



MEMORANDUM

To: Local Superintendents of Education, Officials of Eligible Non-public Schools,
and All Other Education Stakeholders

From: Dr. Cory M. Murphy, Executive Director
Office of Teaching and Leading

Date: Monday, November 1, 2021

Subject: Guidance for Applicants Seeking to Obtain Educator Licensure under 2020 COVID-19 Admission and Licensure Test Suspension Provision After December 31, 2021

On March 26, 2020, during its Special Called meeting the Mississippi Board of Education granted approval to the Mississippi Department of Education (MDE) to suspend the admission and licensure test criteria through December 31, 2021. Effective January 1, 2022, all applicants seeking admission to an MBE approved educator preparation program or those seeking to obtain a license of any type that is issued by the MDE Division of Educator Licensure, shall meet all requirements in effect on the date the complete application for program admission or licensure is received by the respective Mississippi Board of Education approved educator preparation provider or MDE Division of Educator Licensure, as appropriate. All individuals that were unconditionally admitted to or completed a Mississippi Board of Education approved educator preparation pathway under the COVID-19 test suspension provisions on or before December 31, 2021, shall adhere to the following guidelines in order to be granted the license sought without being subject to meeting the admission test and licensure test requirements.

***COVID-19 TEST SUSPENSION LICENSURE GUIDELINES FOR TRADITIONAL PROGRAM COMPLETERS**

How does the COVID-19 related admission and licensure test suspension affect traditional program completers that were unconditionally admitted to or completed a Mississippi Board of Education approved traditional educator preparation pathway under these provisions on or before December 31, 2021?

- Candidates unconditionally admitted to a Mississippi Board of Education approved traditional educator preparation program under the COVID-19 test suspension on or before December 31, 2021 **and have** successfully completed the student teaching and all other educator preparation program requirements on or before December 31, 2021 for the purpose of obtaining the five-year standard license may be granted the license without being subject to meeting the admission test and licensure test requirements, if the complete application (all required documents)* for the five-year standard license is received in the MDE Division of Educator Licensure on or before July 31, 2022.
- Candidates unconditionally admitted to a Mississippi Board of Education approved traditional educator preparation program under the COVID-19 test suspension on or before December 31, 2021 **and have not** successfully completed the student teaching and all other educator preparation program requirements on or before December 31, 2021 for the purpose of obtaining the five-year standard license may be granted the license without being subject to meeting the admission test and licensure test requirements, if the complete application (all required documents)* for the five-year standard license is received in the MDE Division of Educator Licensure on or before December 31, 2023.

****COVID-19 TEST SUSPENSION LICENSURE GUIDELINES FOR NONTRADITIONAL
(ALTERNATE ROUTE) PROGRAM COMPLETERS**

How does the COVID-19 related admission test and licensure test suspensions affect nontraditional (alternate route) candidates seeking to obtain a three-year internship or five-year standard license if they were unconditionally admitted to or completed a Mississippi Board of Education approved nontraditional educator preparation pathway under these provisions on or before December 31, 2021?

OBTAINING THREE-YEAR INTERNSHIP LICENSE

- Candidates unconditionally admitted to a Mississippi Board of Education approved nontraditional educator preparation program under the COVID-19 test suspension on or before December 31, 2021 **and have or have not** successfully completed the pre-teaching coursework/training requirement on or before December 31, 2021 for the purpose of obtaining the three-year internship license may be granted the license without being subject to meeting the admission test and licensure test requirements, if the complete application (all required documents)** for the three-year internship license is received in the MDE Division of Educator Licensure on or before July 31, 2022.

(NOTE: Candidates must successfully complete the pre-teaching coursework/training and all other program requirements on or before May 31, 2022, to receive the three-year internship license without being subject to meeting the admission and licensure test requirements.)

CONVERTING THREE-YEAR INTERNSHIP LICENSE TO FIVE-YEAR STANDARD LICENSE

- The three-year internship license holder shall meet all other requirements of the alternate route program during the validity of three-year internship license to convert that license to the five-year standard license without being subject to meeting the admission test and licensure test requirements. The complete application (all required documents)** for converting the three-year internship license to the five-year standard license must be received in the MDE Division of Educator Licensure on or before the expiration date noted on the license. Should the three-year internship license expire, or the license holder withdraws or is dismissed from the program, the individual shall meet all requirements in effect on the date the complete application is received for consideration for re-admission to a Mississippi Board of Education approved nontraditional educator preparation program.

*****COVID-19 TEST SUSPENSION LICENSURE GUIDELINES FOR ADMINISTRATOR AND
INSTRUCTIONAL SUPPORT PERSONNEL PROGRAM COMPLETERS**

How does the COVID-19 related licensure test suspension affect administrator and instructional support personnel program completers that were unconditionally admitted to or completed a Mississippi Board of Education approved administrator or instructional support personnel preparation pathway under these provisions on or before December 31, 2021?

- Candidates unconditionally admitted to a Mississippi Board of Education approved administrator or instructional support personnel preparation program under the COVID-19 test suspension on or before December 31, 2021 **and have** successfully completed the internship and all other administrator and instructional support personnel program requirements on or before December 31, 2021 for the purpose of obtaining the five-year standard license may be granted the license without being subject to meeting the licensure test requirements, if the complete application (all required documents)*** for the five-year standard license is received in the MDE Division of Educator Licensure on or before July 31, 2022.
- Candidates unconditionally admitted to a Mississippi Board of Education approved administrator or instructional support personnel preparation program under the COVID-19 test suspension on or before December 31, 2021 **and have not** successfully completed the internship and all other administrator or instructional support personnel program requirements on or before December 31, 2021 for the purpose of obtaining the five-year standard license may be granted the license without being subject to meeting licensure test requirements, if the complete application (all required documents)*** for the five-year standard license is received in the MDE Division of Educator Licensure on or before December 31, 2023.

NOTE: The checklists below represent items required for submission as of the date of this memorandum and is subject to change at any time as a result of changes in federal and state law and Mississippi Board of Education policy. It is the responsibility to the applicant to remain abreast of licensure requirements at all times.

***Complete Application Checklist – Traditional Program Completer**

- Online recommendation for five-year standard license
- Online licensure application submitted through your Educator Licensure Management System account
- Official transcript documenting conferred bachelor's degree in teacher education from a Mississippi Board of Education approved educator preparation provider
- Verification of Lawful Presence form

****Complete Application Checklist – Non-Traditional Program Completer**

Three-year internship license

- Online recommendation for three-year internship license
- Online licensure application submitted through your Educator Licensure Management System account
- Official transcript documenting conferred bachelor's degree (non-education) from an accredited university
- Official transcript that documents pre-licensure coursework with an earned grade of "C" or better (for Master of Arts in Teaching candidates only) from a Mississippi Board of Education approved educator preparation provider
- Appropriate documentation confirming subject matter competence in the area license is requested:
 - Official transcript from accredited college/university documenting conferred degree in the content area license is requested **OR**
 - Qualifying passing score on the appropriate Praxis Subject Assessment in area license is requested **OR**
 - Official transcript(s) from accredited college(s)/university(ies) documenting eighteen (18) hours of acceptable coursework with an earned grade of "C", or better in area license is requested
- Verification of Lawful Presence form

Five-year Standard License

- Online recommendation for five-year standard license
- Online licensure application submitted through your Educator Licensure Management System account
- Official transcript that documenting internship coursework with an earned grade of "C" or better (for Master of Arts in Teaching candidates) from a Mississippi Board of Education approved educator preparation provider **OR**
Letter of recommendation made by your local school district provided on the school district's letterhead confirming completion of internship for continued licensure (for Teach Mississippi Institute candidates)
- Verification of Lawful Presence form

*****Complete Application Checklist – Administrator and Instructional Support Personnel Program Completer**

Please review the Licensure Application Checklist to ensure all required documents are submitted for evaluation. The Licensure Checklist can be found at www.mdek12.org/OEL/forms.

As always, we appreciate the opportunity to serve you.

c: Dr. Paula A. Vanderford