

Applying for Your Mississippi Teaching License

[*User Manual* – A user manual is located on the screen in the online licensure system]

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

This step will automatically be done for undergraduate students

► **Log Into ELMS Account** Go to the MDE website at <https://www.mdek12.org/> . Click on "Educator Licensure". Click on Educator Licensure Management System (ELMS).

Most (if not all of you) have accounts already established; if not, please "create" your ELMS account.

► **Test Scores** - COVID UPDATE: Please refer to the following link on the MDE website regarding "waivers" for testing, if applicable. <https://www.mdek12.org/node/4692>

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

*Order through My Ole Miss and use MDE transcript service recipient email:

transcript@mdek12.org

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

► **Verification of Lawful Presence:**

MDE now requires all applicants to verify their lawful presence in the United States. Please go to the following website link to determine the documents you will need to submit. Please note this also involves notarization of the form. ***Most students completed this step during the application of their Pre-Service Teaching License.**

<https://www.mdek12.org/OEL/Forms> Click on the form "Verification of Lawful Presence"

► **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.

When you log into your ELMS account, look for the link "apply for your recommendation here" (Recommendations are entered!)

► **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.



Contact/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