

Objectives

- Create an account with the online licensure (ELMS) system.
- Understand what information ELMS contains.
- Successfully apply for your teaching license once you have graduated.

This presentation is going to walk you through the online **Educator Licensure Management System**, or ELMS.

In order to follow along, you will need to create an account, by going here:

<https://sso.mde.ms.gov/Login/Login.aspx>

You can also find a link to ELMS off the main MDE home page, under Applications > Online Teacher Licensure.

The Main ELMS Screen

Pin It Bookmarks

Mississippi Educator Licensure Management System

Mississippi State Department of Education
Dr. Tom Burnham, State Superintendent of Education

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LINA TRULLINGER (Educator)

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Welcome Educator LINA TRULLINGER

Welcome to ELMS. The new Educator portal to ELMS will allow holders of Mississippi teaching credentials to review their credentials and renew. More exciting features will be added in the future such as applying for new endorsements and submitting certificate applications.



View Your Credentials Here

Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.



Start the Renewal Cycle.

Your renewal cycle is 7/1/2011 - 6/30/2016. Click here to start entering CEUs and other renewal information.

Click here to view your license, and/or any documents MDE should have received (transcripts, Praxis scores, etc).

Praxis Tests

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Primary Information

Full Name: |
Educator ID: |
SSN: |
DOB: |
Gender: |
Maiden: |

Contact Information

Address:
Address 2:
City State, Zip:
Email:
Home Phone:
Work Phone:
Work Phone Ext:
Alt Phone:

Miscellaneous Information

Race: **Other**
US Citizen: **Yes**
Expiration:
Status: **Active**
Military Experience:
Deceased: **No**

[Click Here to Edit Educator](#)

Tests

Show Passed Only Show Failed Only Show All Tests

Test Description	Test Date
0311-Library Media Specialist	1/14/2012
0524-PLT 7 - 12 Areas	3/3/2007
0081-Social Studies 7 - 12	11/18/2006

First step: make sure that MDE has received your PLT and content area Praxis scores.

Images

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Full Name: I
Educator

Contact Information

Address:
Address 2:

Miscellaneous Information

Race: **Other**
US Citizen: **Yes**
Expiration:
Status: **Active**
Military Experience:
Deceased: **No**

Next, make sure you have submitted all copies of official transcripts, including junior colleges.

[Click Here to Edit Educator](#)

ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	State	Institution	Create Info	Update Info
1873702	BACHELOR-DEGREE	Yes	Bachelor's Degree Transcript	2	PDF	Low	PA	BUCKNELL UNIVERSITY	2011.05.05 - cwomack	2011.05.05 - cwomack
1873699	IPV	Yes	IPV Form	1	PDF	Low			2011.05.05 - cwomack	2011.05.05 - cwomack
1873701	MASTER-DEGREE	Yes	Master's Degree Transcript	1	PDF	Low	KY	UNIVERSITY OF KENTUCKY	2011.05.05 - cwomack	2011.05.05 - cwomack
1915156	MS-LIC-APP	Yes	MS Licensure Application	1	PDF	Low			2012.02.10 - jbishop	2012.02.10 - jbishop
1873698	MS-LIC-APP	Yes	MS Licensure Application	1	PDF	Low			2011.05.05 - cwomack	2011.05.05 - cwomack
1873704	OS-TEACH-S-LIC	Yes	Out of State Standard Teaching License	1	PDF	Low	KY		2011.05.05 - cwomack	2011.05.05 - cwomack
1915157	PRAXIS-II-SUB-AREA	No	Praxis II Subject Area Score Report	3	PDF	Low			2012.02.10 - jbishop	2012.02.10 - jbishop
1873700	PRAXIS-II-SUB-AREA	No	Praxis II Subject Area Score Report	3	PDF	Low			2011.05.05 - cwomack	2011.05.05 - cwomack

Degrees

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Primary Information

Full Name:
Educator ID:
SSN:
DOB:
Gender:
Maiden:

Contact Information

Address:
Address 2:
City State, Zip:
Email:
Home Phone:
Work Phone:
Work Phone Ext:
Alt Phone:

Miscellaneous Information

Race: **Other**
US Citizen: **Yes**
Expiration:
Status: **Active**
Military Experience:
Deceased: **No**

[Click Here to Edit Educator](#)

Degrees

Country	State	Institution	Degree	Degree Status	Major One	Major Two	Major Three	Degree Date	Effective Date	Constructed Major	Create Info	Updated Info
US	PA	BUCKNELL UNIVERSITY	B	Awarded	Philosophy			5/23/2004	5/23/2004	No	lmonson - 05/05/2011	lmonson - 05/05/2011
US	KY	UNIVERSITY OF KENTUCKY	M	Awarded	Secondary Education			8/2/2007	7/1/2011	No	lmonson - 05/05/2011	jedmonds - 02/14/2012

Once you send in your official transcripts, these will say "Awarded" instead of "Pending Review."

Credentials

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SSN: |
DOB: |
Gender: |
Maiden: |

Contact Information

Address: |
Address 2: |
City State, Zip: |
Email: |
Home Phone: |
Work Phone: |
Work Phone Ext: |
Alt Phone: |

Miscellaneous Information

Race: Other

This tool will allow anyone to view your license the second it is issued.

[Click Here to Edit Profile](#)

[Click here to view Virtual Certificate](#)

Credentials

Old Credentials Hide Closed Applications Show All

Applications

Certificates

Select	RC	Issued	Recommended? for 2016	Orig Issue	Issued	Effective	Expires	Printed
				5/5/2011	5/5/2011	7/1/2011	6/30/2016	02/15/2012 - 5702 05/09/2011 - 2429

Endorsements For Selected Certificate

Endorsement	Description	Recommended?	Issued	Effective	Expires
192	SOCIAL STUDIES (7-12)	for 2016	5/5/2011	7/1/2011	6/30/2016
440	MEDIA LIBRARIAN (K-12)	for 2016	2/14/2012	2/10/2012	6/30/2016

If you have applied correctly, this will say "Pending Review" until MDE reviews it and issues the license.

Applying for the License

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Apply For Your Recommendation Here

Click here to apply for your recommendation.



Add a Supplemental Endorsement to a Certificate

Supplemental Endorsement may be added to a valid Mississippi



Order a duplicate certificate (\$5.00 fee).

Order a duplicate certificate.

If you have all your documents in order *and* your degree has posted in Banner, click here to begin applying for your license.

When you click on "**Apply for Your Recommendation,**" you should see the certificate you've been recommended for. Click "**Apply for Credential.**"

Important. if you've been recommended for two types of areas (such as a K-6 elementary license, but a 7-12 endorsements, applying for one credential will actually automatically apply for the others.

College Recommendations Awaiting Application				
Certificate	Status	Institution	Recommended	Apply
ET - ELEMENTARY LICENSE	Completed Program	MS-ALCORN STATE UNIVERSITY	4/4/2010	Apply For Credential

If your status is Pre-Completion of Program, then you can apply for your credential. However, the Department of Education cannot approve your credential until your Institution of Higher Education notifies us that you have met all the program requirements. Please contact your Institution of Higher Education.

Step 1

Enter your profile information.

If you recently got married and most of your documents are in your maiden name, you can put your married name under "Print Name" and that's what will appear on the license.

Click **Next** to Continue.

Educator Recommendation - Step 1 of 6

You are applying for the certificate recommended by your institution.

Please edit the profile information and click the Next button.

Educator ID:

SSN:

Prefix Code:

First Name:

Middle Initial:

Last Name:

Maiden Name:

Print Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

Military Experience:


US Citizen: Yes
 No

Work Expiration Date: MM/DD/YYYY
Required if Non US Citizen

.....

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Next 

Step 2

Enter your address information. This is where they will send your license once it has been printed, but if you anticipate moving, you can change your address in ELMS.

Click **Next** to continue.

Educator Recommendation - Step 2 of 6

You are applying for the certificate recommended by your institution.
Please edit the address information and click the Next button.

Address ID: 145468

Address 1: *

Address 2:

Address Physical:

City: *

Country Code: *

State Code: *

Non US State:

Zip Code: *

Zip Plus 4:

Updated: TSTEGEMAN - 3/31/2010 9:19:48 AM
Created: TSTEGEMAN - 3/31/2010 9:19:48 AM

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Step 3

Enter your phone and email information.

Important: if MDE has any questions about your application, they will email you, so be sure to check your email.

Click **Next** to continue.

Educator Recommendation - Step 3 of 6

You are applying for the certificate recommended by your institution.

Please edit the contact information and click the Submit button.

ID: ~~94956~~

Work Phone: () -

Work Phone Ext:

Home Phone: (111) 111 - 1111

Alternate Phone: () -

Fax Phone: () -

Email Address: TEST@KLD SJF.COM

Website:

Updated: TSTEGEMAN - 3/31/2010 9:19:48 AM

Created: TSTEGEMAN - 3/31/2010 9:19:48 AM

.....
Once you have entered the required data click on the Submit button.

- Save - Please save the profile information.
- Cancel - Please cancel the wizard

Step 4

Enter your criminal history and drug disclosures.

Click **Next** to continue.

Educator Recommendation - Step 4 of 6



You are applying for the certificate recommended by your institution.

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1. Are you currently addicted or currently dependent on alcohol?
<input type="radio"/>	<input type="radio"/>	2. Are you currently addicted or currently dependent on other habit-forming drugs?
<input type="radio"/>	<input type="radio"/>	3. Are you a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects?
<input type="radio"/>	<input type="radio"/>	4. Have you been convicted, pled guilty, or entered a plea of nolo contendere to a felony as defined by federal or state law?
<input type="radio"/>	<input type="radio"/>	5. Have you been convicted, pled guilty, or entered a plea of nolo contendere to a sex offense as defined by federal or state law?
<input type="radio"/>	<input type="radio"/>	6. Have you had a certificate/license denied, suspended, and/or revoked by another state? Have you voluntarily surrendered a certificate/license?
<input type="checkbox"/> I acknowledge that securing or attempting to secure a license by fraud or deceit will result in denial of this application or suspension of the license.		

Once you have answered the Background question click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Step 5

Review all your information very carefully. Click **Apply** to continue.

Educator Recommendation - Step 5 of 6

You are applying for the certificate recommended by your institution.

Please review the information below. Once you have reviewed the information click the Apply link.

— Profile [\(edit\)](#)

Name: ~~TEST STEPHAN D.~~
SSN: ~~999-99-9999~~ Birth Date: ~~9/7/2017~~
Gender: M Maiden: n/a
Print Name: unknown Ethnicity: White (Non-Hispanic)

— Address [\(edit\)](#)

Address 1: ~~13177 EDWARDS~~
City State, Zip: ~~STANFORD, CA 94304~~
Country: US

— Contact [\(edit\)](#)

Work Phone Ext:
Home Phone: (111) 111-1111
Email Address: TEST@KLDSJF.COM

Once you have reviewed the information click on the Submit button to apply for your credentials. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons.

- Apply - Please accept my certificate application.
 Cancel - Please cancel the wizard.

Step 6

By clicking on the link, "Click here to view your new credential information" also submits the application. Click **Submit** to finish the application process.

Educator Recommendation - Step 6 of 6

You are applying for the certificate recommended by your institution.

Please review the following information.

You have successfully applied for your teaching credential.

Your certificate has been routed to a certification specialist for review.

Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your credential issued. Applications are reviewed in the order in which they are received. During peak periods that review process can take up to eight weeks but typically takes a few weeks.

[Click here to view your new credential information.](#)

Review the outcome of your application and click **Submit.**

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.