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.
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 - 5/30/2016. 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).
First step: make sure that MDE has received your PLT and content area Praxis scores.
Next, make sure you have submitted all copies of official transcripts, including junior colleges.
Once you send in your official transcripts, these will say "Awarded" instead of "Pending Review."
This tool will allow anyone to view your license the second it is issued.

If you have applied correctly, this will say “Pending Review” until MDE reviews it and issues the license.
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.
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.
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.
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.
Step 4
Enter your criminal history and drug disclosures.
Click **Next** to continue.
Step 5
Review all your information very carefully. Click **Apply** to continue.
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.