

**OFFICE OF CHIEF OF RESEARCH AND DEVELOPMENT**  
**Summary of State Board of Education Agenda Items**  
**July 14, 2016**

**OFFICE OF EDUCATOR LICENSURE**

07. Action: Revise *Licensure Guidelines K-12* to remove the foreign applicants section [Goals 1, 2, 3, and 4 – MBE Strategic Plan]  
(Has cleared the Administrative Procedures Act process without public comment)

Background Information: On May 6, 2016, the Commission on Teacher and Administrator Education, Certification, and Licensure Development granted approval to revise Part 4: *Licensure Guidelines K-12*, to remove the foreign applicants section.

Although *MS Code Ann. § 37-3-2* authorizes the Mississippi Department of Education (MDE) to grant license by reciprocity for individuals from other states, the law does not currently authorize the MDE to grant licenses by reciprocity for individuals from other countries. However, the licensure guidelines currently reference otherwise, but the laws of the state of Mississippi supersede any policies adopted by the State Board of Education. Consequently, there has been a change regarding international applicants, which can be found on MDE's website, which states:

"The Office of Educator Licensure will no longer approve educator licensure applications for individuals seeking certification via international reciprocity. The Mississippi Department of Education will honor all current, valid MS licenses obtained through international reciprocity prior to this date. However, all who request renewal of such license must meet current certification requirements at that time."

This item references Goals 1, 2, 3, and 4 of the *Mississippi Board of Education 2016-2020 Strategic Plan*.

Recommendation: Approval

Back-up material attached

## Licensure Guidelines K-12: Foreign Applicant Revision

### Applicants from Foreign Countries

~~It is the responsibility of the applicant to have all correspondence and foreign transcripts translated and evaluated by an evaluation agency prior to submission of application to the Mississippi Department of Education. (Access evaluation agencies at [www.naces.org](http://www.naces.org) and click on "Current Members" for contact information.) All applicants must have a Social Security number. Foreign applicants will apply for licensure through reciprocity guidelines. <http://www.mde.k12.ms.us/educator-licensure/foreign-applicants>~~

### Name or Address Change

It is the responsibility of the educator to make name or address changes with the Office of Educator Licensure. To do so, the educator can log into the Educator Licensure Management System (ELMS) at: <https://sso.mde.ms.gov/Login/Login.aspx> and edit personal information as needed. Name or address changes can also be submitted in writing and mailed to the **Mississippi Department of Education; Office of Educator Licensure**; P.O. Box 771; Jackson, MS 39205. If a copy of the license with the new updated information is desired, the applicant must apply for a duplicate license following the process outlined below.

### Duplicate License

An individual may request a duplicate copy of a license by applying online and paying with a debit or credit card or by submitting a completed Licensure Application and a \$5 money order (**Personal checks not accepted**) to the **Mississippi Department of Education; Office of Educator Licensure**; P.O. Box 771; Jackson, MS 39205. Download the Licensure Application Packet at: <http://www.mde.k12.ms.us/educator-licensure/licensure-application-k12> or file an online application through the Educator Licensure Management System (ELMS) at: <https://sso.mde.ms.gov/Login/Login.aspx>.

### Use of Non-licensed Personnel – “The Expert Citizen License”

MS Code 37-3-2 (6)(e) allows for the utilization of local business or other professional personnel, a non-licensed person, to teach a maximum of three (3) periods per teaching day. The use of non-licensed personnel may be requested **ONLY** by the superintendent of a local school district. The applicant shall submit to the superintendent a transcript and/or other documents of education and related experience, which substantiate preparation for the subject to be taught. The superintendent shall submit a letter of justification with the supporting documents to the Office of Educator Licensure for consideration. (*Note: In no case, shall any local school board hire non-licensed personnel in excess of five percent of the total number of licensed personnel in any single school.*)

### Denial, Revocation, or Suspension

According to MS Code 37-3-2 (11) an application for licensure may be **denied** for one or more of the following reasons:

Lack of qualifications which are prescribed by law or regulations adopted by the State Board of Education;