

Applications are now accepted year-round.

## Step 1:

If you are only going to sub as a clerical sub, please go to Step 2.

If you hold a current Missouri Teaching or Substitute Teaching Certificate, you will need the expiration date for the online application.

→ To obtain your certificate expiration date and FBI fingerprint background clearance date, [CLICK HERE](#) to log in to your DESE profile– Teaching and certificate–holding Para Subs only.

**IF YOU NEED TO APPLY FOR A SUBSTITUTE CERTIFICATE:** (MO Teaching Cert. holders do not apply for a substitute certificate)

You must first apply online with DESE (Department of Elementary and Secondary Education) for a substitute certificate (requires original transcripts showing 60 completed college credit hours to be mailed to DESE Educator Certification – the applicant is responsible for the \$50.00 certificate fee)

[CLICK HERE](#) to be directed to the DESE Website to apply for your certificate.

(Please use the Salem R80 Schools code 0609 to schedule your clearance. DO NOT use the DESE code for our background clearance. Salem MUST be the requesting agency to sub in our school district. See Step 2 below.)

## Step 2:

**Your FBI fingerprint background clearance must have Salem Public Schools as the “Requesting Agency”. You can locate this information at the bottom of your DESE profile page.**

If another district is the requesting agency, you are required to complete a new FBI fingerprint background clearance using our district code.

▼ **Fingerprint Information**

1 record(s)

Date Fingerprinted	Fingerprint Status	Requesting Agency	Date Cleared
07/10/2020	CLEARED	SALEM R-80-033090	07/13/2020

\*You must have an FBI fingerprint background clearance utilizing the **Salem R-80 Schools' code (listed below)** on file with DESE within the last year. **We are not able to accept results if another district's code was used.**

**You will need to enter your FBI fingerprint date and TCN# on the application.**

This will be on your receipt from the fingerprinting agency.

\*Your Salem R-80 application paperwork will need to be received in our Business Office prior to your fingerprinting in order to verify your results.

To schedule and FBI fingerprint background clearance (the applicant is responsible for the \$41.75 fee.)

**Please use the Salem R-80 Schools code: (0609)**

No other clearances are acceptable per DESE.

**\*\*IMPORTANT\*\***

IF you have completed your certificate application online with DESE (if applicable) AND obtained your FBI fingerprint, you may continue to step 3.

We will hold your application as “pending DESE approval.”

However, you MUST appear in our office to show proof that steps 1 & 2 have been initiated.

**Step 3:**

**Complete the substitute application.**

\*After submitting the forms online, a member of human resources will obtain confirmation and process your application.

We appreciate your patience.

Salem R-80 School District Central Office Hours:

Monday-Friday 8:00-4:00

Outside office hours call 573-729-6642 ext. 6 and leave message

**Questions?:** Please email: [janelle.frederick@salemr80.org](mailto:janelle.frederick@salemr80.org)