

LICENSURE CHECKLIST

This Licensure Checklist will assist you as you compile the supporting documents required for obtaining licensure in your desired area of certification. Please enclose all required documents in one complete application packet. The Checklist is only for your benefit and does not need to be included in the packet.

CATEGORIES

TRADITIONAL TEACHER EDUCATION ROUTES/APPROVED PROGRAM ROUTES

_____ **Five-Year Teacher Education Route- Initial License** *(Applies to a graduate of a teacher education program with included student teaching.)*

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Institutional Program Verification (Form IPV) or Online Recommendation documenting completion of an Approved Program
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests

_____ **License Upgrade: Approved Program Route** *(Applies to a licensed teacher who wishes to upgrade the license with an advanced degree. This includes master's, specialist, and doctorate degrees.)*

- Licensure Application (Paper or Online)
- Transcript documenting the Advanced Degree (Sealed or e-Scrip or Clearinghouse Transcript Exchange)

_____ **Specific Five-Year Educator License** *(Applies to Guidance and Counseling, Audiologist, Emotional Disability, Psychometrist, School Psychologist, Speech Pathologist*, Performing Arts**, and Child Development***)*

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests
- *Original ASHA Membership Card *(ASHA Certified Speech Pathologists may omit submission of test scores.)*
- **Validation of Artistic Competency *(Required only for applicants for the Performing Arts License with a degree in a non-Fine Arts area.)*
- ***Verification of Accreditation/Child Development *(Form VACD)*

_____ **School Business Administrator** (*Applies to a school district business administrators only.*)

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange) verifying at least a bachelor's degree in either Business Administration, Accounting, Finance, or a business-related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy.
- Certificate of training from the Office of School Financial Services.

Note: If the applicant does not have this documentation and only submits an application with the appropriate transcript as specified above, a provisional, non-renewable Three-Year license will be issued.

_____ **Speech Associate**

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange) verifying a bachelor's degree in Communicative Disorders, Speech Pathology, or Speech and Hearing
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests

RECIPROCITY LICENSES

_____ **Five-Year Reciprocity License** (*Applies to applicants with a valid, clear and renewable out-of-state license*)

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Original, Valid, Standard Out-of-State Teaching License. (**Photocopies are not accepted. Your original will be returned to you. If the issuing state only offers a virtual license, please submit a printed copying indicating that the license is available virtually.**)
- Documentation must be provided showing a passing score on a core subject test required for certification by the issuing state, or documentation that verifies the out-of-state license was obtained in a manner equivalent with current Mississippi license guidelines for that license.

_____ **Two-Year Reciprocity License** (*Applies to an applicant who possesses a valid license, which is less than standard, from another state.*)

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Original, Valid, Standard Out-of-State Teaching License. (**Photocopies are not accepted. Your original will be returned to you. If the issuing state only offers a virtual license, please submit a printed copying indicating that the license is available virtually.**)

ALTERNATE ROUTE TEACHING LICENSES

_____ **One-Year Alternate Route License** (*Applies to graduates of a non-teacher education program who have met the initial requirements of the American Board of Certification of Teacher Excellence (ABCTE) Program*)

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests

_____ **Three-Year Alternate Route License** (*Applies to graduates of a non-teacher education program who have met the initial requirements of the Master of Arts in Teaching (MAT), Mississippi Alternate Path to Quality Teachers (MAPQT), or Teach Mississippi Institute (TMI) Program.*)

- Licensure Application (Paper or Online)
- Transcript(s) of **all** coursework (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (*Form IPV*)

_____ **Five-Year Alternate Route License** (*Applies to graduates of a non-teacher education program who have met all coursework and/or internship requirements of their alternate route program.*)

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange) (*MAT Program Only*)
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (MAT, MAPQT, TMI) (*Form IPV*)
- Mentorship/Induction Evaluation (MAPQT or ABCTE Programs Only) (*Form MIE*)
- Letter of Recommendation from School District (*TMI Program Only*)
- Completion of **one** of the Following: MAT Program, MAPQT Program, or e-Learning Course (*ABCTE Program Only*)

ADMINISTRATOR LICENSES

_____ **District Superintendent/Three-Year License (refer to educator licensure guidelines for complete requirements)**

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Verification of Six-Years of Documented Successful Leadership Experience:
<https://www.mdek12.org/OTL/Admin>
- Local School Board resolution confirming appointment to a position of local District Superintendent

District Superintendent/Five-Year License (refer to educator licensure guidelines for complete requirements)

- Licensure Application (Paper or Online)
- Documentation of successful completion of ongoing professional learning aligned to the responsibilities of Mississippi local school district superintendent as outlined in: Miss. Code Ann § 37-9-14
- Evidence that the district increased its accountability rating by a minimum of one performance classification during the three (3) year period District Superintendent Three-Year License was held
- Documentation that the District Superintendent earned a successful evaluation rating annually

Administrator License/Non-Practicing

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program in Educational Leadership/Supervision (*Form IPV*)
- Verification of Three-Years Educational Experience: <https://www.mdek12.org/OTL/Admin>

Administrator License/ Entry Level (Five-Year Non-Renewable)

- Licensure Application (Currently paper only)
- Letter from School District verifying administrative position

Administrator License/ Career Level

- Licensure Application (Currently paper only)
- Verification of School Executive Management Institute (SEMI) Entry Level Requirements-*Orientation for School Leaders (OSL)* For approved list of trainings visit: <https://www.mdek12.org/OTL/Admin>

One-Year Alternate Route Assistant Administrator

- Licensure Application (Paper or Online)
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (MAPQSL Summer Training) (*Form IPV*)
- Letter from School District confirming the full-time position of One-Year Administrative Internship will be completed.

Alternate Route Administrator License/ Entry Level

- Licensure Application (Paper or Online)
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (MAPQSL Nine Saturday Practicum) (*Form IPV*)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests
- Completed Mentorship Form (*Form AME*)

Alternate Route Administrator License/ Career Level

- Licensure Application (Currently paper only)
- Verification of School Executive Management Institute (SEMI) Entry Level Requirements-*Orientation for School Leaders (OSL)* For approved list of trainings visit:
<https://www.mdek12.org/OTL/Admin>
- Successful completion of six (6) hours of Educational Leadership Coursework from an Accredited Educational Leadership Program (*Coursework should be selected from the following areas: Curriculum and Instruction, Instructional Improvement or Leadership, School Law or School Finance.*)

SUPPLEMENTAL ENDORSEMENTS

Supplemental Endorsements (*only added to three-year and five-year license*)

- Licensure Application (Paper or Online)

AND one of the following:

- If adding a supplemental endorsement with 21 hours of coursework: Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange) **In order to ensure accuracy and expediate your request, it is recommended that you submit new sealed or eScrip transcripts of coursework in the specific endorsement area requested. Microfilmed records are sometimes unreliable. OR*
- If adding a supplemental endorsement by a Praxis test: Official documentation of Attainment of Mississippi's current qualifying score on all required tests. **OR**
- If adding a supplemental endorsement by completion of an MDE approved training: Documentation of Completion of MDE Approved Competency-Based Training Program **OR**
- If adding a supplemental endorsement by completion of an approved program at a college/university: Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (*Please see Form IPV for examples of endorsements requiring this*)

Please note: sealed or sScrip transcript showing approved program coursework should be included with IPV or online recommendation.

RENEWAL/REINSTATEMENT

_____ **Renewal of Five-Year License**

- Licensure Application (Paper or Online)

AND

- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange)

AND/OR

- Original documentation showing completion of Continuing Education Units (CEU's) in content or job/skill related area (*Copies are not accepted.*) **OR**
- Documentation showing completion of National Board for Professional Teaching Standards Progress. (*Documentation must be dated within the current renewal cycle.*) **OR**
- Original documentation showing completion of SEMI Credits **or** completion of a Specialist or Doctoral Degree in Educational Administration/Leadership (*Applies only to Career Level Administrators.*)

Please note: All renewal coursework, CEU credits, National Board Documentation, or SEMI credits must be dated within the current renewal cycle. For example, if the current validity dates are 7/1/2018 to 6/30/2023, coursework must be taken within those dates. Furthermore, if the current validity dates are in the future, renewal credits must be earned after the beginning validity date.

_____ **Reinstatement of Expired Five-Year License**

- Licensure Application (Paper or Online)
- Transcript(s) (Sealed or e-Scrip or Clearinghouse Transcript Exchange) documenting required coursework for reinstatement **OR**
- Official Document(s) verifying Retirement from Service in Mississippi Public Schools (for documentation, contact the Public Employment Retirement System (PERS) at 1-800-444-7377) **OR**
- Original, valid, out-of-state Educator License. (**Photocopies are not accepted. Your original will be returned to you. If the issuing state only offers a virtual license, please submit a printed copying indicating that the license is available virtually.**)

Please note: A one year reinstatement of a standard license only requires a Licensure Application but can only be granted one time. During that one year reinstatement, the educator must meet standard renewal requirements to obtain an additional four years for the license to become standard again.