate program. The local district's career ladder plan will be evaluated to determine compliance with applicable statutes and standards and procedures established in the Criteria for Local District Career Ladder Plans (Appendix A).

(5) School districts will be notified of necessary modifications, eligibility or denial prior to August 1, 1996 and June 30, in subsequent years.

(6) Each eligible district shall identify participating teachers on Core Data collection forms provided by the department.

(7) Upon receipt of the Core Data information, the department will compile a list of participating teachers and determine the state

portion of the career ladder salary supplement according to the variable matching rate provisions of the law. The department will send to each district the list of participating teachers. The district will correct as necessary, verify this list and certify its accuracy to the commissioner of education on or before March 15.

(8) Upon receipt of the certified list, the department will schedule one (1) payment to occur in July in concert with regular payment of foundation program funds, contingent upon appropriations for this purpose, participating districts shall receive the appropriate reimbursement for Career Ladder Stage I in the first year of participation; Stages I and II in the second year; and Stages I, II and III in the third year.

(9) Eligible districts receiving career ladder salary supplements shall pay to each teacher an amount specified in the district application not to exceed the amounts provided by section 168.515(1), RSMo. If staffing/eligibility changes occur subsequent to the certification of the career ladder entitlement which cause the district to receive more or fewer funds necessary to implement the provisions of section 168.515, RSMo, the department shall be notified, with the modifications to Career Ladder Payment form by September 1, and the department will make an offsetting correction on the ensuing payment.

(10) Independent auditors retained by local districts will be responsible to examine district payroll records to determine if the proper career ladder supplemental pay has actually been paid to participating teachers as certified by the district to the department. Instances of noncompliance should be set forth in the audit report in the accountant's report on state and federal compliance.

*AUTHORITY: sections 168.500–168.515, RSMo 1994.\* This rule previously filed as 5 CSR 80-850.030. Original rule filed Feb. 26, 1986, effective May 29, 1986. Amended: Filed Aug. 31, 1992, effective April 8, 1993. Amended: Filed Sept. 27, 1995, effective March 30, 1996. Moved to 5 CSR 20-400.370, effective Aug. 16, 2011.*

*\*Original authority: 168.500, RSMo 1985, amended 1986, 1993, 1996; 168.505, RSMo 1985, amended 1993; 168.510, RSMo 1985, amended 1996; and 168.515, RSMo 1985, amended 1993, 1996.*





**APPENDIX A**  
**Criteria for Local District Career Ladder Plans**  
**REQUIRED ELEMENTS OF THE DISTRICT CAREER LADDER PLAN**

The local district shall develop and submit to the Department of Elementary and Secondary Education a District Career Ladder Plan (DCLP). This plan will provide the organizational basis for the district's career ladder. Development of a career ladder is voluntary for local school districts. When districts establish a career ladder plan, they also must accept the responsibility of raising the local portion of the funding. Teachers who clearly meet the Qualifications and Responsibilities established as specific criteria (168.500.2(3), RSMo) for the district Career Ladder shall have a reasonable expectation of participating on the career ladder.

- I. The DCLP shall contain a statement requiring that all responsibilities in the teacher's Career Development Plan directly and obviously relate to improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement.
- II. The DCLP shall contain three (3) stages and the qualifications for each stage. The annual supplemental pay shall not exceed \$1,500 for Stage I, \$3,000 for Stage II, or \$5,000 for Stage III. The state's payment is contingent upon appropriations for this purpose (168.515.1., RSMo). This supplemental pay shall be in addition to that which the teacher would normally be accorded by the district's salary schedule (168.505.1., RSMo).
- III. Each career ladder stage shall contain specific qualifications to be completed prior to application (168.500.2., RSMo). These qualifications shall include:
  - A. Five (5) years of teaching experience in Missouri public schools for Stage I (168.500.2(5), RSMo).
  - B. A clearly defined level of performance relative to the district's Performance Based Teacher Evaluation (PBTE) process for each stage on the career ladder (168.500.2(3), RSMo).

As stated in the state Model for PBTE, the EXPECTED PERFORMANCE LEVEL is a designation accorded to an EFFECTIVE teacher. Performance which clearly meets the district's expected performance level shall be required for Stage I and performance which meets and exceeds the expected level shall be required for Stages II and III:

    - At Stage I, the teacher shall show evidence of performance at the expected level on all of the criteria on the most recent final evaluation instrument in the district's PBTE system.
    - Stage II, the teacher shall show evidence of performance at the expected level on all of the criteria on the most recent final evaluation instrument and above the EXPECTED level on 10% of the evaluative criteria included in the district's PBTE system with at least one (1) of the criteria in the area of instructional process for teachers and librarians, guidance counseling process for counselors and the process area most closely related to specific job performance as it relates to students for school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians and speech pathologists.
    - At Stage III, the teacher shall show evidence of performance at the expected level on all of the criteria on the most recent final evaluation instrument and above the EXPECTED level on 15% of the summative evaluative criteria included in the district's PBTE system with at least one (1) of the criteria in the area of instructional process for teachers and librarians, guidance counseling process for counselors and the process area most closely related to specific job performance as it relates to students for school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians and speech pathologists.

In the PBTE system, the key emphasis is on the EXPECTED level of performance (EFFECTIVE teaching) and the percentage figures should be viewed as significant performance above the EXPECTED level. Unless otherwise approved by the department, the DCLP shall require no more than the percentages stated above.
  - C. A Career Development Plan to be organized by the teacher.

The Career Development Plan shall contain the responsibilities to be completed by the teacher while on the career ladder, and provisions for verifying completion of these responsibilities. Following approval by the district, these plans may be amended for good cause.

    - To qualify for Stage II, a teacher shall have completed a Career Development Plan and two (2) years of service on Stage I of the career ladder. One (1) year of service on the previous stage may be waived by the local Board of Education based upon a total of seven (7) years teaching in the public schools.
    - To qualify for Stage III, a teacher must have completed a Career Development Plan and three (3) years service on Stage II of the career ladder. Two (2) years of this service on the previous stage may be waived by the local Board of Education based upon a total of ten (10) years teaching in the public schools.
  - D. Appropriate certification in subject area for each teacher, except upon good cause shown (168.500.2., RSMo).
  - E. Full-time regular length contract.
  - F. The DCLP may contain additional qualifications deemed appropriate by the local Board of Education to the extent they are consistent with the provisions of 168.500—168.515, RSMo.



- IV. Each career ladder stage shall contain responsibilities commensurate and adjustable to the compensation offered for that stage that will be completed by the teacher while on the career ladder. These responsibilities shall directly and obviously relate to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement. Responsibilities shall be detailed in the teacher's Career Development Plan.
- V. The local school district shall show evidence of teacher, administrator, and patron involvement in the development of the DCLP. Teachers selected for involvement should be chosen by teachers in the district.
- VI. A Career Ladder Review Committee, consisting of teachers selected by other teachers in the district and administrators shall present to the local board a list of Career Ladder participants that have been approved for payment.
- VII. The DCLP shall contain provisions for assessment of the district's career ladder. Plans will be made for periodic assessment of the district's career ladder under the direction of the local board of education with assistance from administrators, teachers, and patrons. Criteria for assessment shall include, but not be limited to, benefits for schools and students, and teacher interest and participation.
- VIII. The DCLP shall contain the instrument, procedures and forms used in the district's PBTE process.
- IX. The DCLP shall contain evidence of continuous training for evaluators in PBTE. This training shall be comprehensive in nature and include, but not be limited to, knowledge of effective teaching, formative observation, summative evaluation and assistance to teachers in improvement of instruction. Training shall also address procedures for consistency and reliability among evaluators.
- X. The DCLP shall contain procedures for appealing decisions made regarding approval or denial of application and placement on the career ladder (168.510, RSMo), including the right to substantive and procedural appeals of the PBTE. Procedures shall include, but not necessarily be limited to, the following:
  - A. An opportunity to have the decision reviewed by the authority/committee rendering the initial decision;
  - B. An opportunity to have the decision rendered in "A" reviewed by the superintendent of schools; and
  - C. An opportunity to have the decision rendered in "B" reviewed by the local board of education.Appeal procedures shall be implemented in a timely fashion. All decisions made with respect to a teacher's application to, and placement on, any stage of the career ladder shall be based on the qualifications for that stage as stated in the DCLP.
- XI. The DCLP shall contain provisions for recognition of teacher mobility from one participating district to another within this state (168.500.4., RSMo).

The Department of Elementary and Secondary Education will periodically review local district plans and will collect information from local districts regarding the career ladder process. The local district must advise the department regarding amendments to the DCLP adopted by the local board of education following approval of the original DCLP by the department.



# The Missouri Career Ladder Model

Adopted November 1995

Participation in the Career Ladder is voluntary for school districts and for individual educators.

STAGE I		STAGE II		STAGE III	
Qualifications	Responsibilities	Qualifications	Responsibilities	Qualifications	Responsibilities
<p>1. Five years' teaching experience in Missouri public schools.</p> <p>2. Appropriate certification.</p> <p>3. Eligible educator serving on a regular-length, full-time contract.</p> <p>4. PBTET.* Educator meets "expected" level on all of the criteria on the most recent final evaluation instrument on the district's performance based evaluation.</p> <p>5. Educator will prepare a Career Development Plan.</p>	<p>Career Stage I educator will select responsibilities directly and obviously related to any of the following:</p> <ul style="list-style-type: none"> <li>• District School Improvement Plan</li> <li>• Curriculum Development Plan</li> <li>• Professional Development Plan</li> <li>• Missouri School Improvement Plan</li> <li>• Instructional Improvement</li> </ul>	<p>1. Successful completion of the Stage I Career Development Plan. Educator must complete two years on Stage I. Local board of education may waive one year of this requirement based upon a total of seven year's prior experience.</p> <p>2. Appropriate certification.</p> <p>3. Regular-length, full-time contract.</p> <p>4. PBTET.* Educator meets on all and exceeds "expected" performance level on 10% of criteria on the most recent final evaluation instrument. One of the criteria above expected level shall be in the area most closely related to job performance as it relates to students.</p> <p>5. Educator will prepare a Career Development Plan. [Responsibilities at Stage II must display higher levels of sophistication.]</p>	<p>Career Stage II educator will select responsibilities directly and obviously related to any of the following:</p> <ul style="list-style-type: none"> <li>• District School Improvement Plan</li> <li>• Curriculum Development Plan</li> <li>• Professional Development Plan</li> <li>• Missouri School Improvement Plan</li> <li>• Instructional Improvement</li> </ul> <p>[Responsibilities must reflect high levels of sophistication.]</p>	<p>1. Successful completion of the Stage II Career Development Plan. Educator must complete three years on Stage II. Local board of education may waive two years of this requirement based upon a total of 10 years' prior experience.</p> <p>2. Appropriate certification.</p> <p>3. Regular-length, full-time contract.</p> <p>4. PBTET.* Educator meets on all and exceeds "expected" performance level on 15% on the most recent final evaluation instrument, one of the criteria above expected level shall be in the area most closely related to job performance as it relates to students.</p> <p>5. Educator will prepare a Career Development Plan. [Responsibilities at Stage III must display higher levels of sophistication.]</p>	<p>Career Stage III educator will select responsibilities directly and obviously related to any of the following:</p> <ul style="list-style-type: none"> <li>• District School Improvement Plan</li> <li>• Curriculum Development Plan</li> <li>• Professional Development Plan</li> <li>• Missouri School Improvement Plan</li> <li>• Instructional Improvement</li> </ul> <p>[Responsibilities must reflect high levels of sophistication.]</p>

\*PBTET--Performance based evaluation, as required under Section 168.128, RSMo.



**5 CSR 20-400.380 Mentoring Program Standards**

*PURPOSE: This rule establishes standards for successful mentoring programs.*

(1) A successful mentoring program will include, but may not be limited to, the standards listed below:

(A) An introduction to the cultural environment of the community, school district, school building, and classroom that:

1. Provides awareness of school and district policies, procedures, and mission (teacher and student handbooks, Comprehensive School Improvement Plan (CSIP), goals, etc.);

2. Expresses community norms/local expectations (community tour, housing, medical facilities, faith community, etc.);

3. Complements professional organizations at district and state/national levels;

4. Discusses classroom equality gender/race/abilities;

5. Is a systematic and ongoing introduction to data analysis, assessment practice and process, etc. (not a one (1)-day workshop);

6. Includes district initiatives and parental concerns; and

7. Defines professional and district acronyms (Adequate Yearly Progress (AYP), Missouri School Improvement Program (MSIP), Individuals with Disabilities Education Act (IDEA), Parent Teacher Organization (PTO), etc.).

(B) A systemic and ongoing program review/evaluation by all stakeholders:

1. Identifies all stakeholders;

2. Identifies mentoring outcomes, how they will be measured, and timelines;

3. Gathers regular and systematic feedback from mentor, protégé, and administrators to determine if mentoring is working (might include pre- and post-surveys for mentors and protégés and may include information on retention rates/numbers, levels of job satisfaction, student achievement, or cost of turnover);

4. Is based on a foundation of best practices;

5. Requires independent/anonymous exit interviews of staff (may be connected to beginning educators' survey at state level) so clear reasons for staff departures can be determined;

6. Is supported by central office and school board—trend data; and

7. Is included in broader Professional Development (PD) program evaluation (locally and on Missouri School Improvement Program reviews).

(C) An individualized plan for beginning

educators that aligns with the district's goals and needs that:

1. Is aligned with the department's Performance Based Teacher/Educator Evaluation (PBTE) standards;

2. Is a systematic and concise mentoring and professional development plan that prioritizes the immediate and future needs of the new educator;

3. Aligns with district's CSIP and certification requirements;

4. Establishes outcomes for new educators;

5. Is an extension or part of a professional development plan that may have begun during student teaching/internship or culminating project in college;

6. Establishes classroom or on-the-job observations that are guided by practices. Observations should include pre- and post-observation conferences, including reflective questions; and

7. Encourages structured experiences and expectations for all new educators.

(D) Appropriate criteria for selecting mentors that:

1. Should have a minimum of three (3) years of experience;

2. Have traits such as enthusiasm and job commitment;

3. Are committed to self-growth as well as mentoring;

4. Hold a same or similar position/job of grade/subject area (in- or out-of-building/district);

5. May use a mechanism to end pairing if either mentor or protégé is not satisfied;

6. Understand broad educational issues as well as specific teaching/education issues;

7. Have a strong understanding of pedagogy, instructional expertise, and relevant administrative issues;

8. Are available to mentor (release time, fewer additional assignments);

9. Are assigned collaboratively by administrator(s) and local professional development committee with input from grade-level or department chair; and

10. Are supported in time/effort by administration and school board.

(E) Comprehensive mentor training that:

1. Recognizes mentoring is NOT evaluation; confidentiality is required between mentor and protégé (except in situations of child endangerment);

2. Includes cognitive coaching skills along with collaborative training;

3. Includes observation and feedback training/skills;

4. Provides an awareness of phases of first-year educators (stress, depression, etc.);

5. Provides training on mentoring stan-

dards, performance-based evaluation requirements, certification requirements, and local expectations;

6. Includes a catalogue of resources available for beginning educators;

7. Recognizes the need for knowledge and strategies on classroom management;

8. Encourages small districts to form mentoring consortia (may use existing structures to form consortia (e.g., conference schools));

9. Focuses on exemplary teaching and assessment practices;

10. Builds working strategies that encourage problem solving and independent thinking;

11. Provides understanding of student assessments and how educators can utilize them to guide instruction; and

12. Includes self-assessment that identifies whether mentoring is meeting both the mentor's and protégé's expectations.

(F) A complete list of responsibilities for the mentor, beginning teacher and administrator(s) is addressed in Appendix A.

(G) Sufficient time for mentors to observe beginning educators, and for the beginning educators to observe master educators, are structured to provide multiple opportunities over time to minimize the need to require substitute teachers to facilitate observations by:

1. Aligning class schedules and planning periods to complement mentoring duties;

2. Utilizing state and local professional development funds, Career Ladder, or stipends to support mentors' additional duties;

3. Providing release time for coaching, observation, and meeting (minimum of three (3) each year); and

4. Encouraging college support of resources, on-line classes, personal visits, and/or beginning educators' assistance programs.



## APPENDIX A

TOPIC	Beginning Teacher	Mentor or Professional Development Committee	Principal	District, PDC and School Board	College or Univerlarity	DESE, Associations, and Others
SELECTION		PDC collaboratively assists in selection and pairing	Principal or superintendent collaboratively assists in selection and pairing	PDC collaboratively assists in selection and pairing		
TRAINING		Mentor attends training	Attends mentor training and supports mentor and protégé	Provides policy and support for ongoing mentor training program	Provides awareness or expectation for graduates and may provide training for mentors	Provides regional training for mentors with cognitive coaching information
CONTACT	Seeks contact prior to beginning of school year	Contacts protégé and welcomes him/her to community. Confirms first meeting	Contacts protégé and welcomes him/her to community. Arranges first meeting	Provides curriculum guides, handbooks and pertinent grade/subject level information	Instructs student teachers on expectation of mentoring	
COMMUNICATION	Seeks support and assistance with mentor and colleagues	Follows through on contacts and individualizes topics for protégé	Assures mentor and protégé communicate regularly	May provide district-wide opportunities for mentors and protégés	Provides a minimum of annual contact for 1 <sup>st</sup> & 2 <sup>nd</sup> year teachers	Supports communication between colleges and new teachers
CONFIDENTIALITY	Maintains confidentiality at all times and appreciates assistance	Maintains confidentiality at all times and reinforces trust	Appreciates mentor/protégé confidentiality and does not undermine effort	Remains neutral party.		
DOCUMENTATION	Maintains log/list of in-service, professional workshops, reading, and organizational activities	Reviews documentation	Reviews formal professional development plan	Keeps required documentation for beginning educators and mentors for verification purposes	May collect data on strength or weakness of first-year teachers	May assist in data collection and review
PROFESSIONAL DEVELOPMENT PLAN	Maintains and regularly evaluates personal plan; shares with mentor	Assists in development of the PD plan and encourages growth and career advancement	Supports new educators' professional development plans	Protégé and support team complete end-of-year district checklist or assessment	May provide ongoing or advanced coursework	Provides models and workshop opportunities
SUPPORT			Supports time for observation, collaboration & compensation	Formalizes written guidelines, mentor time & resources	Offer support to graduates from any Missouri college	Develops rules and standards
EVALUATION OF MENTORING PROCESS	Participate in formal evaluation of mentoring program	Participate in formal evaluation of mentoring program	Participate in formal evaluation of mentoring program	Develops mentoring assessment/evaluation tool that aligns with standards and assesses formal evaluation of mentoring and makes revisions	May utilize information to improve preparation programs	Provides models; evaluates for MSIP purposes



*AUTHORITY:* sections 160.720, 161.092, and 161.375, RSMo Supp. 2007.\* *This rule previously filed as 5 CSR 80-850.045. Original rule filed Oct. 29, 2002, effective June 30, 2003. Rescinded and readopted: Filed Jan. 18, 2008, effective Sept. 30, 2008. Moved to 5 CSR 20-400.380, effective Aug. 16, 2011.*

*\*Original authority:* 160.720, RSMo 2002, amended 2004; 161.092, RSMo 1963 amended 1973, 2002, 2003; and 161.375, RSMo 2007.

**5 CSR 20-400.390 State Level Professional Development Funds for Statewide Areas of Critical Need for Learning and Development**

*PURPOSE:* This rule provides administrative guidelines for expenditure of professional development funds as provided in 160.530, RSMo.

(1) The primary purpose of the state-level professional development moneys is to address statewide areas of critical need, provided the following two (2) areas shall constitute priority uses for such money:

(A) Funding operation of state management teams in school districts with academically deficient schools and providing resources specified by the management team as needed in these districts; and

(B) Funding for grants to school districts for resources identified as necessary by the district for those districts which are failing to achieve assessment standards.

(2) The statewide areas of critical need for learning and development include:

(A) Funding operation of management teams in school districts with academically deficient schools and providing resources specified by management teams as needed in these districts;

(B) Funding for grants to school districts for resources identified as necessary by the district, for those districts which are failing to achieve assessment standards;

(C) Ensuring all children are successful in school, especially children at risk, children with special needs and gifted students;

(D) Increasing parental involvement;

(E) Providing information which will assist school administrators and teachers in understanding the process of site-based decision-making;

(F) Implementing recommended curriculum frameworks;

(G) Training in use of new assessment techniques and the use of those assessments to improve student performance;

(H) Cooperation with law enforcement authorities to expand successful anti-drug

programs for students;

(I) Strengthening existing curricula of local districts to stress drug and alcohol prevention;

(J) Implementing and promoting programs to combat gang activity, violence and weaponry in the schools of the state;

(K) Establishing family schools, where schools adopt proven models of one (1)-stop state services for children and families;

(L) Expanding adult literacy services; and

(M) Training board members in areas deemed important as determined by the state board of education.

(3) On an annual basis, the state board of education will select additional priority areas of critical need to be funded during the subsequent academic year.

(4) Funding will be awarded on the basis of competitive grants and applicants will be required to complete closing reports complete evaluative data on the effectiveness of each activity.

(5) The state-level professional development moneys may be distributed to—

(A) Colleges;

(B) Universities;

(C) Private associations;

(D) Professional education associations;

(E) Statewide associations organized for benefit of members of local boards of education;

(F) Public elementary and secondary schools; or

(G) Other associations and organizations that provide professional development opportunities for teachers, administrators and boards of education.

(6) The State Board of Education reserves the right to contract for delivery of professional development services in any of the areas addressed in this rule.

(7) Each proposal must include a description of how it will impact on children and include an evaluation in compliance with the application process.

*AUTHORITY:* section 160.530, RSMo Supp. 1993.\* *This rule previously filed as 5 CSR 80-850.050. Original rule filed Nov. 23, 1993, effective July 10, 1994. Moved to 5 CSR 20-400.390, effective Aug. 16, 2011.*

*\*Original authority:* 160.530, RSMo 1993.

**5 CSR 20-400.400 School Board Member Orientation and Training**

*PURPOSE:* This rule establishes guidelines and requirements for school board member orientation and training as provided in section 160.530, RSMo and as required in section 162.203, RSMo.

(1) Beginning with Fiscal Year 1994 and for all fiscal years after that, the State Board of Education may expend funds as provided in section 160.530, RSMo for the benefit of members of boards of education.

(A) Training of members of boards of education in areas deemed important for the training of effective board members should include:

1. Issues of policy including purpose, development and management of policy and regulations and rules;

2. Relationships between board members and with various constituents such as superintendents and staff, patrons, the media and governmental entities;

3. Board planning including developing a vision, long-range and annual planning and evaluation of progress toward goals;

4. General procedures including topics such as ethics, parliamentary procedure, duties of officers, agenda setting and participatory decision making; and

5. Information on student performance techniques and reporting.

(2) All board members initially elected or appointed after August 28, 1993, shall successfully complete orientation and training requirements within one (1) year of the date of the election or appointment.

(3) The board member orientation and training shall be offered by a statewide association organized for the benefit of members of boards of education or be approved by the State Board of Education.

(4) Board members who fail to successfully complete any component of the sixteen (16) hours of orientation and training shall retake the component which was not successfully completed at the earliest available training session and at no additional cost to the district.

(5) The State Board of Education shall consider the results of board members' orientation and training when classifying a school district.

*AUTHORITY:* sections 160.530 and 162.203, RSMo Supp. 1993.\* *This rule previously filed as 5 CSR 80-850.060. Original rule filed Nov. 30, 1993, effective July 10, 1994. Moved to 5 CSR 20-400.400, effective Aug. 16, 2011.*



*\*Original authority: 160.530, RSMo 1993 and 162.203, RSMo 1993.*

### 5 CSR 20-400.410 Robert C. Byrd Honors Scholarship Program

*PURPOSE: The Department of Elementary and Secondary Education has the authority to receive and expend federal funds for educational programs and to establish regulations for the administration of the programs in accordance with controlling federal statutes and regulations. This rule sets forth the general administrative procedures for the department's implementation of the federally funded Robert C. Byrd Honors Scholarship 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. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) The provisions of 34 CFR part 654, the Robert C. Byrd Honors Scholarship Program, promulgated (59 FR 32657) June 24, 1994, are hereby incorporated by reference in this rule, as published by the Office of the Federal Register, U.S. National Archives and Records, 700 Pennsylvania Avenue NW, Washington, DC 20408. This rule does not incorporate any subsequent amendments or additions.

(2) The following procedures will be used in the administration of the program:

(A) September: Applications mailed to all high school (public and private) principals and counselors;

(B) January through March: Applications received and student data entered into computer by congressional district;

(C) April:

1. Winners are selected on the basis of American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. In the event of a tie, the applicant's unweighted cumulative grade point average (GPA) will be used. A transcript evaluation will be conducted for further ties. In instances when the number of scholarships is not evenly divisible by nine (9), an equal number will be awarded in each congressional district. The remaining schol-

arships will be declared at-large scholarships. These will be used to provide awards to both students in the event of a tie in scores. Any remaining scholarships will be awarded to the next highest scoring students statewide;

2. Winners are sent an award letter, status verification form and statement of registration status; and

3. Nonwinners are sent a letter of notification;

(D) Status verification forms are received throughout the year; and

(E) Scholarship checks are mailed directly to the students upon receipt of status verification forms.

*AUTHORITY: sections 161.092, RSMo Supp. 2005 and 178.430, RSMo 2000.\* This rule previously filed as 5 CSR 80-860.010. Original rule filed Oct. 15, 1990, effective March 14, 1991. Amended: Filed Aug. 15, 2005, effective March 30, 2006. Moved to 5 CSR 20-400.410, effective Aug. 16, 2011.*

*\* Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003 and 178.430, RSMo 1963.*

### 5 CSR 20-400.420 Urban Flight and Rural Needs Scholarship Program

*PURPOSE: Section 173.232, RSMo, establishes a program that makes scholarships available for eligible students who make a commitment to a teaching career and who enroll in a college program leading to certification to teach in public schools of Missouri, the population of which includes a higher than average "at-risk student population." This rule sets forth the qualifications required of applicants for the scholarships, the criteria to be used in selecting scholarship recipients, terms to which a scholarship recipient must agree and repayment procedures to be followed by recipients who fail to fulfill their commitment to become certificated to teach or to teach in the public schools of Missouri, with a population which includes a higher than average "at-risk student population."*

(1) Eligible applicants are defined as United States citizens and residents of Missouri who:

(A) Are high school seniors, students in a four (4)-year college or university located in Missouri, or students enrolled in a junior or community college located in Missouri with approved teacher education programs;

(B) Make a commitment to pursue an approved teacher education program and enroll as full-time students in an approved two (2)- or four (4)-year college or university located in Missouri;

(C) Have a cumulative grade point average (GPA) of 2.5 and demonstrates financial need; and

(D) Meet the requirements for entry into an approved teacher education program in Missouri.

(2) Each student wishing to apply for a scholarship shall submit an application to the Department of Elementary and Secondary Education (DESE) on a form required by DESE by April 15 in order to be considered for the award of a scholarship for the fall and spring semesters. The application for Urban Flight and Rural Needs Scholarship is included herein.

(3) Each application shall contain information as may be required to enable DESE to select recipients under the provisions of this rule.

(4) Each eligible applicant will be notified by June 1 whether the applicant has or has not been selected as a recipient, pending legislative funding.

(5) Recipients will be selected from the group of eligible applicants on the basis of each applicant's qualifying GPA and financial need.

(6) Annually, DESE shall appoint a selection committee whose assignment shall be to review the eligible applicants on the basis of the criteria.

(7) In the event that there are more eligible applicants than can be granted scholarships because insufficient funds have been appropriated, scholarships shall be awarded ranking eligible applicants regarding cumulative GPA after seventh semester and financial need.

(8) In the event that a designated recipient declines to accept a scholarship, the scholarship shall be offered to the next highest ranked eligible applicant, if any.

(9) Following notification that the applicant has been selected to receive a scholarship, the applicant shall respond to DESE to accept or decline the scholarship. The recipient (and parents or guardians, if the recipient is under eighteen (18) years of age) shall sign an agreement form which obligates the student to fulfill the commitment to be made by recipients with the provision that funds received under the terms of this rule shall be repaid according to the terms of this rule if the student defaults on the commitments. The Urban Flight and Rural Needs



Scholarship agreement form is included herein.

(10) After a recipient has completed admission and registration procedures at the college or university and is ready to attend class at the beginning of the fall semester of the program year (fiscal year), a copy of the student's schedule must be sent to DESE within thirty (30) days after the start of the semester. Following completion of the semester coursework, the student must submit a DESE invoice form with official transcripts within thirty (30) days of the semester end. Upon receipt of the official transcripts, a check will be issued to the student for the eligible student's tuition and fees, if a GPA of 2.5 or higher has been obtained. A similar procedure shall occur for each concurrent semester until a total of eight (8) semesters or four (4) years have occurred.

(11) On the two (2) occasions, at the beginning of the first and second semesters after the recipient has completed all enrollment requirements and is ready to attend class, the recipient (and parents or guardians, if the recipient is under eighteen (18) years of age) shall sign a Form A which obligates the student to fulfill the commitment to be made by recipients with the provision that funds received under the terms of this rule shall be repaid according to the terms of this rule if the student defaults on the commitments. The Form A for the Urban Flight and Rural Needs Scholarship is included herein.

(12) Eligible colleges or universities must:

- (A) Be located in Missouri; and
- (B) Offer a teacher education program approved by DESE.

(13) Before receiving any funds from the state under terms of the Urban Flight and Rural Needs Scholarship Program, each designated recipient must agree to the following terms and conditions:

(A) To enroll in and complete a college program designed to qualify the recipient for a Missouri teaching certificate within five (5) years from the date of receiving funds under the scholarship program (three (3) years in the case of students transferring from a junior or community college);

(B) To teach on a full-time basis for a period of up to eight (8) years (two (2) years for each year of scholarship funding) in a Missouri public elementary or secondary school, the population of which includes a higher than average "at-risk student population" after receiving a teaching certificate;

(C) To notify DESE each fall and spring

semester, on the Urban Flight and Rural Needs Form A of the applicant's current status as a student during years of college attendance. Form A is included herein;

(D) To notify DESE annually of their teaching status for a period of up to eight (8) years in a Missouri public school with a higher than average "at-risk student population;"

(E) To repay the scholarship funds received from the state in accordance with terms set forth in this rule if any one (1) of the following events occurs:

1. The recipient ceases study leading to teacher certification for any reason, including, but not limited to:

A. Failure to maintain a cumulative GPA of 2.5;

B. Enrollment and attendance during any fall or spring semester with less than twelve (12) semester hours (less than full-time) in a program leading to certification to teach in Missouri public schools;

C. Change of career goal as evidenced by the nature of courses selected in colleges;

D. Discontinuance of college attendance; or

E. Dismissal, suspension or expulsion from college for any reason;

2. The recipient fails to be hired for or to accept a full-time teaching position in a Missouri public school, the population of which includes a higher than average "at-risk student population" within ten (10) months of receiving certification to teach in Missouri public schools; or

3. The recipient fails to teach on a full-time basis for a period of eight (8) years in a Missouri public elementary or secondary school with a higher than average "at-risk student population" or two (2) years for each one (1) year of scholarship funding.

(14) If a recipient does not complete requirements for certification to teach in public elementary and secondary schools in Missouri in accordance with the terms of this rule, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9.5%) per year shall be charged on the unpaid balance of the amount received from the state from the date the recipient ceased study leading to teacher certification until the amount received has been paid back to the state.

(15) If a recipient fails to be hired for or to accept a full-time teaching position in a Missouri public elementary or secondary school with a population that includes a higher than average "at-risk student population" within ten (10) months after receiving certifi-

cation to teach in Missouri public elementary or secondary schools, the scholarship amount shall be considered as a loan to the recipient and interest at the rate of nine and one-half percent (9.5%) per year shall be charged on the unpaid balance of the amount received from the state from the date ten (10) months after receiving certification until the amount has been paid back to the state.

(16) If a recipient does not continue to teach on a full-time basis in a Missouri public elementary or secondary school for a period of eight (8) years after receiving a degree (or two (2) years of teaching for each year of scholarship funding), the scholarship amount and interest at the rate of nine and one-half percent (9.5%) per year shall be charged on the unpaid balance of the amount received from the date the recipient ceases to teach until the amount received has been paid back to the state. For each year, up to eight (8) years, that the recipient teaches in a Missouri public elementary or secondary school, one-eighth (1/8) of the amount received under the scholarship program shall be applied against the total amount received and shall not be subject to repayment.

(17) The amount received (plus interest) shall be repaid to the state within five (5) years of the date of default; except that repayment shall not be triggered for a period of not more than:

(A) One (1) year by a recipient's returning to full-time study after two (2) years of teaching in a Missouri public elementary or secondary school; or

(B) One (1) semester by a recipient's requesting and receiving maternity leave from a Missouri public school district if the recipient returns to a teaching position in a Missouri public elementary or secondary school following this interruption of employment.

(18) The obligation to teach on a full-time basis in a Missouri public elementary or secondary school with a higher than average "at-risk student population" for a period of eight (8) years following certification shall not be altered by any such moratorium on the requirement to repay the scholarship funds.





**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**DIVISION OF TEACHER QUALITY AND URBAN EDUCATION**  
**EDUCATOR RECRUITMENT AND RETENTION**  
 P.O. Box 480, Jefferson City, MO 65102-0480  
**APPLICATION FOR URBAN FLIGHT AND RURAL NEEDS SCHOLARSHIP**

<b>INSTRUCTIONS</b>			
RETURN THIS APPLICATION ALONG WITH ALL OFFICIAL TRANSCRIPTS AND A STUDENT FINANCIAL AID REPORT TO THE ABOVE ADDRESS-APPLICATIONS MUST BE POSTMARKED BY APRIL 15			
<b>APPLICANT INFORMATION</b>			
*SOCIAL SECURITY NUMBER		CURRENT NAME (LAST, FIRST, MIDDLE INITIAL)	
HOME ADDRESS	CITY	STATE	ZIP CODE
COUNTY	DAYTIME TELEPHONE NUMBER(S) ( ) ( )		
NAME OF PARENT/GUARDIAN			
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE NUMBER ( )			
ETHNIC ORIGIN (CHECK ONE) <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> INDIAN <input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER _____			GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
*View the Social Security number disclosure: <a href="http://dese.mo.gov/school/law/repaskques/SSN_Disclosure.pdf">http://dese.mo.gov/school/law/repaskques/SSN_Disclosure.pdf</a>			
IN ORDER OF PREFERENCE, LIST THE COMMUNITY COLLEGE OR 4-YEAR COLLEGE OR UNIVERSITY THAT YOU WOULD ATTEND IF YOU WERE AWARDED A SCHOLARSHIP. THESE INSTITUTIONS MUST HAVE AN APPROVED TEACHER EDUCATION PROGRAM AND MUST BE IN MISSOURI.			
(1)		(2)	
IN WHAT SUBJECT AREA WOULD YOU PREFER TO SPECIALIZE?			
HIGH SCHOOL/INSTITUTION CURRENTLY ATTENDING			
CURRENT ACADEMIC STATUS (CHECK)			
<input type="checkbox"/> HIGH SCHOOL SENIOR			
<input type="checkbox"/> COMMUNITY COLLEGE/UNIVERSITY FRESHMAN		<input type="checkbox"/> HOURS COMPLETED AT DECEMBER OF CURRENT YEAR	
<input type="checkbox"/> COMMUNITY COLLEGE/UNIVERSITY SOPHOMORE		<input type="checkbox"/> HOURS COMPLETED AT DECEMBER OF CURRENT YEAR	
<input type="checkbox"/> RETURNING ADULT STUDENT		<input type="checkbox"/> HOURS COMPLETED	
<input type="checkbox"/> OTHER _____			
APPLICANT'S SIGNATURE			DATE





**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF TEACHER QUALITY AND URBAN EDUCATION  
EDUCATOR RECRUITMENT AND RETENTION  
P.O. Box 480, Jefferson City, MO 65102-0480  
AGREEMENT FORM FOR THE URBAN FLIGHT AND RURAL NEEDS SCHOLARSHIP**

<b>PERSONAL DEMOGRAPHIC INFORMATION</b>			
*SOCIAL SECURITY NUMBER			
CURRENT NAME (LAST, FIRST, MIDDLE INITIAL)			
STREET ADDRESS			
CITY, STATE, ZIP CODE			
E-MAIL ADDRESS			
DAYTIME PHONE NUMBERS ( ) ( )			
NAME OF UNDERGRADUATE INSTITUTION			
UNDERGRADUATE MAJOR			
<small>* View the Social Security number disclosure: <a href="http://dese.mo.gov/schoolaw/freqaskques/SSN_Disclosure.pdf">http://dese.mo.gov/schoolaw/freqaskques/SSN_Disclosure.pdf</a></small>			
<b>ASSURANCES</b>			
<p>I understand and agree that upon acceptance of scholarship funds through the Urban Flight and Rural Needs Scholarship Program, I <u>shall</u> remain a full-time student in an approved teacher education program through a Missouri college or university until which time I have acquired the credits deemed necessary by the Missouri Department of Elementary and Secondary Education to be eligible for a Missouri teaching certificate (not to exceed five (5) years if attending a four (4) year college or three (3) years if attending a community or junior college).</p> <p>Upon acceptance of scholarship funds through the Urban Flight and Rural Need Scholarship Program and after acquiring and receiving a Missouri teaching certificate, I understand that I have ten (10) months to acquire a full-time teaching position in a Missouri public elementary or secondary school, the population of which includes a higher than average "at-risk student population."</p> <p>I understand that failure to be employed as a full-time teacher in a Missouri public school with a population of which includes a higher than average "at-risk student population," for the number of years not to exceed eight (8) years or two (2) years for every year of funding through the Urban Flight and Rural Needs Scholarship program, that I will be required to repay all scholarship funds received through said scholarship with an interest of <u>9.5%</u>. The amount to repay may be reduced by the number of years taught.</p>			
Date Signed		Signature of Borrower	
Address		City	State
			Zip Code
<b>NOTARY INFORMATION</b>			
NOTARY PUBLIC EMBOSS OR BLACK INK RUBBER STAMP SEAL	STATE		COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME THIS		
	DAY OF	YEAR	USE RUBBER STAMP IN CLEAR AREA BELOW
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			



*AUTHORITY: sections 161.092 and 173.232, RSMo Supp. 2007. \* This rule previously filed as 5 CSR 80-860.050. Original rule filed Jan. 18, 2008, effective Aug. 30, 2008. Moved to 5 CSR 20-400.420, effective Aug. 16, 2011.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003 and 173.232, RSMo 2006.*