

Internship FBI Fingerprint Procedures and Additional Screenings

ALL INTERNS:

Required by DESE (Department of Elementary and Secondary Education) for

- Provisional Certificate
 - For Full-Year interns only
 - Initial Certificate Academic Contract
- Substitute Teaching Certificate
 - Semester Interns
- Initial Missouri Teacher's License for Missouri Graduates
 - When you graduate with your MAE
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* Applications for all certificates must be made online at the DESE website:

<https://k12apps.dese.mo.gov/webLogin/login.aspx>

Schedule an appointment to have Fingerprints completed no later than **February 1st (Fall/Full-Year Internship)** or **August 1st (Spring Internship)**

- Web application <https://www.machs.mshp.dps.mo.gov/MACHSFP/wizard.html>
MACHS Fingerprint Search Portal Wizard
- In Kirksville at Northeast Missouri Community Action Agency
215 North Elson
Kirksville, MO 63501
Mon-Fri 8 am & 3p (12-1p Lunch)
660-665-9855 Ex27 Heather Rohn
- Other locations/sites can be found on the webpage during the sign-up process.
- See Missouri Applicant Processing Services Procedure document under Instructions Forms Folder on Blackboard

When scheduling the appointment to get your fingerprints taken for your internship:

- 4 digit Registration #2301
- Cost - \$44.80
- Valid for one year (* Note that Fall/Full-Year interns may need to have this procedure completed again for their initial certification if they will be graduating in May of the year following/during their internship.)
- Clearance Letters will no longer be mailed to candidates-everything will be electronically available through DESE and your online profile.

ADDITIONAL SCREENINGS

- We will now require TB screening for ALL interns. Submit results to the Field Experience Office no later than **March 15th (Fall/Full-Year Internship)** or **September 15th (Spring Internship)**.
Please see notes below:

-Rockwood School District-Child Abuse Check & Gallop Survey

-St. Charles School District-Gallop Survey