

LICENSURE INSTRUCTIONS

**Mississippi Department of Education
Office of Educator Licensure
P. O. Box 771
Jackson, MS 39205-0771
(601) 359-3483**

Please read directions carefully:

1. **All educators are encouraged to apply for licensure requests online through the Educator Licensure Management System (ELMS).** ELMS is accessible through the Mississippi Department of Education (MDE) website at <https://www.mdek12.org>. Your ELMS account will provide you with your Educator ID number and allow you to upload supporting documents for your application. When applying online, remember that supporting documents from the **Licensure Checklist** must still be mailed to the address above to complete licensure request.

If submitting a paper application, complete and return the **Licensure Application** (pp. 2-3) with all other required documents as a **single, complete packet** to the address above. A complete packet includes an Application, plus all documents listed under your licensure category from the Licensure checklist. Applications that arrive without supporting documents will be considered incomplete, and the educator will be mailed a “requirements” letter, stating which documents are needed to process the licensure request.

The Licensure Application, Licensure Checklist and all referenced forms in the License Checklist can be obtained by visiting <https://www.mdek12.org/OEL/Forms> unless otherwise specified.

2. All transcripts from **all** institutions must be submitted in a sealed envelope(s) bearing the seal or signature of the registrar. It should be mailed to you and may be stamped “student issued.” Do not open the sealed envelope. The Office of Educator Licensure also accepts electronic transcripts through eScripSafe or Clearinghouse Transcript Exchange if the institution at which the degree was earned or acceptable coursework was taken utilizes the services offered by one of the organizations noted here. *This is the fastest, most secure way to get your transcripts to the Office of Educator Licensure.*
3. All Praxis test takers who test in the state of MS test score results are **automatically** reported to the MDE. To ensure successful retrieval of scores automatically reported to the MDE, please be sure to include your full and correct social security number. If you test out of state, please designate the MDE as a score recipient during the test registration process. If you do not request your scores be sent electronically to MDE, you can submit an official paper copy of all pages of your score report to the Office of Educator Licensure.

For additional information regarding educator licensure, please visit the Mississippi Department of Education, Office of Educator Licensure webpage:

<https://www.mdek12.org/OEL>

LICENSURE APPLICATION

(Must be **LEGIBLY** completed and submitted with all licensure requests)

APPLICANT INFORMATION

Social Security Number: _____ **Email Address:** _____

Name: _____
Last First Middle/Maiden

Address: _____
Street/P.O. Box Apt#

_____ *City State Zip*

Phone Number: _____ **Birthdate:** _____ **Gender:** _____

Ethnicity: *(Ethnicity information is used for statistical purposes and to provide information required by the U.S. Department of Education in accordance with applicable federal regulations. Your cooperation in providing this information is appreciated.)*

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black: non-Hispanic |
| <input type="checkbox"/> White: non-Hispanic | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Other |

Military Experience *(Check, if applicable)*

- | | | | | | | |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------------|-------------------------------|--------------------------------------|
| <input type="checkbox"/> Army | <input type="checkbox"/> USAF | <input type="checkbox"/> Navy | <input type="checkbox"/> USMC | <input type="checkbox"/> Reserve | <input type="checkbox"/> MSNG | <input type="checkbox"/> Coast Guard |
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LICENSURE REQUEST

Class of license for which you are applying:

- A (Bachelor) AA (Master) AAA (Specialist) AAAA (Doctorate)

Type of License *(see Licensure Checklist for descriptive information)*

Approved Program/Teacher Education Route Subject Area(s): _____

Alternate Route Subject Area(s): _____

Supplemental Endorsement Subject Area(s): _____

District Superintendent License (select): Three Year Five Year

Administrator License (select level of license) Non-Practicing Entry Career

School Business Administrator (select): Three Year Five Year

Duplicate Reciprocity Renewal/Reinstatement JROTC

CHARACTER DETERMINATION

Check “yes” or “no” to the left of each question

- Yes No Are you currently addicted to or dependent on alcohol?
- Yes No Are you currently addicted to or dependent on habit forming drugs?
- Yes No Are you a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects?
- Yes No Have you been convicted of, or pled guilty to, a felony as defined by federal or state law?*
(For the purpose of this question, a “guilty plea” includes a please of guilty, entry of a plea of *nolo contendere*, or entry of any order granting pretrial or judicial diversion.)
- Yes No Have you been convicted of, or pled guilty to, a sex offense as defined by federal or state law?*
(For the purpose of this question, a “guilty plea” includes a please of guilty, entry of a plea of *nolo contendere*, or entry of any order granting pretrial or judicial diversion.)
- Yes No Are you currently on probation or post-release supervision for a felony or sex offense as defined by federal or state law?*
- Yes No Have you had a certificate/license denied, suspended, and/or revoked by MS or another state or have you voluntarily surrendered a certificate/license?

***If you answered “yes” to any of the above provide, on a separate sheet of paper, the specifics or an explanation for the response. If you elect not to provide specifics or if such an explanation is insufficient, a confidential investigation will be initiated.
*If you answered “yes” submit official copies of court records including disposition of case.***

ACKNOWLEDGEMENT

I acknowledge that securing or attempting to secure a license by fraud or deceit will result in denial of this application or suspension of the license.

Signature: _____ **Date:** _____