

Lindenwood University
Missouri Teacher Certification Process
for an Initial Professional Certificate (IPC)

The Missouri Department of Elementary and Secondary Education (MO DESE) application for an IPC will be completed by the student during the Student Teaching Seminar.

The Certification Officer recommends students for certification by completing these steps:

- Checking for the completion of all required course work.
- Requesting official Lindenwood transcripts.
- Collecting transcripts from all institutions attended by the applicant.
- Calculating a cumulative grade point average (GPA) from all institutions. The GPA must be 2.5 or above in both cumulative and area of certification.
- Verifying completion and passing of the C-Base, PRAXIS, and ACT (if applicable).

Notes for Students:

- *A recommendation for certification will be made to DESE after the Lindenwood University Registrar's office has posted your undergraduate degree or recorded grades for Masters-level certification coursework.*
- An applicant must complete an FBI fingerprinting check for teacher certification*.
- A grade of Incomplete (I) is automatically recorded for a student whose Portfolio is not approved.
 - a. Please note a passing score on the PRAXIS is a *required artifact* for performance indicator 1.1 on the portfolio.
- An unapproved portfolio must be completed by the end of the following semester or the (I) grade converts to an F. Thus, the student must again enroll in student teaching.
- You can check the status of your application on MO DESE's website, www.dese.mo.gov.
- Any questions regarding the certification process should be addressed to Lindenwood University's Certification Officer, Ms. Katie Richter, 636-949-4379.

***Criminal Background Check Procedures:**

- To schedule an online appointment visit <http://www.L1enrollment.com> . The current processing fee for this procedure is \$52.20. Please provide the following information when contacting L-1 Identity Solutions:
 1. County/District code number: 999999
 2. Your certification status, which will be Certified Educator (E)
 3. DESE's ORI number: MO920320Z
- Any questions regarding background clearances must be directed to the DESE Conduct and Investigation Section, 573-522-8315.