

How to Apply for Your Mississippi Teaching License

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

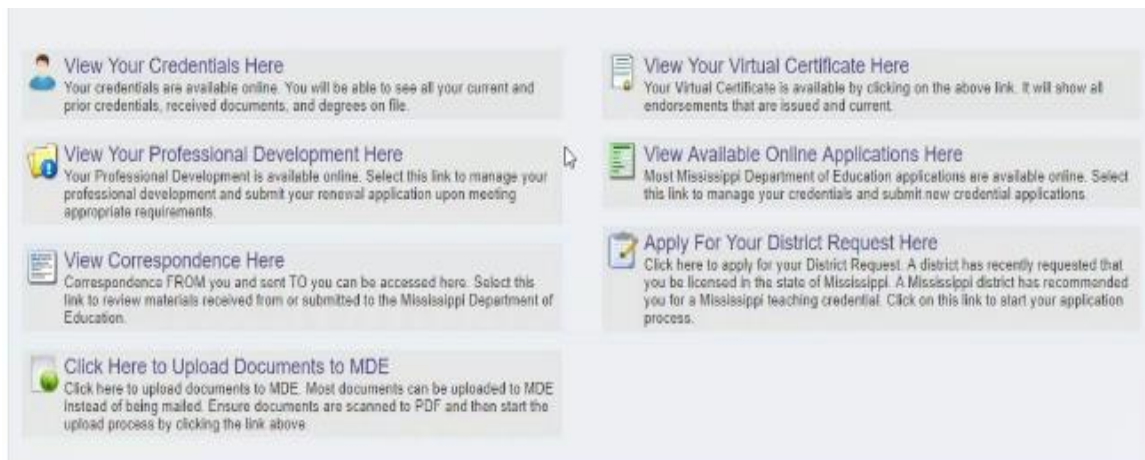
This refers to the form you completed (Step 1 of licensure).

► **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).

This is the same link and website from creating your Pre-Service Teaching License.

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



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

► **Transcript(s)** – Applicant must submit an official transcript(s) of degree program/coursework, ***requested by the applicant through the Registrar's office.***

***TRANSCRIPT FROM (UM) MUST SHOW DEGREE POSTED.**

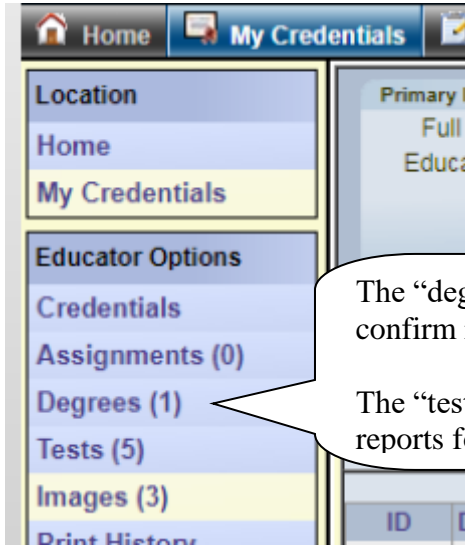
Question: Do I need to send transcripts from the other institution(s) I attended?

It depends. If you are applying for endorsements to your license and you took courses at another institution then YES, MDE will need an official transcript from that institution. (Example: You are elementary education with a concentration/endorsement in English and you took a Literature course at a local community college---you will need to send a transcript from that CC to MDE).

If you are not adding endorsements to your license OR did not take any endorsement courses at another institution, then NO, you do not need to send a transcript.

If you need assistance on ordering a transcript from UM, see link on website.

► 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 complete copy of your scores and mail in to the address at bottom of page.



COVID UPDATE:
Please note that Praxis & Foundations of Reading tests are waived for licensure until December 2021. Anyone applying for licensure beginning January 2022 on will be required to submit licensure exams.

The “degrees” section is where you can confirm receipt of transcript(s).

The “tests” area will show if score reports for Praxis II, etc. are on file.

► **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.

You will not be able to finish the application until degrees are posted.

► **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] Office of Educator Licensure/ Mississippi Department of Education/ P. O. Box 771/ Jackson, MS 39205-0771