

Career Education Certification Information

My contact Information –
Debbie Butcher, Supervisor
573-751-7863
Debbie.butcher@dese.mo.gov

Mailing Address for any supporting documentation:

Educator Certification
PO Box 480
Jefferson City MO 65102

New Applications

Plan of Study (part of the application) must be completed when it is submitted to DESE for processing. The **Occupational Experience** (found in the menu on the left hand side of your profile page) must also be complete. The **background check** must have cleared before I can issue the certificate. **Transcripts**, if available must be sent.

▶ [TAC Certificate](#)

PURPOSE OF APPLICATION

- I currently do not hold a Missouri professional certificate and wish to apply for a Temporary Authorization Certificate.
- I currently hold a Missouri professional teaching certificate and wish to apply for a Temporary Authorization Certificate in a new area.
- I am applying for a Career (Vocational) Temporary Authorization Certificate.
- I am applying for a Temporary Authorization Certificate for an administrative or student services area.

If something is missing on the application and I am not able to issue it, a memo will be placed in the memo field. To open the application, go to Application Status on your profile page, click on the application type in order to open the application, scroll down and you will see the memo. I will also send you an email and include a cc.. to your Director.

If you decide to change any of your courses after your Plan of Study has been approved, please contact me prior. I don't want you taking a course that will not satisfy the competencies.

If you request an evaluation of your transcripts prior to submitting your Plan of Study, you will need to contact me prior and request it.

Renewal of the CTAC requires completion of two (2) courses per year. The official transcript should be sent to DESE prior to submission of the TAC certificate application. You will submit the same application to renew it for the 2nd year. You do not have to complete the occupational experience or the Plan of Study when you renew your certificate.

5 record(s)

Application Type	Status	Last Updated
TEMPORARY AUTHORIZATION CERTIFICATE	PENDING DISTRICT VERIFICATION	12/22/2011

Upon completion of the required courses for your certification, you need to complete the Upgrade Vocational (Career Ed) application.

- I request that my classification be upgraded from a Temporary Authorization Certificate to an Initial Career Education Certificate. No fee required.
- I request that my classification be upgraded from an Initial Career Education Certificate to a Career Continuous Career Education Certificate.

You will be issued the ICEC (Initial Career Ed Certificate) which is valid for 4 years. Once you have completed the 4 years of experience, you will upgrade to the CCEC (Career Continuous) 99 year certificate.

**Plan of Courses Worksheet For
Career Education/Vocational
Temporary Authorization Certificate (CTAC)**

List the appropriate course number/name and institution where you have taken or will take the courses listed below.

A. Assessment

Course Number	Course Title	Institution

B. Coordination of Cooperative Education or Vocational Guidance (Not Required for Postsecondary Areas)

Course Number	Course Title	Institution

C. Curriculum

Course Number	Course Title	Institution

D. Foundations/Implementation or NTI

Course Number	Course Title	Institution

E. Methods

Course Number	Course Title	Institution

F. Psychology/Education of the Exceptional Child (Not Required for Postsecondary Areas)

Course Number	Course Title	Institution