

## Pre-Service Teaching License & Lawful Presence Documentation (SENIORS)

In preparation for your student teaching semester, our seniors must apply and submit the appropriate documentation for their "Pre-Service Teaching License" (PST) license.

### Creating your account in ELMS/ applying for PST License:

Student teachers must apply for their "Pre-Service" Teaching License (PST) in the online licensure system (ELMS) with the Mississippi Department of Education prior to your student teaching semester. This is NOT your standard-renewable license that you will apply for after graduation.

Follow the steps below to create an account in ELMS and apply for your PST license:

1. Go to <https://www.mdek12.org/OEL>
2. Click on "Go to my ELMS Account"
3. When you receive the prompt about being a MS Educator, the answer is **YES**, you are a Mississippi EDUCATOR and will setup your account accordingly.
4. Once you establish your account, click on "Educator"
5. Click on "apply for my recommendation"/ application forms
6. Click on "apply for credential"

Note: If ELMS states it "does not recognize" you and you are not able to create an account, please email Whitney Webb at [whitdt@olemiss.edu](mailto:whitdt@olemiss.edu)

### Link to Lawful Presence Form and Instructions:

You WILL have to submit for your PST License the "**lawful presence**" documentation. The form requires that you get it notarized (can use your bank's notary as an example). We also have a notary in the Guyton Hall Annex, student advising office (Oxford Campus). This form then has to be uploaded into your ELMS account under "Correspondence" ...in a PDF format and include a copy of the state issued ID that you used for lawful presence (i.e. most students are using their driver's license).

<https://www.mdek12.org/OEL/Forms>

"Verification of Lawful Presence" will be at the bottom of the list of forms.

**\*If you need assistance with this item, you may sign up for an appointment time in the SAFE Office. Click on the advising link below and look for the appointments linked specifically to "For Lawful Presence" paperwork. <http://safe.education.olemiss.edu/advising/scheduling/>**