

MEMORANDUM

To: Deans of Education, Education Department Chairs, and Certification Officers

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

Date: Friday, December 17, 2021

Subject: Guidelines for Mississippi State Board of Education Approved Educator Preparation Providers Recommending Candidates for Licensure Under 2020 COVID-19 Test Suspension Post December 31, 2021

On Monday, November 1, 2021, a memorandum was disseminated by the Office of Teaching and Leading to provide guidance for applicants seeking to obtain an educator license under the 2020 COVID-19 admission and licensure test suspension provision. That memorandum contained information about the timeline for candidates to be licensed without being subject to meeting certain admission tests and licensure tests requirements ([November 1, 2021, Memorandum](#)).

The purpose of this memorandum is to provide information to Educator Preparation Providers (EPPs) on the process the Division of Educator Licensure will use for verifying those candidates unconditionally admitted to a State Board of Education approved licensure track program during the test suspension period beginning March 26, 2020 and ending December 31, 2021. Unconditional admittance is defined as having met all state and EPP requirements for program admittance on or before December 31, 2021. To verify candidates admitted under the 2020 COVID-19 test suspension, EPPs are required to access their MDE SharePoint folder and follow the steps provided below for submission of required documentation by no later than Friday, January 7, 2022, 5:00p.m.

Steps for Uploading COVID-19 Test Suspension Program Admittance Documentation

1. Go to EPP MDE SharePoint folder.
2. Scroll down to the folder titled: **Documentation for Licensure**
3. Click to open the folder.
4. Go to the folder titled: **COVID-19 Test Suspension Admits**
5. Open the Excel spread sheet titled: **COVID-19 Test Suspension Admitted Candidates**
6. Fill in the information requested for the following tabs.
 - a. Traditional Teacher Prep
 - b. Non-traditional Teacher Prep
 - c. Ed. Leadership
 - d. Other Admitted

The spreadsheet in SharePoint will be accessible to EPPs until Friday, January 7, 2022, 5:00p.m., and will serve as the point of verification for the Division of Educator Licensure to determine whether a licensure candidate that submits a completed application will or will not be subject to meeting certain admission tests and licensure tests requirements in accordance with the guidance provided in the November 1, 2021, memorandum.

Each EPP currently has two assigned representatives responsible for SharePoint data entry. If an additional representative needs access to SharePoint to complete this request, please contact Dr. Deborah Stoulig, dstoulig@mdek12.org.

Steps for Uploading Certain Program Admittance Documentation when Completing the Candidate Licensure Recommendation Process

EPP's are now required to submit EPP required documentation electronically via the institution's assigned Educator Licensure Management System (ELMS) account at the point of recommendation made for each candidate. Steps for submission of required documents via ELMS are as follows:

1. Log in to your EPP Portal within the Educator Licensure Management System (ELMS) and click on the Recommendations tab located at the top of the webpage.
2. Submit an online recommendation for each candidate by clicking on Add a New Recommendation.
3. Complete steps 1-6 by entering and/or verifying the candidate's profile and licensure information.
4. On step 7, select the appropriate admittance option from the document type drop-down list and then provide a description of the document. The document types are:
 - a. ACT score
 - b. Core Academic Skills for Educators
 - c. SAT Score
 - d. GPA – Minimum Grade Point Average calculation
5. Click the Choose File button and then select the scanned PDF admittance form.
6. Important Step: After the selected PDF document appears next to Choose File, click on **Upload Additional Document** until see the document appear in the "Your Previously Scanned and Uploaded Documents" section.
7. If applicable, repeat steps 5-6 to upload additional documents until all documents have been submitted.
8. Click on the Next or Submit button to complete the recommendation.

Electronic submission of supporting documents excludes official transcripts and licensure test score reports. Official transcripts must be submitted electronically directly from the Office of the Registrar and licensure test score reports directly from the appropriate testing company. All original documents to be used as part of the licensure application review process must be scanned and then uploaded to your EPP ELMS account as a Portable Document Format (PDF) file. Examples of required documentation includes but is subject to change, Candidate Verification of Admittance Form; ACT Documentation; SAT Documentation; 3.0 GPA Documentation with Unofficial Academic Transcript Attached; and other documents as determined by the MDE.

As always, we appreciate the opportunity to serve you.

c: Dr. Paula A. Vanderford