

Below you will find a list of requirements that are necessary to become a substitute teacher in the state of Missouri. These requirements include: Missouri Substitute Certification, Mandatory Fingerprinting/Background Check, and Family Care Safety Registration (instructions are [available here](#)).

*Please note that there are upfront costs associated with all of these requirements.*

## 1. Mandatory Fingerprinting/Background Check through Missouri Highway Patrol

To register for fingerprinting, you will follow the link below and enter the four-digit registration code for the district(s) you plan to substitute in. *Please contact your Penmac office for the correct code **before** completing your registration.* Using an incorrect code will require individuals to re-register with the correct code and pay the background check fee again.

MACHS Fingerprint Portal Form Wizard: [www.machs.mshp.dps.mo.gov](http://www.machs.mshp.dps.mo.gov)

Once you complete the registration online, you will be given a UEID number which you will need to take with you to an Identogo office or schedule an appointment to complete the fingerprinting process. For a list of Identogo locations and hours of operation, please visit: <https://www.identogo.com/locations>

## 2. Complete the Family Care Safety Registration (FCSR)

FCSR Website: <https://webapp02.dhss.mo.gov/bsees>

Please [click here](#) for detailed instructions on completing the FCSR.

## 3. Substitute Certification

Additionally, to become a Substitute Teacher, you must acquire a certificate from the Department of Education. There are two ways to obtain a certificate to be a substitute teacher.

*\*Please Note: If you have a valid Missouri teaching certificate, you do not need to apply for substitute certification.*

First, you need to apply for a Substitute Certificate with the Department of Elementary and Secondary Education (DESE). Visit the following link containing instructions to complete the registration and application for a Substitute Certificate:

<https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide>

In addition, you must have at least 60 college credit hours OR have a high school diploma/GED AND complete a DESE approved substitute online training course. Instructions for each are on the next page.



## Choose one option:

### For those with 60 hours of college credit:

If you have completed at least 60 college credit hours, you will need to send ORIGINAL TRANSCRIPTS (request from university if you do not have originals) to:

Educator Certification  
PO Box 480  
Jefferson City, MO 65102-0480

Please be sure to include your Social Security number or Educator ID number (assigned by DESE after applying for Substitute Certificate) on all of the transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Transcripts become the property of the department and cannot be returned.

*If you have any questions or concerns at any point of the process, don't hesitate to contact your local Penmac Education Staffing office!*

*We are happy to walk you through the substitute certification process.*

### For those with a High School Diploma or equivalent:

A. To be certified through the training program, you must be 18 years of age at time of certification.

B. You will need to send a copy of your high school diploma or GED to:

Educator Certification  
PO Box 480  
Jefferson City, MO 65102-0480

Please be sure to include your Social Security number or Educator ID number. Faxed, scanned or emailed documents will not be accepted. These documents become the property of the department and cannot be returned.

C. You will need to complete an approved online Substitute Training course. At this time, the only DESE approved vendor offering training is Frontline Technologies. The cost for their training course is \$175 and consists of multiple courses totaling 22 hours. Please visit the link below to register and complete the online substitute training course.

<https://www.frontlineeducation.com/pages/resources/modese/>

### After you have completed these steps:

Please call your local Penmac Education Staffing office. We can typically verify through DESE's website when your certificate has been granted before you receive your certificate in the mail.

You will also need to complete Penmac Staffing's Sub 101 online training before you can teach, but there is no cost for the training, and you can complete it before you have your certificate. Thank you for your willingness to help ensure that every student receives quality instruction, every day!