Mississippi Student Information System (MSIS) PERSONNEL
National Board Information

The following are the steps you will need to take in order to submit and review the data your district has submitted.

Step 1 Log into MSIS
< The address for the Mississippi Department of Education web page is www.mde.k12.org.
< You can select MSIS under the tab that is entitled Directory > Technology and Strategic Services > Look on right hand side under Links > MSIS Log-on
< A file name frmservlet.jnlp will then download. Right click then open.
< This will send you to the log in screen for MSIS.
< You will need to type in your username and password. For database, type MSIS.
< This will send you to the MSIS Main Screen.

If you do not have a username you will need to contact the MSIS Security Administrator at (601) 359-3959 or you can e-mail them at mdeapps@mde.k12.ms.us . If you cannot launch MSIS you need to contact the MIS – Help Desk at mdeapps@mde.k12.ms.us.

Step 2 Enter your national certification data on the teacher's general schedule
< Instructions for entering data into the general schedule are found in the **MSIS PERSONNEL REFERENCE MANUAL.**
< Select **Modules>Personnel>General/Schedule**
  Employee Entry>Schedule Tab
< For all employees in your district that hold national certification, please enter the appropriate code.
  Codes to use on Personnel/Accreditation Reports:
  • 902001 – NBPTS (National Board for Professional Teaching Standards)
  • 902002 – CCC (Certificate of Clinical Competence issued by American Speech & Hearing Association)
  • 902003 – NCSC – (National Certified SCHOOL Counselor issued by the National Counselor's Assn.)
  • 902004 – NCSN – (National Certified School Nurse)
  • 902008 – CAT (Certified Athletic Trainer)
  • 902010 – CALT – (Certified Academic Language Therapist)
< **BE SURE TO PLACE AN "XX" in the "Reserve" field.** This is necessary to keep this course code assignment from impacting the instructional minutes.

Step 3 Enter the Salary Information
< Click on the **<u>SALARY</u>** tab. There are two salary fields, one for teaching and one for non-teaching salary.
  • **<u>TEACHING SALARY</u>** - After clicking the salary tab, the cursor will be in the TEACHING SALARY field, if the employee is a teacher. Enter the teacher's contracted amount for teaching duties.
  • **<u>ANNUAL SALARY</u>** – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the ANNUAL SALARY field.

<   **NON-TEACHING SALARIES** - If the employee has a Salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the Schedule for the salary to be entered. All non-teaching codes on an employee's schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable.
  - **SALARY** – Enter Salary
  - **NATIONAL CERTIFICATION NUMBER** – Enter National Certification Number
  - **ISSUE DATE** (MM-DD-YYYY) – The date the certificate was issued (must be greater than today)
  - **EXPIRATION DATE** (MM-DD-YYYY) – The date the certificate will expire (must be greater than today)

Step 4 Review national certification data for your district

<   From the MSIS Main Menu, select **Reports> Personnel Data> National Board Personnel** to see a report of the information and amounts you have entered in MSIS.

<   Select **Reports> Personnel Data> National Board Payments** to see a report of what MSIS is calculating for payment for each individual.

<   Select **Reports> Personnel Data> National Board Edits** to see the error report for individuals with errors.

<   **It is important that you review these reports for accuracy.**
  - Individuals who hold national certification but are in an administrative area of work are not eligible to receive the supplement – therefore you should have a zero in the supplement salary column.
  - Individuals who hold national certification and who are employed in an instructional area of work should have a dollar amount in the supplement salary column.

GENERAL INFORMATION:
1. **NBPTS Certificates** - the issue date, expiration date and certificate number are located on the certificate. You must have a copy of the NBPTS certificate on file. Individuals that receive notification that they have passed should have the 902001 course code added to their general schedule as soon as you receive a copy of the letter. At this point in time, you will not have the certificate number; however, the issue date for the certificate will be the date of the congratulations letter and the expiration date will be five years from that date. (For example, if the letter is dated 11/23/2022 the issue date is 11/23/2022 with the expiration date being 11/23/2027). Please be sure that the teacher understands that they are to provide you with a copy of the actual certificate as soon as they receive it. Verify the certificate number when you receive the actual certificate.

2. **NCSC (National Certified School Counselor)** – the issue date, expiration date and certificate number are located on the certificate. You must have a copy of the NCSC certificate on file. Reminder, this national organization issues two types of certificates one is called National Certified Counselor (NCC) and the other is the National Certified SCHOOL Counselor (NCSC). **In order to be eligible to receive the national supplement, an individual must hold the NCSC certification**. The term counselor is defined to include any individual who is required by law to obtain a license with a school counselor endorsement from the Mississippi Board of Education and, when employed by a local school board, is assigned the majority of the day (the equivalent of a minimum of three (3) normal periods) in one or more of the following Course/Work Areas as defined in Appendix A of the Personnel/Accreditation Reference Manual:

<   601006 Counselor, Vocational
<   601005 Counselor, Non -Vocational, Elementary
<   601107 Counselor, Non -Vocational, Secondary

3. **ASHA (American Speech & Hearing Association Certification)** – You should have a copy of the ASHA Card on file. The certificate number is in the bottom left of the card (it is the account number) and the expiration date is in the middle of the card. For the 2022-23 school year, the expiration date should be 12/31/22. The issue date would be 01/01/22. Individuals hired after January may have a card which expires 12/31/23. The issue date would be 01/01/23. These cards are valid for one year. Individuals employed as a speech-language pathologist or audiologist who hold a valid ASHA card are eligible to receive the national supplement. The term speech-language pathologist and audiologist are defined to include any individual who is required by law to obtain a license with a speech pathologist or audiologist endorsement from the Mississippi Board of Education and is assigned the majority of the day (the equivalent of a minimum of three (3) normal periods) in one or more of the following Course/Work Areas as defined in Appendix A of the Personnel/Accreditation Reference Manual:

<   131012 Audiologist
<   132001 Early Childhood
<   132002 Language/Speech Therapy
<   132003 Language Impaired/Other Combination
<   132004 Hearing Impaired/Other Combination
<   132010 Elementary (K-8) Specific Learning Disability (SLD)/Other Combinations
<   132011 Secondary (7-12) Specific Learning Disability (SLD)/Other Combinations
<   132020 Home/Hospital (HH)
<   132021 Special Education/ Assessment Team Member
<   132023 Infant and Toddler
<   132024 Elementary DD/Other Combinations

4. **NCSN (National Certified School Nurse)** –The issue date, expiration date and certificate number are located on the certificate. You must have a copy of the NCSN certificate on file.

5. **CALT (Certified Academic Language Therapist)** –The issue date, expiration date and certificate number are located on the certificate. You must have a copy of the CALT certificate on file.

6. **CAT (Certified Athletic Trainer)** –The issue date, expiration date and certificate number are located on the certificate. You must have a copy of the CAT certificate on file.