

TEACHER EDUCATION ADMISSION PACKET

DIRECTIONS:

The material within this document must be completed and submitted to the Teacher Education Office in order to be formally accepted into the Education Program of Missouri Baptist University. ***This packet must be completed by the time you have finished EDUC 201 Professional Growth and Folio Development I.*** Students will be permitted to complete ***only*** 20 hours of education classes (see specific courses on the Checklist for Admission to Teacher Education) until the contents of this packet are on file in the School of Education Office.

SPECIAL NOTE: If you have been convicted of certain crimes, including a dangerous felony, a sexual offense, an offense against the family, or an offense involving pornography, you may not be issued a certificate of license to teach by the Missouri Department of Elementary and Secondary Education. Furthermore, if you have been convicted of any crime involving moral turpitude, you may not be issued a license, and any other issue, such as a finding of probable cause of child abuse or neglect, may prevent your hiring by an educational institution. If you would like further information regarding the process to follow to determine if your conviction or finding will or may cause you to be denied for teacher certification, please contact the Associate Vice President for Graduate Affairs & Dean of Education. ***Please be aware that if you do choose to continue to pursue your educational program and teacher certification, when you have completed the teacher education program you will be required to submit a certified copy of any such court proceedings with your application for teacher certification. Furthermore, you will be required to submit fingerprints for an FBI criminal background check prior to certification.***

Required Assessments:

- ❖ ***Undergraduate degree-seeking students*** must have an official copy of **ACT or SAT*** test scores on file in the Teacher Education Office for admission to the Teacher Education Program (*scores recorded on high school transcripts are considered official score reports*). In lieu of a score report, an exemption may be requested in accordance with the following exemption policy: candidates who have returned to college and/or first begun classes at MBU more than five (5) years after their high school graduation may submit a written request to be exempt from having these test scores on file to Dr. Melanie Bishop, Associate Vice President for Graduate Affairs & Dean of Education, via mail or email at melanie.bishop@mobap.edu. ***Post-baccalaureate students seeking initial certification, whether at the undergraduate- or graduate-level, are exempt from having an ACT or SAT score report on file.***
- ❖ For ***all undergraduate degree-seeking students***, an official copy of your passing score report for all sections of the **required general education assessment, Missouri General Education Assessment (MoGEA)**, must be on file in the Education Office for admission to the Teacher Education Program. MoGEA will be taken in conjunction with EDUC 201 Professional Growth and Folio Development I during the second semester of the sophomore year or first semester of enrollment if transferring with junior standing or better. Transfer students who have already passed MoGEA prior to enrolling at MBU must submit their PDF score report to Kathleen Wendt, Director of Teacher Certification Advising, at kathleen.wendt@mobap.edu. Candidates who have not passed all sections of MoGEA on the first attempt may appeal to be admitted based on an ACT composite score of 20 or higher (or comparable SAT score) taken within the last five years. ***Post-baccalaureate students seeking initial certification, whether at the undergraduate- or graduate-level, are exempt from taking the general education assessment.***
- ❖ A passing evaluation on the **Professional Development Folio** is required at the conclusion of EDUC 401 Professional Growth and Folio Development II the semester prior to student teaching.
- ❖ Passing review of School of Education (SOE) Professional Dispositions assessments.
- ❖ Passing scores on the **Missouri Content Assessment(s) (MoCA)** for each area in which the student is seeking recommendation for certification must be on file in the Education Office before requesting certification from the DESE.
- ❖ Passing composite score on **Missouri Educator Evaluation System (MEES)** summative evaluation.

DESE Educator ID Number:

Students must create a login and establish an Educator Profile on the DESE web applications portal (*see next page*): <https://k12apps.dese.mo.gov/webLogin/login.aspx>. Students must supply their Educator ID number on their Application for Admission to the Teacher Education Program.

Other Required Documents:

The following items must be typed and copies ***must be submitted to the Teacher Education Office*** as part of your Teacher Education Admission Packet. ***You will need to bring printed copies of your philosophy, autobiographical sketch, resume, vision statement, and mission statement with you to your admission interview.*** Your philosophy of education will be submitted with your request for placement as a student teacher. ***Make sure these items present you as a professional.***

1) Professional Resume

Make sure that your resume is current in all areas, especially your references and their contact information, information about the colleges you have attended and degree(s) you may have earned or that are in progress, and all job-related information, as well as any volunteer work with children (Sunday School teacher, tutor, coach, etc.). The School of Education recommends that you keep an electronic copy of this resume in Watermark Via so that it can be easily revised to include new work and field experiences.

2) Philosophy of Education

This may be your first philosophy of education for admission into the Teacher Education Program; however, the document that is in your education file when it is time for us to submit your request for student teaching placement should be a final, well-planned, two to three page personal philosophy of education. This should be the result of a growing, developing document that changes and is updated regularly throughout your education program. You will start this in EDUC 201 Professional Growth and Folio Development I and make changes as you increase in knowledge. Your philosophy should reflect development and knowledge in all areas of the education field, including appropriate theorists. A minimum of two theorists must be incorporated in this document.

The School of Education recommends that you keep an electronic copy of this philosophy in Watermark Via so that it can be easily revised to reflect your changing attitudes and knowledge concerning the role of the professional educator as you continue through the education program. When you are ready to student teach, then complete and submit to the School of Education Office a final, very professional philosophy, as this will be sent to any school at which you are requesting to be assigned for student teaching. **BE SURE YOUR NAME IS INCLUDED AT THE BEGINNING OF THIS DOCUMENT.**

3) Autobiographical Sketch (include reasons for choosing to enter education as a profession)

Consider this an essay on why you want to be a teacher. Please provide a two to three page autobiographical sketch (it should convince the education faculty of your quality, interest, and direction) including information that will illustrate your interest, abilities, experience, etc., for a career in teaching. Include some or all of the following information within your autobiographical sketch: experiences you have had with children or youth, scholastic or other honors you have received in high school and/or college, and extra-curricular activities in which you have participated while attending college. The School of Education recommends that you keep an electronic copy of this autobiographical sketch in Watermark Via so that it can be easily revised. **BE SURE YOUR NAME IS INCLUDED AT THE BEGINNING OF THIS DOCUMENT.**

4) Three Reference Letters. At least one of the references must be from a faculty member at Missouri Baptist University. ***Letters should address your fitness to become a teacher and must be signed.*** Three reference templates are provided as a part of this packet. ***Letters from relatives will not be accepted.***

In addition to the above documents, students must also submit a ***signed*** and ***dated*** Initial Certification Dispositions Usage and Purpose Agreement (attached), Teacher Education Timeline Acknowledgment Form (attached), a ***signed*** and ***dated*** Teacher Education Program Release/Waiver Form (attached), Self-Assessment of Diversity Proficiencies (Admission) (*online survey completed through Baseline*), and an Application for Admission to the Teacher Education Program (attached).

Be sure to ***keep both the Checklist and Timeline forms which are attached for your records.*** Students are responsible for meeting deadlines established by the Education Faculty.

Help Guide for DESE's Online Certification System

In an effort to streamline the certification process and provide more efficient and expedient service to Missouri educators, the certification application process and database have moved to a web-based application. All certification requests will be made through the online system.

To access this system, you will first be required to **create a user ID and password**. It is extremely important that you remember the user ID and password you created. These will be used to access your certification record and all future applications you wish to submit to DESE. **NOTE:** You should create **only one** user ID. Creation of multiple user IDs will lock the system and you will be unable to access your profile page and certification record.

You will access the webpage to create your user ID and password at the following website:

<https://apps.dese.mo.gov/webLogin/login.aspx>. If you have any issues or questions about logging in to Web Applications, you may send a message to webappsloginassistance@dese.mo.gov providing your name, user id, and phone number with your request, or call 573-522-3207. Please speak slowly and distinctly, and spell your first and last name.

After you have your user ID and password established, you will need to click on the link entitled "Education Certification System-Request Educator Access." Once you have requested access as an Educator (after you have done this once, you will not be asked to do it again), then you will click on the "Educator Certification System" link to enter the Certification System and can now create a "profile." **[Your profile includes your Educator ID number assigned by DESE which must be included on your Teacher Education Admission Application. It will be displayed under your social security number and above your date of birth on the profile page.]**

You should now be in the Certification System where you can access your records and apply for a Missouri certificate. By completing the online profile AND an application, you will be able to access your certificate within a few weeks. The system will also show the status of your background clearance and any applications which have been submitted as well as content and performance assessment scores.

You may always access your certification account by choosing "DESE Web Applications" at the [DESE Homepage](#) or at [DESE Educator Certification](#). As you complete your online profile and application, you will take the following steps:

❖ Profile Page

- Once you have entered your information on the Profile page, you will then need to click the "Save Profile" button.
- You should use your proper/legal name that matches the name on your transcript. You may also add former names.
- If you enter an incorrect name, social security number, date of birth or gender, you must contact DESE to correct this information. You may contact Educator Certification at 573.751.0051 or certification@dese.mo.gov.
- Next you will complete your contact information.
- You will only be able to update and revise your contact information on the profile.

❖ Education—Please click on the link to the left in the menu.

- You may select the colleges and universities you have attended.
- If you send transcripts in, the address is listed. Please make sure to include your educator ID with the documents (you can do this by writing the number on your paperwork or print this screen and attach it.) **[Note: We will submit your transcripts to DESE on your behalf when we recommend you for certification, either for the initial professional certificate or for a provisional with an academic contract. However, if you are applying for a substitute certificate, temporary authorization certificate, or add-on certificate you will need to request your transcripts yourself.]**

❖ New Applications—Links to all available applications are to the left in the menu.

- You may select the application which corresponds to the type of certificate for which you are applying. Following are the most common types for students currently in the Teacher Education Program:
 - **Initial Professional** – under Purpose of Application select **PROFESSIONAL (EX: ELEMENTARY, MATH, MUSIC, PE, SPECIAL EDUCATION)**, click the **I Accept** box, and select **Missouri Baptist University** from the drop down menu before clicking on **Submit to Institution**.
 - **Substitute** – under Type of Application select **CONTENT SUBSTITUTE**.

- **Additional** – If you already hold an Initial Professional Certificate (IPC) you may add on additional areas of certification either by utilizing designated assessment results or by utilizing coursework. Under Type of Application, select the appropriate option.
- **Provisional** – If you are within 12 hours (6 courses) of completing your initial certification **and have been hired by a school district** you may apply for a Provisional Certificate. Under Type of Application be sure to select **Provisional Certificate with an Academic Contract between District, Institution, and Educator**. You will then see drop down menus to select the hiring school district and Missouri Baptist University. After selecting MBU you will see a third drop down to select your subject area/grade level.
- **If you already hold an Initial Professional Certificate (IPC) and are applying for a provisional** to add an area other than early childhood or early childhood special education, then select **Provisional Certificate between District and Educator**.

❖ **Conduct and Investigations**

- Please answer the conduct questions on the application truthfully.

❖ **Sign & Submit**

- Read this carefully before electronically signing. This provides DESE with information and gives them permission to investigate.

❖ **Additional Information Available on the Profile Page**

- Click on the gray bars to view the status of your fingerprints, exit assessments (MoCA, MoPTA, etc.), certification status, and status of any application you have submitted.
- School districts will also be able to view your fingerprint status, as well as any exit assessments that you have taken.

❖ **Printing Your Missouri Teaching Certificate**

- With this online system, you will **not** be mailed a paper certificate. You will be able access your certificate electronically and print your own certificate.
- When your certificate is issued, you will click to the left of your profile page on the “Certificate Status” link. This link is where you will view and print your Missouri Certificate.

To complete a criminal history check and clearance, you must first register with the Missouri Automated Criminal History Site (MACHS). MACHS is located at: www.machs.mo.gov. If you do not have access to the Internet, you may contact IDEMIA directly at 1-844-543-9712 to have a Fingerprint Services Representative conduct this registration on your behalf. The four-digit registration number that you will need to use for DESE, if you are not currently employed by a Missouri school district, is 2300. ***(If you are employed, or are in the process of being hired, contact the school district for the appropriate registration code.)*** An expanded number of fingerprint services sites and expanded hours of operation to include evening and weekend hours are available online at <https://www.identogo.com/>.

Fingerprints captured electronically are more accurate and the results can be expected within three weeks. The cost of electronic fingerprinting with IDEMIA is currently \$41.75. The results of the criminal history check and clearance are valid for one year after the clearance date posted on the DESE website. You can find more information on the fingerprint process at the following website: <http://www.dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>.

If you have additional questions, please contact certification@dese.mo.gov.

After you have completed your fingerprinting, you will need to log into your profile page on the DESE website. Scroll down to the bottom and you will see a grey bar that says, “Fingerprint Information.” Click on the arrow next to that bar and it will expand to show all of your FBI Background Check results. You should see the date when you completed your fingerprinting within about 24 hours. You will need to wait about a week and then log into your profile page again and click on this bar again. You should see a date posted in the far right column under “Cleared” once the results are processed (if the far right column is blank, the results have not finished processing yet). When you see a date (or “Not Cleared”) in the far right column, click on the brown arrow in the upper left corner below the banner to collapse the navigation pane, then right click and select print. Under Destination on the Print pane, click Change and select “Save as PDF.” Please email the PDF to angela.mcgowan@mobap.edu. **If you have previously completed an FBI background check, the clearance date must not be older than one calendar year at the time we will be recommending you for certification.**