

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, July 26, 2021

Subject: Division of Educator Licensure: Application Supporting Documentation Submission Process

Process for Submission of Other Licensure Application Supporting Documentation

Effective Monday, August 9, 2021, 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.

All original documents to be used as part of the licensure application review process must be scanned as a PDF file and uploaded to the applicant's ELMS account. Documents can be scanned through traditional means or with a smartphone application (app). There are several free smartphone apps available for download that are compatible with most smartphone models. These apps allow you to use smartphone cameras to capture multi-page documents and turn them into PDF files. Search "Document Scanning Applications" where you download your mobile apps. 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 the licensure request.

Academic transcripts and Test Score Reports uploaded to an applicant's ELMS account will not be accepted. Official academic transcripts must be submitted electronically directly from the college/university [**transcript@mdek12.org**], and test score reports should be sent directly from the appropriate testing company. In addition, documentation submitted through the teacher support email inbox, or any other MDE email inbox, will not be accepted for licensure application review. For instructions regarding the submission of certain documents, please visit <https://www.mdek12.org/OEL/Document-Submission>.

As always, we appreciate the opportunity to serve you.

c: Dr. Paula A. Vanderford