

Educator Licensure Management System (ELMS)

[*User Manual* – A user manual is located on the screen where you will create an account]



THE UNIVERSITY of
MISSISSIPPI

► **College recommends for STANDARD LICENSE** - Certification Officer recommends in ELMS (Certification Officer: Whitney Webb)



► **Log Into ELMS Account (from applying for Intern License)** Go to the MDE website at <https://www.mdek12.org/> . Click on "Educator Licensure" at bottom of webpage. Scroll down to Educator Licensure Management System (ELMS).



► **View Credentials** - Click on "View Your Credentials Here" for information on college recommendation and received documents such as Praxis scores, transcripts, etc.

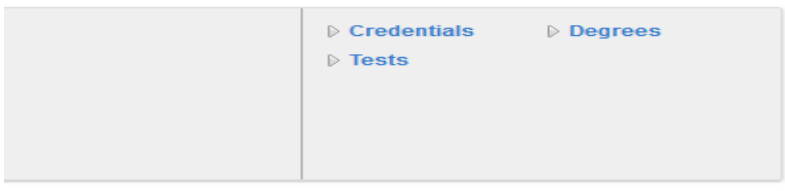
A screenshot of the ELMS dashboard interface. It features a grid of seven light blue rectangular buttons, each with an icon and text. The buttons are: 1. 'View Your Credentials Here' with a person icon and text: 'Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.' 2. 'View Your Virtual Certificate Here' with a certificate icon and text: 'Your Virtual Certificate is available by clicking on the above link. It will show all endorsements that are issued and current.' 3. 'View Your Professional Development Here' with a book icon and text: 'Your Professional Development is available online. Select this link to manage your professional development and submit your renewal application upon meeting appropriate requirements.' 4. 'View Available Online Applications Here' with a document icon and text: 'Most Mississippi Department of Education applications are available online. Select this link to manage your credentials and submit new credential applications.' 5. 'View Correspondence Here' with an envelope icon and text: 'Correspondence FROM you and sent TO you can be accessed here. Select this link to review materials received from or submitted to the Mississippi Department of Education.' 6. 'Apply For Your District Request Here' with a document icon and text: 'Click here to apply for your District Request. A district has recently requested that you be licensed in the state of Mississippi. A Mississippi district has recommended you for a Mississippi teaching credential. Click on this link to start your application process.' 7. 'Click Here to Upload Documents to MDE' with a document icon and text: 'Click here to upload documents to MDE. Most documents can be uploaded to MDE instead of being mailed. Ensure documents are scanned to PDF and then start the upload process by clicking the link above.' A mouse cursor is visible over the 'View Your Professional Development Here' button.

*Please note: only the links that apply to your specific account will show up.

....instructions continued on back



► **Praxis II scores & Foundations of Reading test (Reading test for Elementary majors only)** –Check to see if your standardized test scores are on file in ELMS (see “View Credentials”). If not on file, print out a copy of your scores and mail in to the address below.



► **Transcript(s)** – Applicant must submit an official transcript(s) of degree program/coursework, ***requested by the applicant through the Registrar’s office.*** Transcript(s) may be submitted electronically through eScript-Safe or in a sealed envelope. Office of Educator Licensure must have a transcript(s) on file before the license can be issued even though the college has submitted an online recommendation. ***TRANSCRIPT FROM (UM) MUST SHOW DEGREE POSTED.** [If courses taken from other institutions will be used for add-on endorsements, then official transcripts from those institutions must also be sent].



► **Apply for License:** When the applicant’s program is completed, the Certification Officer will update ELMS to show “CP” (completed program); the applicant will have access to the application form for completion.



► **Ready to Issue** - If all items above are completed, the licensure analyst at MDE will issue license when review is completed. If there are any documents missing, the analyst will send a deficiency email to applicant.



Mailing Address for Office of Educator Licensure: [Phone: 601-359-3483/ Fax: 601-359-

2778]

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Jackson, MS 39205-0771