**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
	+ \_\_\_\_ other

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*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: nweaver@mc.edu, Lowrey 207. **Wait**. You will be contacted by Natalie Weaver, Certification Officer, when your information has been entered and we are ready for you to complete your portion of the application online.
2. **After** you have been contacted by Ms. Weaver, you will be ready to complete your ELMS

account and file an **online application**. Disregard if you have already completed this step.

Go to the MDE website at [www.mdek12.org/OEL](http://www.mdek12.org/OEL)

Go to my ELMS account

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

Update your licensure profile.

1. **Apply to the Recommendation** - In the educator summary page, click *Apply for your Recommendation Here* and follow the prompts to submit your online application. You do not have to upload documents while going through the application steps. Click “next” and complete any uploads through your educator summary page at another time.
2. **Submit transcript -** Complete a transcript request to MDE by logging into your Banner account, click the 4 white squares at the top left, select Banner, then Student. Click Request Order Official Transcript. You will be redirected to the Parchment website. Follow the instructions provided. MDE’s email is transcript@mdek12.org. If your degree has not posted yet, select Hold For Degree. There will be a $15.00 charge for a transcript to be submitted to the MDE so that your degree can be verified.

If you can no longer access your Banner account, please visit the Registrar’s page: [Transcript Request | Registrar | Mississippi College (mc.edu)](https://www.mc.edu/offices/registrar/transcripts) to access the Parchment website.

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

1. **Verification of Lawful Presence -** Submit proof of citizenship. Three items must be submitted through your ELMS account - the form, affidavit and a copy of a valid ID. THE AFFIDAVIT AND COPY OF YOUR ID MUST BE NOTARIZED. You can do this through a bank, or the Registrar’s office on campus. The form and affidavit can be found here, [form\_vlp\_2021.08.06.pdf (mdek12.org)](https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OTL/Teacher%20Center/form_vlp_2021.08.06.pdf)
2. **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, please contact ETS at <https://www.ets.org/praxis/contact> to request our score report be submitted electronically. To ensure successful retrieval, please be sure to include your full and correct social security number on the score report.

**All applications and supporting documents must be submitted electronically through your ELMS account. No documents should be submitted via postal mail. Instructions can be found here,** [Document Submission | The Mississippi Department of Education (mdek12.org)](https://www.mdek12.org/OEL/Document-Submission)

**All documents must be submitted within 30 days of applying to your recommendation or we will have to start the process over.**

1. **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.