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

* 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