

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 school work and licensure)

SOCIAL SECURITY NUMBER: _____

MC ID NUMBER: _700-_____

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 green form and **submit** to the MC Department of Teacher Education and Leadership, Lowrey 210. **Wait.** You will be contacted by Julie Miller, 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 Mrs. Miller, 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

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 - Go to the MC business office or go online at www.mc.edu transcript request and pay for a **transcript** to be submitted to the MDE so that your degree can be verified. You can speed up the process by requesting that the transcript be sent as an **e-script** to the MDE.

(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 as soon as they can get to this file. If there are any documents missing, they will send an email or issue a deficiency letter to the candidate.