



**Jason King**  
Secondary Principal

**BISMARCK R 5 SCHOOL DISTRICT**  
**Mr. Chuck Hasty, Superintendent**



**Karen Knowles**  
Elementary Principal

**Heather Petrie**  
Director of Special Education

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**Re: New 2012-2013 Substitute Certification System**

This letter is to update you on the process to certify your substitute certificate. DESE has chosen an online substitute certification:

**For New Substitutes, your steps are as follows:**

- 1.** Get fingerprinted. 3M/Cogent, you must register with MACHS (Missouri Automated Criminal History Site), which is located at [www.machs.mo.gov](http://www.machs.mo.gov). Individuals without access to the Internet may contact the fingerprint processing company 3M/Cogent directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct your registration on their behalf. **To apply for a substitute certificate you need to use this four-digit registration code 1801.** This code ties all agency-identifying information together to ensure that your background check response is returned to the correct agency. **The cost for the background check is \$44.80.** A check or money order must be payable to 3M/Cogent. Your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. Please allow 2-3 weeks from the date appointment for results to be recorded.
- 2.** To build your profile on DESE, go online at <http://dese.mo.gov>. Choose DESE Web application to set up your username and password. On the home page of DESE choose the tab, "**web applications**". Once your username and password are set-up, choose licensure to start your online profile (DESE have a guided tutorial on the website should you have any questions about the set-up of your profile).
- 3.** In addition to your online profile, make sure you have mailed an original transcript to :  
DESE  
PO BOX 480  
Jefferson City, MO 65102.
  - ❖ At the top of your transcript put the Educator ID#, which will be given to you at the submittal of your online profile. (No faxed copies of the transcripts will be accepted).
- 4.** Board Approval. **(Once you have completed steps 1 through 3, call the Central Office at (573) 734-6111 or e-mail [bhenson@bismarckr5.org](mailto:bhenson@bismarckr5.org) , so we can put your name on the Consent Agenda for Board Approval).**
- 5.** View the Confidentiality & Safety for Children Videos required each year. Our Elementary Office will be able to assist you to set-up a time to view this video.