

## Substitute Teacher Process

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Each Applicant must provide the following:

1. Completed application form.
2. For information go to (State - DESE Substitute Teacher Guidelines).
3. You must have a valid Missouri Teacher's Certificate **or** a valid Substitute Certificate License to Teach.  
To apply for a sub certificate go to the State - [DESE Application Portal](#).
4. Transcript(s) - We accept official copies (minimum of 60 credit hours)
5. Missouri/Federal Withholding Forms. ([MO-W-4](#)) pdf / ([Federal](#)) W-4 pdf
6. Employment Eligibility Verification [Form I-9](#).
7. A copy of your driver's license and Social Security card or another form of identification (ex. passport )
8. Fingerprinting Procedures - Effective July 1, 2012  
- [Applicant User Guide for State Agency and MOVECHS Fingerprint/Background Check](#).  
(which includes the Request for Child Abuse or Neglect/Criminal Record Form).
9. Additional information about the fingerprinting process may be viewed at the following  
website: <http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>

To request the above packet please contact:  
Sydney Copenhaver (573) 439-5913