

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
**Summary of State Board of Education Agenda Item**  
**Consent Agenda**  
**April 19, 2023**

**OFFICE OF TEACHING AND LEADING**  
**DIVISION OF EDUCATOR LICENSURE**

- L. Approval to revise Miss. Admin. Code 7 – 4: Part 4: *Licensure Guidelines K-12*, to amend certain criteria regarding renewal and reinstatement of a Mississippi educator license  
(Has cleared the Administrative Procedures Act process with public comments)

Background Information: The Office of Teaching and Leading, Division of Educator Licensure continues to review all guidelines pertaining to the issuance, renewal, and reinstatement of an educator license to ensure that all requirements remain relevant to the contextual framework of present day. As a result of continuous review of requirements related to the renewal and reinstatement of a Mississippi educator license the Office of Teaching and Leading Division of Educator Licensure is requesting approval of proposed changes as approved and recommended by the Commission on Teacher and Administrator Education, Certification, and Licensure and Development (Licensure Commission) on January 6, 2023. The revisions shall become effective upon final approval by the State Board of Education. Proposed changes at-a-glance are as follows:

- Allow retired Mississippi educators to submit official documentation of retirement from service in Mississippi public schools (Official letter obtained from the Public Employees' Retirement System of Mississippi) during the final year of their valid license. The official letter must bear a date that reflects the current year the documentation is submitted for licensure renewal.
- Acceptance of professional learning certificate(s) bearing the appropriate number of continuing education unit (CEU), contact hours, or clock hours
- Acceptance of professional learning credit(s) earned by completion of a program provider approved by the International Accreditors for Continuing Education and Training (IACET) and those credits earned through Professional Associations recognized by the Mississippi Department of Education

The public comment period was open from February 22, 2022, through 5:00 p.m. March 22, 2023, with public comments received. Based on the comments received, the MDE recommends revising the proposed policy for clarity. The original recommendation and proposed revised language and additions are as follows (*Please note that the italicized content represents language added for clarity*):

“Professional learning credit(s) earned through a professional learning provider approved by a regionally or nationally accredited institution of higher education, the International Accreditors for Continuing Education and Training (IACET) and those credits earned through Professional Associations such as the American Speech-Language-Hearing Association (ASHA), National Board for Certified Counselors (NBCC), etc., are accepted for licensure renewal. Professional learning activities awarded by other nationally recognized professional associations must be in the instructional support personnel

licensure content area(s) listed on the Mississippi issued standard renewable license held by the educator seeking renewal. Official documentation of professional learning credit(s) must be submitted to verify completion of the appropriate number of CEU(s), clock hours, or contact hours. All professional learning credit(s) must be in content or job/skill related area. For a list of CEU professional learning providers, go to: <https://www.mdek12.org/OEL/Renew-or-Reinstate-My-License>. Please note that the list referenced herein is not intended to be all inclusive rather, it is to be viewed as a starting point for access to professional learning.”

Other points of clarity and additions include the following:

- Addition of the term “standard” on page six (6) of this document in the section under the license reinstatement option to align with State Law for Reciprocity: “Reinstatement by Reciprocity.”
- Renewal with “valid standard out-of-state license submitted for renewal during the final year of the valid standard Mississippi license.”

Recommendation: Approval

Back-up material attached

**Validity Periods**

Licenses will be valid from the day the completed application packet is received and validated by the Division of Educator Licensure. Therefore, the license will be dated based on the date the final required document for the license sought, has been received and validated by the Division of Educator Licensure. All licenses expire on June 30<sup>th</sup> of the year of expiration. The twelve-month period representing a school year is defined as beginning July 1 and ending June 30. A five-year license issued at any time during the school year shall be valid for five (5) school years including the school year in which it is granted.

For example, a standard license issued January 2019, (2018-2019 school year), would be valid from the date the completed packet is received until June 30, 2023. The remainder of the 2018-2019 school year is considered a full year.

**Renewal of License**

Only a five-year, standard license is eligible for renewal. Current requirements for renewal of a five-year standard license for each class level are as follows:

**Class A:**

Ten (10) continuing education units (CEU's), or appropriate number of contact hours, or clock hours in content or job/skill related area

**OR**

Three (3) semester hours in content or job/skill related area AND Five (5) continuing education units (CEU's), or appropriate number of contact hours, or clock hours in content or job/skill related area

**OR**

Six (6) semester hours in content or job/skill related area

**OR**

Completion of the National Board for Professional Teaching Standards process

**OR**

Official documentation of retirement from service in Mississippi public schools (Official letter shall be obtained from the Public Employees' Retirement System of Mississippi by calling 1-800-444-7377). Documentation for use of this option shall only be submitted for renewal during the final year of the valid license. The official letter must bear a date that reflects the current year the documentation is submitted for licensure renewal.

OR

Valid standard out-of-state license submitted for renewal during the final year of the valid standard Mississippi license.

**Class AA, AAA or AAAA:**

Three (3) semester hours in content or job/skill related area

**OR**

Five (5) continuing education units (CEU's), or appropriate number of contact hours, or clock hours in content or job/skill related area

**OR**

Completion of the National Board for Professional Teaching Standards process

**OR**

Official documentation of retirement from service in Mississippi public schools (Official letter shall be obtained from the Public Employees' Retirement System of Mississippi by calling 1-800-444-7377). Documentation for use of this option shall only be submitted for renewal during the final year of the valid license. The official letter must bear a date that reflects the current year the documentation is submitted for licensure renewal.

OR

Valid standard out-of-state license submitted for renewal during the final year of the valid standard Mississippi license.

**Standard Career Level Administrator:**

Seventy (70) School Executive Management Institute (SEMI) credits

**OR**

Six (6) hours of coursework

**OR**

35 SEMI credits AND 3 hours coursework

**OR**

Completion of a specialist or doctoral degree in educational administration/leadership

**OR**

Official documentation of retirement from service in Mississippi public schools (Official letter shall be obtained from the Public Employees' Retirement System of Mississippi by calling 1-800-444-7377). Documentation for use of this option shall only be submitted for renewal during the final year of the valid license. The official letter must bear a date that reflects the current year the documentation is submitted for licensure renewal.

OR

Valid standard out-of-state license submitted for renewal during the final year of the valid standard Mississippi license.

When **all** requirements are completed, college transcripts for all coursework completed and/or original professional learning certificate(s) bearing the appropriate number of continuing education unit (CEU), contact hours, or clock hours certificates may be submitted for license renewal. The college credit courses may be completed on the undergraduate or graduate level with a grade of "C" or higher at regionally/nationally accredited senior colleges, universities, or community colleges.

Official academic transcripts must be submitted directly to the Division of Educator Licensure by the university or college electronically in a secure electronic format via National Student Clearinghouse, Parchment, or any other transcript exchange service provider.

**The license may be renewed for one five-year period beyond the present expiration date. Only credits earned within the renewal cycle indicated on the educator's official Mississippi educator license may be used for licensure renewal.** Renewal requirements referencing content area courses refer to the area of endorsement (e.g., mathematics, science, special education, etc.).

References to job/skill related area include pedagogy and skills for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.). **Only one renewal method may be utilized during a five-year period.** For a list of CEU providers, go to: <https://www.mdek12.org/OEL/Renew-or-Reinstate-My-License>.

The Mississippi Department of Education no longer approves programs for professional learning CEU credit. School districts, organizations, or individuals wishing to prepare and offer a program for professional learning CEU credit must submit an application to an accredited professional learning credit CEU granting agency. Any Continuing Education Office at a college, university, or community/junior college is an accredited professional learning credit CEU granting agency. Once programs are approved, they may be offered, and certificates will be issued to successful participants by the approving agency. **Ten contact or clock hours of professional learning development is equal to one CEU credit.** **The Division of Educator Licensure does not accept CEU certificates for less than .5 CEU's or five contact hours.** Official verification of professional learning CEU credit(s) must be submitted to document verify completion of the appropriate number of professional learning CEU credit(s) for licensure renewal. Professional learning credit(s) may be submitted as CEU(s), clock hours, or contact hours.

Professional learning credit(s) earned through a professional learning provider approved by a regionally or nationally accredited institution of higher education, the International Accreditors for Continuing Education and Training (IACET) and those credits earned through Professional Associations such as the American Speech-Language-Hearing Association (ASHA), National Board for Certified Counselors (NBCC), etc., are accepted for licensure renewal. Professional learning activities awarded by other nationally recognized professional associations must be in the instructional support personnel licensure content area(s) listed on the Mississippi issued standard renewable license held by the educator seeking renewal. Official documentation of professional learning credit(s) must be submitted to verify completion of the appropriate number of CEU(s), clock hours, or contact hours. All professional learning credit(s) must be in content or job/skill related area. For a list of CEU professional learning providers, go to: <https://www.mdek12.org/OEL/Renew-or-Reinstate-My-License>. Please note that the list referenced herein is not intended to be all inclusive rather, it is to be viewed as a starting point for access to professional learning. (Italicized content represents changes based on public comment)

Educators can complete and submit an application for licensure renewal and upload a PDF copy of the original CEU certificates and/or National Board documentation to be used for renewal via his/her Educator Licensure Management System (ELMS) educator licensure management account. If submitting documentation of coursework, official sealed copies of the applicant's transcript(s) must be submitted electronically directly from the respective college/university and administering testing company to the Division of Educator Licensure. For instructions on this process, please visit: <https://www.mdek12.org/OEL/Document-Submission>.

### **Document Submission**

All applications and supporting documentation must be submitted electronically through the educator's assigned Educator Licensure Management System (ELMS) account. No documents should be submitted via postal mail. Licenses will be valid from the day the completed application packet is received and validated by the Division of Educator Licensure. A completed application packet includes the licensure application and all supporting documentation required for your requested license type. Applications that are submitted without supporting documents will be considered incomplete and the educator will be emailed a "requirements" letter stating which documents are needed to process the licensure request. Please review the Licensure Application Checklist to identify the documents required for obtaining licensure in your desired area of certification: <https://www.mdek12.org/OEL/Licensure-Application-Checklist>.

Transcripts must be submitted electronically directly from the institution and licensure test score reports directly from the appropriate testing company. All original documents to be used as part of the licensure application review process must be scanned and then uploaded to your ELMS account as a Portable Document Format (PDF) file, captured using the camera on your cellular device, or by utilizing free software applications available for download that are compatible with most smartphone models. When capturing a photograph of the document to be submitted, please be sure to remove any content and/or extra spacing that is not part of the document.

This should be done prior to document upload to not obstruct access to information pertinent to reviewing and processing your licensure request.

**FIVE YEAR LICENSE – REINSTATEMENT**

*Mississippi educators may reinstate an expired five-year standard license with one of the following options:*

License	Requirements	Validity
<p>One-year Reinstatement (Issued at Class level of the <u>most previously expired standard renewable last</u> five-year license)</p>	<p>1. Completed application requesting reinstatement <i>(During the validity of the one-year license, the educator must meet approved five-year <u>renewal</u> requirements with CEU’s, <u>contact hours, clock hours, or</u> coursework appropriate for the Class level of the standard license, required number of SEMI credits, or completion of National Board for Professional Teaching Standards process. Documentation submitted for renewal must have been completed within <u>or after the most previous renewal cycle. the last five years.</u> When renewal requirements are met, educators must <u>submit a licensure application reapply for to obtain</u> the remaining four years of <u>the a</u> standard <u>renewable</u> five-year license).</i></p>	<p>1 year (non-renewable)</p>
<p>Reinstatement by Reciprocity</p>	<p>1. Completed application requesting reinstatement 2. Valid <u>standard</u> out-of-state license</p>	<p>5 years</p>
<p>Reinstatement by Coursework <u>or Professional Learning Credit(s)</u></p>	<p>1. Completed application requesting reinstatement 2. <del>Six (6)</del> <u>Appropriate number of</u> semester hours of course work (with a grade of “C” or higher) <u>or CEU credits, or clock hours, or contact hours</u> in content or job/skill related area* completed within <u>or after the most previous renewal cycle. last five years.</u> <u>The appropriate number of semester hours of course work (with a grade of “C” or higher) or CEU credits, or clock hours, or contact hours shall be based on the Class Level of the most previously expired standard renewable five-year license.</u></p>	<p>5 years</p>
<p>Reinstatement of educator license held by an educator who Retired from a Mississippi public school system</p>	<p>1. Completed application requesting reinstatement 2. <u>Official documentation of retirement from service in Mississippi public schools (Official letter shall be obtained from the Public Employees’ Retirement System of Mississippi by calling 1-800-444-7377). The official letter must bear a date that reflects the current year the documentation is submitted for licensure renewal.</u> <u>Official documentation of retirement from service in Mississippi public schools. An official letter shall be obtained from the Public Employees’ Retirement System (PERS) of Mississippi and must be dated for the current year (PERS may be contacted by calling 1-800-444-7377</u></p>	<p>5 years</p>

Summary of Administrative Procedures Act (APA) Comments  
 Approval to revise Miss. Admin. Code 7 – 4: Part 4: Licensure Guidelines K-12, to amend certain criteria regarding renewal and reinstatement of a Mississippi educator license as recommended by the Commission on Teacher and Administrator Education, Certification, and Licensure and Development.

<b>The Office of Teaching and Leading received the following APA comments regarding the establishment to amend certain criteria regarding renewal and reinstatement of a Mississippi educator license.</b>	
Summary of Comment	MDE Response
<p><b>LeSian C. Davis, Ph.D.</b> - I am in favor of this process being approved, but wanted to make sure that I am understanding that I may turn in clock hours in place of my CEUs from an accredited agency such as American School Counseling Association or NAEHCY.          Look forward to your response.</p>	<p><b>Recommend Revision for Clarity</b> – MDE recommends revising the proposed policy for clarity. The original recommendation and proposed revised language are as follows (<i>Please note that the italicized content represents language added for clarity</i>):</p> <p>Professional learning credit(s) earned through a professional learning provider approved by a <i>regionally or nationally accredited institution of higher education</i>, the International Accreditors for Continuing Education and Training (IACET) and those credits earned through Professional Associations such as the American Speech-Language-Hearing Association (ASHA), National Board for Certified Counselors (NBCC), etc., are accepted for licensure renewal. <i>Professional learning activities awarded by other nationally recognized professional associations must be in the instructional support personnel licensure content area(s) listed on the Mississippi issued standard renewable license held by the educator seeking renewal.</i> Official documentation of professional learning credit(s) must be submitted to verify completion of the appropriate number of CEU(s), clock hours, or contact hours. All professional learning credit(s) must be in content or job/skill related area. For a list of CEU professional learning providers, go to: <a href="https://www.mdek12.org/OEL/Renew-or-Reinstate-My-License">https://www.mdek12.org/OEL/Renew-or-Reinstate-My-License</a>. Please note that the list referenced herein is not intended to be all inclusive rather, it is to be viewed as a starting point for access to professional learning.</p>