VIEW CERTIFICATION DATA

This screen can be accessed by going to MODULES> PERSONNEL> VIEW CERTIFICATION.

You cannot view Certification data on anyone who is not employed in a Mississippi public school. To find Certification data on someone who is not currently employed in a public school you will need to use the current system that you have been using for several years (TN3270 TELNET SESSION). This will display anyone who is now or has ever been certified by the State.
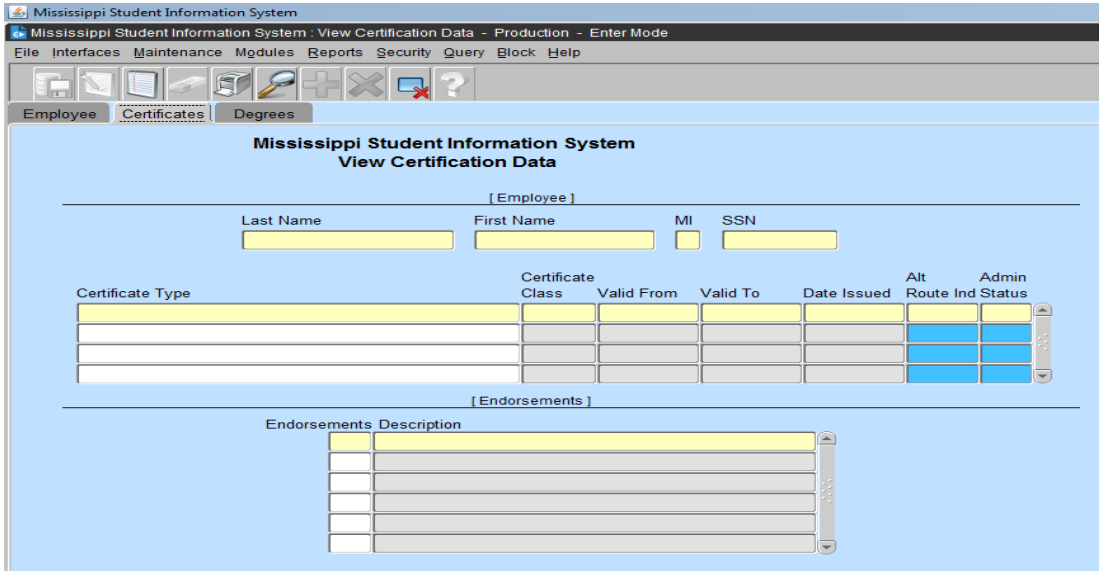
This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data. After locating the employee, you can view the employee's existing Certification Information.

QUERY FOR AN EMPLOYEE - double click on the employee's last name to view Certification data. *A certified employee has a Licensure Number.*

If more than one Certificate is listed, select a Certificate by using the Up and Down arrow keys or clicking on a Certificate Type to view the Endorsements for that Certificate. If an employee has more than four certificates, use the scroll bar located to the right of Admin

Status to view more Certificates. If a Certificate has more than six Endorsements, use the scroll bar located to the right of the Endorsement Description to view more Endorsements

Click on Degrees tab to view degrees held by employee. If the employee has more than five Degrees, use the scroll bar located to the right of the Institution to view more Degrees.