

Please encourage the educators in your school district to go to the MS Department of Education website homepage at:

<http://www.mde.k12.ms.us/mde-home>, or the Licensure homepage

<http://www.mde.k12.ms.us/educator-licensure>

1. They need to click into the Educator Licensure Management System (ELMS). (Many educators have already found this site and utilized the License Look-up).
2. They can click into "Create a New User Account". They can then set up their own ELMS account by clicking through the questions asked. They will decide on their own User ID and Password.
3. Once educators have set up their own account, they can edit their profile as needed if their address, name or phone changes.
4. From the Credentials page, look to the far left and click on the link that says "Professional Development". At this page, each educator has the capability of entering CEUs or coursework for renewal of their licenses.
5. Click on Add a CEU. As CEUs are earned for renewal, each educator needs to enter it on this page. At the top of the page, it is already calculated for the number of CEUs or courses needed to renew based on the Class of the license. When enough CEUs are entered to renew, the page will give the educator the option of filing a renewal application.
6. The educator needs to submit the electronic application. It will go to the ELMS Queue of the school district superintendent for approval.
7. The educator then needs to take their original CEU certificates earned or the transcript showing the renewal coursework to the superintendent, personnel administrator, or the person designated by the superintendent for approval of renewal applications.
8. Once the designated person verifies that the professional development has been completed, they will approve the renewal application. The license will automatically be renewed and can be viewed from the virtual License Look-up site.

Professional development for license renewal (CEUs or coursework) must be completed during the validity period of a 5-year standard license. Only one method of renewal can be utilized during a validity cycle. MDE does not accept CEUs for less than .5 or 5 contact hours.

SEMI credits for Career Administrators will be loaded into the ELMS professional development files by MDE.

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