**Application for MS Teaching License**

**MISSISSIPPI COLLEGE**

**Submit this completed form to the Office of Teacher Education and Leadership**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please list ALL names you could be listed under for schoolwork and licensure)

SOCIAL SECURITY NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gender\_\_\_\_\_\_\_\_\_\_\_\_\_Race\_\_\_\_\_\_\_\_\_\_

MC ID NUMBER: 700-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest DEGREE obtained:

* Bachelor
* Master
* Specialist
* Doctorate

CLASS OF LICENSE FOR WHICH APPLICATION IS MADE:

* A – Traditional License
* A -- **alternate route** 3 year-non-renewable\*
* A -- **alternate route** 5 year renewable
* AA
* AAA
* AAAA

TYPE OF LICENSE FOR WHICH APPLICATION IS MADE:

* Approved Program/Teacher Education Route (**student teaching**), subject area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Gifted Endorsement
* Alternate Route\*
  + Elementary 4-6
  + Secondary (identify subject area )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Praxis scores or MC transcripts MUST accompany this request**

* Supplemental Endorsement/Additional Endorsement subject area**\***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Praxis scores or MC transcripts MUST accompany this request**

* Administrator License: Educator License number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License Status\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_ Non-practicing
  + \_\_\_\_ Entry
  + \_\_\_\_ Career

U.S. CITIZEN: **Yes No**

**Please write clearly so there will not be a delay contacting you regarding your license**

Contact Info:

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Graduation/Completion Date: Fall/Spring/Summer 20\_\_

MC E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@mc.edu

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student listed above has completed all requirements for the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** program and has my recommendation for the license as indicated above.

Advisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If applying for Alternate Route license, this form must be accompanied by Banner Web transcript and appropriate test scores.

**KEEP THIS INSTRUCTION SHEET**

Online License Application Process:

1. **Complete** the form and **submit** to the MC Department of Teacher Education and

Leadership, email: [drussell@mc.edu](mailto:drussell@mc.edu) , Lowrey 207. **Wait**. You will be contacted by Deanna Russell, Certification Officer, when your information has been entered and we are ready for you to complete your portion of the application online.

1. **After** you have been contacted by Mrs. Russell, you will be ready to complete your ELMS

account and file an **online application**.

Go to the MDE website at [www.mde.k12.ms.us](http://www.mde.k12.ms.us)

Click on Online Teacher Licensure

On the search screen, click on Create New User Account and set up your User ID and Password.

Update your licensure profile

File an online license application, mark the background character questions and submit.

**3. Submit transcript**  Complete a transcript request from the Mississippi College home page at [www.mc.edu](http://www.mc.edu) . You can request your transcript from the Registrars page. There will be a $15.00 charge for a transcript to be submitted to the MDE so that your degree can be verified.

Your transcript should be sent to: MS Department of Education

Office of Educator Licensure

P.O. Box 771

Jackson MS 39205-0771

**You must have a transcript on file before the license can be issued even though the college has submitted an online recommendation.)**

**4. Submit test scores** - Be sure MDE has received your Praxis/SLLA tests. You can go into your ELMS account and look to the left side of the screen and click on Tests. If MDE has not received them electronically, the applicant can send MDE a paper copy of their Praxis/SLLA scores.

**5. Ready to Issue** - If the college recommendation is received, the online application submitted, the test scores and transcript received, the licensure analyst will issue your license. If there are any documents missing, they will send an email or issue a deficiency letter to the candidate.