



## **CERTIFICATION HEARINGS FREQUENTLY ASKED QUESTIONS (FAQ)**

The purpose of the FAQ page is to answer *general* questions about the licensure hearing process before the Commission on Teacher and Administrator Licensure and Certification and Development (“the Commission”). You are encouraged to carefully review the [Rules of Procedure Governing Disciplinary Hearings](#) for *specific* information about certification hearings.

- **What is the purpose of a hearing?** Hearings are held for one of two reasons:
  - 1) To determine if an applicant’s licensure application will be denied in the State of MS, if he or she has violated MS Code Section 37-3-2 (11).
  - 2) To determine if an educator’s license will be suspended or revoked, based on a violation of MS Code Section 37-3-2 (12).
  
- **Must I have an attorney for a hearing?** No, you do not have to be represented by Counsel, but may be represented if you desire.
  
- **What happens at the hearing?** The hearing will be conducted according to the MS Department of Education’s [Rules of Procedure Governing Disciplinary Hearings](#). A certified Court Reporter will be in attendance to record the proceedings.
  
- **Can I bring witnesses to testify at the hearing and present exhibits on my behalf?** Yes, you can bring witnesses to testify on your behalf. At least five (5) days prior to the hearing, submit a list containing the name(s), address(es), and telephone number(s) of counsel and/or witness(es) and seven (7) copies of all exhibits that will be produced at the hearing to the other party or parties and to the Commission.
  
- **Where is the hearing held?**

Hearings are typically held in the 4<sup>th</sup> Floor Board Room of the Central High School Building, which is located at 359 N. West Street, Jackson, Mississippi. For directions, click here: <http://www.mde.k12.ms.us/contact-mde>.

- **How soon will the Commission make a ruling for my case?**  
Typically once both parties have presented all exhibits and witnesses, the Commission will go into Executive Session. After deliberating, the Commission typically announces their decision to the applicant/educator; however, the Commission does have the right to take the case under advisement. The Commission’s action will be written into a letter and sent to the applicant/educator within fifteen (15) days of the conclusion of the hearing.
- **Can I appeal the decision rendered by the Commission?** The decision of the Commission or its sub-committee shall be final, unless the educator/applicant submits a written appeal to the State Board of Education within ten (10) days of receipt of the “Notice of Commission Action” letter.
- **If the State Board supports the Commission’s decision, can I file another appeal?**  
Yes, an appeal from the action of the State Board of Education must be filed in the Chancery Court of the First Judicial District of Hinds County, Mississippi, within thirty (30) days after notification of the action by the State Board of Education is mailed or served in accordance with §37-3-2, Mississippi Code of 1972 Annotated as amended.