DESE Teacher Certification Completion
Checklist for: _____
ID: _____

Columbia College

Completed	Task	Notes
	Verify through myPortal that *final grade for student teaching* has been posted	
	Verify through myPortal that *undergraduate degree* has been posted	*post-bacc students are exempt*
	Submit *application for Initial Certificate* on the DESE Application Sign-In (DAS) site (using login from sub-cert application)	
	Have received passing score on the appropriate Missouri Content Assessment **(MoCA)**	
	Have received passing score on the Missouri Educator Evaluation System **(MEES) summative** assessment	
	Have *official transcripts* sent to DESE for **all** college coursework, including Columbia College. *(Transcripts already submitted to DESE for your substitute certificate do not need to be sent again unless you've taken additional coursework from that college.)*	
	Verify *fingerprinting background clearance* is still valid	
⚠️	***Once all of the above listed tasks have been completed, contact the Education Dept Office for review of final certification requirements. Failure to contact the department may result in delayed recommendation to DESE.***	
		Date:
Created by:		
Final Review by:		

For office use only:

XSPG ____

Portfolio ____

SharePoint ____

Archive Folder ____