# LICENSURE

## Educator Licensure Management System [ELMS] https://sso.mde.k12.ms.us/Login/Login.aspx



You can get there from here:

- 1. **Go to** <u>https://</u> www.mdek12.org
- 2. Click on EDUCATORS
- 3. Click on LICENSURE
- 4. Scroll to the bottom of the page and click on Educator
  Licensure Management
  System (ELMS)

Have you?

- 1. **Visited** the RENEWAL page on the MDE website: <u>https://</u> <u>www.mdek12.org/OTL/OEL/Renewal</u>
- 2. Applied for a new license
- 3. Taken or scheduled to take a required Praxis I/II exam
- 4. Uploaded the required documents for renewal, such as CEU's
- Submitted a new transcript if you've recently completed credits not previously reported to MDE



License Renewal

### https://www.mdek12.org/OTL/OEL/licensureapplication

Mississippi Licensure Guidelines require that all educators submit a completed licensure application (paper or online) with any licensure request.

#### **Application Process**

- 1. Read Licensure Instructions and Checklist to locate the license for which you are applying.
- 2. Complete Licensure Application by paper or online
- 3. Collect all documents required in your license category in a single, complete packet to the Mississippi Department of Education, Office of Educator Licensure, P.O. Box 771, Jackson, MS 39205-0771.

Incomplete packets will be returned to the applicant with no action taken.

The Office of Educator Licensure does not accept photocopies of Praxis scores. We must receive them electronically from ETS or we must receive the original score report.

- Online Licensure Application (ELMS)
- Licensure Application Packet K-12 Updated 5-2018
- Institutional Program Verification Form
- Verification of Accreditation Child Development
- Mentorship/Induction/Evaluation Form

#### Local District Request

- Special Non-renewable License Application Packet for Adjunct Teachers 6\_2018
- Special Non-renewable License Application Packet for Non-Traditional 6\_2018
- Special Non-renewable License Application Packet for Traditional 6\_2018
- Special One Year License for Veteran Teachers 2018-2019

#### **Educator Licensure Resources**

Educator Licensure Management System (ELMS)

