Steps to Obtain a Substitute Certificate

1. Before applying for a substitute certificate, ensure that a DESE Online Profile has been created. Once that step is complete, follow the process below to apply for a Substitute Certificate.

2. Log in to DESE Web Applications with user ID and password, then choose "Educator Certification System".

3. Find "Applications" in the left menu and choose "Substitute Certificate". Complete the Substitute Certificate application from the DESE profile choosing **"Content Substitute"** as the type of application. A processing fee of $50 is required which may be paid by credit/debit card. Additional information from the DESE website can be accessed through Substitute Certification Application Procedure.

4. Obtain a Background Check using one of the following registration codes:
    a. **Registration Code 0120** for a certified position *new to the district*
    b. **Registration Code 2300** for a certified position *already in district*
    c. **Registration Code 0121** for paraprofessionals and all other positions needing a sub certificate *new to district*
    d. **Registration Code 2301** for paraprofessionals and all other positions needing a sub certificate *already in district*

5. **Obtain original transcripts from ALL institutions attended.** Mail originals (no copies and no emails) or have your institute mail them to: Educator Certification, PO Box 480, Jefferson City, MO 65102-0480.

6. Paraprofessionals *without* enough college hours will need to complete the **Frontline** course, *obtain a certificate of completion as well as your high school diploma or transcript (or your GED or HiSET certificate)*, and mail them to: Educator Certification, PO Box 480, Jefferson City, MO 65102-0480.
    - The 20 hours of online training to be a substitute teacher is available through Frontline Education Course.