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

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**Title 5—DEPARTMENT OF  
ELEMENTARY AND  
SECONDARY EDUCATION  
Division 80—Teacher Quality and  
Urban Education  
Chapter 800—Educator Certification**

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(Rescinded November 30, 2000)**

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 Rescinded: Filed April 26, 2000, effective Nov. 30, 2000.*

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

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

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

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

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

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

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

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

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

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

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

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

**5 CSR 80-800.030 Invalidation of Teaching Certificates**

(Rescinded November 25, 1988)

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

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

(Rescinded September 30, 1999)

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

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

(Moved to 5 CSR 80-805.020)

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Rescinded November 25, 1988)

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

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

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

*teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a certificate of license to teach where the applicant has a recommendation from a state-approved teacher preparation program or has earned a 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 October 2005), may contact the Educator Certification Section, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. This rule does not incorporate any subsequent amendment 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 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 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) and possesses good moral character may be granted a Missouri certificate of license to teach in their area of NBPTS certification most closely aligned with the current areas of certification approved by the board. The certificate of license to teach will be an initial professional classification or a career continuous professional classification (CCPC), if the applicant possesses four (4) years 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) Additional certificates of license to teach may be granted as follows:

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

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

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

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

(A) A holder of a certificate of license to teach whose name is changed 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 161.092, 168.021, 168.071, 168.081 and 168.400, RSMo Supp. 2004.\* 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.*

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

(Rescinded November 30, 2000)

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

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

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



including superintendent, principal, 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 October 2005), 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 official 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 assessment(s) as defined in the rules promulgated by the board. The official score report shall be submitted to DESE.

(10) The applicant for an 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. 2004 and 168.011, 168.405 and 168.409, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.

\*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; 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 80-800.230 Application for a Student Services Certificate of License to Teach

*PURPOSE:* The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and establish requirements and qualifications for those certificates. This rule outlines the procedures for application for a student services certificate of license to teach for 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 October 2005), may contact the Educator Certification Section, PO Box 480, Jefferson City, MO 65102-0480. 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.

(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, 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. 2004 and 168.011, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.*

*\*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; 168.081, RSMo 1963, amended 1984, 2002; and 168.400, RSMo 1985, amended 1990, 2002.*

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

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

*cant 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 certifica-

tion 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 October 2005), 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 three (3) 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. 2004 and 168.011, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.*

*\*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; 168.081, RSMo 1963, amended 1984, 2002; and 168.083, RSMo 2002.*

### 5 CSR 80-800.270 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 writing the Educator Certification Section of the Department of Elementary and Secondary Education (DESE) at PO Box 480, Jefferson City, MO 65102 or downloading from the Internet.

(3) An application is not considered officially filed with the board until it has been determined by the board or DESE staff to be complete and the application is submitted on the forms provided by the board, signed and accompanied by two (2) full sets of fingerprints with the appropriate fee as set by the Missouri State Highway Patrol (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 October 2005), 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. 2004 and 168.011, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.*

*\*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 80-800.280 Application for an Adult Education and Literacy Certificate of License to Teach**

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

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

able 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 October 2005), 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. 2004 and 168.011, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.*

*\*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 80-800.290 Application for Substitute Certificate of License to Teach

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

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

(2) Applications for a substitute Missouri certificate of license to teach (including the background check or fingerprint request) shall be submitted by the school district through 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 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.\* *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.*

\*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 80-800.300 Discipline and Denial of Certificates of License to Teach

*PURPOSE:* The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state, establish requirements and qualifications for those certificates and cause those certificates to be revoked, suspended, invalidated or deleted in a manner provided in 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.\* 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.*

*\*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; 168.081, RSMo 1963, amended 1984, 2002.*

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

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

(1) A certificate holder requesting deletion of a certificate(s) of license to teach and/or endorsement(s) must submit a notarized

statement in the form required by the State Board of Education specifically requesting the deletion(s).

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

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

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

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

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

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

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. 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 October 2005), 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. Industrial technology;
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 behavioral disorder, grades K-12 to be discontinued 8-15-2005;

5. Mild/moderate cross-categorical, grades K-12;

6. Mild/moderate learning disabled, grades K-12 to be discontinued 8-15-2005;

7. Mild/moderate mentally handicapped, grades K-12 to be discontinued 8-15-2005;

8. Mild/moderate physical and/or other health impairments, grades K-12 to be discontinued 8-15-2005; and/or

9. 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 and consumer sciences education;

4. Health sciences;

5. Junior Reserve Officers Training Corps (ROTC);

6. Marketing education;

7. Special needs; and/or

8. Trade and industrial education;

(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

##### Agricultural Education

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



**Business Education**

Career Business Education

**Family and Consumer Sciences Education**

Apparel and Textiles  
Dietetic Services  
Food Production, Management and Related Services  
Housing and Home Environments  
Human Development/Adult Development and Aging  
Human Development/Child Care  
Career Family and Consumer Sciences

**Health Sciences**

Dental Assistant\*  
Dental Hygienist\*  
Dental Laboratory Technician  
Diagnostic Medical Sonography Technician\*  
Emergency Medical Technology/Technician\*  
Funeral Service and Mortuary Science\*  
Health Aide (Health Services Assistant)\*  
Health Professions and Related Sciences, Other  
Health Unit Coordinator/Ward Clerk  
Licensed Practical Nursing (LPN Training)\*  
Massage Therapy\*  
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

**Trade and Industrial Education**

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 Systems and Avionics Maintenance Technologist/Technician\*  
Biomedical Engineering-Related Technology/Technician  
Building/Property Maintenance and Manager  
Cabinet Maker and Millworker  
Carpenter

Chemical Technology/Technical  
Civil Engineering/Civil Technology/Technician  
Commercial Photography  
Communications Systems Installer and Repairer  
Computer Installer and Repairer  
Computer Maintenance Technology/Technician  
Construction and Building Finishers and Managers, Other  
Construction Equipment Operator  
Construction Trades, Other  
Construction/Building Technology/Technician  
Cosmetic Services, Other  
Cosmetologist\*  
Culinary Arts  
Diesel Engine Mechanic and Repairer  
Drafting, General  
Drycleaner and Launderer (Commercial)  
Electrical and Electronics Equipment Installer and Repairer, General  
Electrical and Electronics Equipment Installer and Repairer, Other  
Electrical and Power Transmission Installer, General  
Electrical, Electronic and Communications Engineering Technology/Technician  
Electrician  
Electromechanical Technology/Technician  
Fire Protection and Safety Technology/Technician  
Fire Science/Firefighting  
Food and Beverage/Restaurant Operations Manager  
Graphic and Printing Equipment Operator, General  
Graphic and Printing Equipment Operator, Other  
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 Equipment Maintenance and Repairer, Other  
Industrial Machinery Maintenance and Repairer  
Industrial Production Technologies/Technicians, Other  
Industrial Technology/Technician  
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  
Vehicle and Mobile Equipment Mechanics and Repairer, Other  
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. 2004 and 168.011 and 168.405, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.*

*\*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; 168.081, RSMo 1963, amended 1984, 2002; 168.400, RSMo 1985, amended 1990, 2002; and 168.405, RSMo 1985.*

**5 CSR 80-800.360 Certificate of License to Teach Classifications**

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

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





*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 October 2005), 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 indi-

vidual 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.

(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 development 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 indi-

vidual 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 one (1) year 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. 2004 and 168.011, 168.128, 168.405 and 168.409, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective*

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

*\*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; 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 80-800.370 Fees**

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

(1) A fee, sufficient to recover costs of processing and issuing certificates of license to teach, will be charged to applicants who completed an approved teacher 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.\* 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.*

*\*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; 168.409, RSMo 1985.*

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

*PURPOSE: The State Board of Education is authorized to grant certificates of license to teach in any of the public schools of the state and to establish requirements and qualifications for those certificates. This rule establishes required assessments for 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 October 2005), 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), assessment; or

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

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

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

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

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

(2) Applicants seeking a certificate of license to teach in a 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 classification 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	20021	Education of Young Children
Early Childhood Special Education, Birth–Grade 3	10690	Special Education: Preschool/Early Childhood
Elementary Education, Grades 1–6	10011	Elementary Education: Curriculum, Instruction, and Assessment
Middle School Education, Grades 5–9	—	—
Language Arts	10049	MS English-Language Arts: Content Knowledge
Mathematics	20069	MS Mathematics: Content Knowledge
Science	10439	MS Science: Content Knowledge
Social Science	20089	MS Social Studies: Content Knowledge
Other Middle School Subject Areas	30523	Principles of Learning and Teaching, Grades 5–9
Secondary Education, Grades 9–12 (except as noted)	—	—
Agriculture	10700	Agriculture
Art K–12, 9–12	10133	Art: Content Knowledge
Business Education	10100	Business Education
English	10041	English Language, Literature and Composition: Content Knowledge
Family and Consumer Science	10120	Family and Consumer Science
Foreign Language: K–12		
French K–12	20173	French: Content Knowledge
German K–12	20181	German: Content Knowledge
Spanish K–12	10191	Spanish: Content Knowledge
Health K–12, 9–12	20550	Health Education
Industrial Technology	10050	Technology Education
Library Media Specialist, K–12	10310	Library Media Specialist
Marketing and Distributive Education	10560	Marketing Education
Mathematics	10061	Mathematics: Content Knowledge
Music: Instrumental, Vocal K–12	10113	Music: Content Knowledge
Physical Education K–9, K–12, 9–12	10091	Physical Education: Content Knowledge
Science:		
Biology	20235	Biology: Content Knowledge
Chemistry	20245	Chemistry: Content Knowledge
Earth Science	20571	Earth Science: Content Knowledge
General Science	10435	General Science: Content Knowledge
Physics	10265	Physics: Content Knowledge
Social Science	10081	Social Studies: Content Knowledge
Special Education, K–12		
Blind and Partially Sighted <sup>1</sup>	10280	Teaching Students with Visual Impairments
Deaf and Hearing Impaired <sup>1</sup>	10271	Education of Deaf and Hard of Hearing Students
Mild-Moderate Disabilities: Learning Disabled, Behavioral Disordered, Mentally Handicapped, or Physical and Other Health Impairments <sup>1</sup>	20353	Education of Exceptional Students: Core Content Knowledge
Mild-Moderate Cross-Categorical Disabilities	20353 and 10542	Education of Exceptional Students: Core Content Knowledge Education of Exceptional Students: Mild to Moderate Disabilities
Severely Developmentally Disabled <sup>1</sup>	20353 and 10544	Education of Exceptional Students: Core Content Knowledge Education of Exceptional Students: Severe to Profound Disabilities
Speech/Theatre	10220	Speech Communication
Speech and Language Pathologist K–12 <sup>3</sup>	20330	Speech-Language Pathology
Unified Science <sup>2</sup>	—	—
Biology	20235	Biology: Content Knowledge
Chemistry	20245	Chemistry: Content Knowledge



## APPENDIX A—continued

<u>Missouri Certificate of License to Teach</u>	<u>Test Code</u>	<u>Designated Assessment</u>
Earth Science	20571	Earth Science: Content Knowledge
Physics	10265	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	30524	Principles of Learning and Teaching, Grades 7-12
School Counselor K-8, 7-12 <sup>3</sup>	20420	School Guidance and Counseling
School Psychologist K-12 <sup>3</sup>	10400	School Psychologist
Building-Level Administrator <sup>3</sup>	11010	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>2</sup>	11020	School Superintendent Assessment (SSA)

1. 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.
2. 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.
3. 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. 2004 and 168.011, 168.405 and 168.409, RSMo 2000.\* Original rule filed April 26, 2000, effective Nov. 30, 2000. Amended: Filed March 27, 2001, effective Oct. 30, 2001. Amended: Filed March 1, 2002, effective Sept. 30, 2002. Amended: Filed Aug. 13, 2002, effective March 30, 2003. 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.*

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

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

(1) Potential candidates for a Missouri certificate of license to teach who are currently enrolled in professional education courses in conjunction with state-approved teacher preparation programs may petition the State Board of Education (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\* 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.*

*\*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.*