

## LICENSURE CHECKLIST

*This Licensure Checklist will assist you as you compile the supporting documents required for obtaining licensure in your desired area of certification. Please enclose all required documents in one complete application packet. The Checklist is only for your benefit and does not need to be included in the packet.*

### CATEGORIES

#### **TRADITIONAL TEACHER EDUCATION ROUTES/APPROVED PROGRAM ROUTES**

\_\_\_\_\_ **Five-Year Teacher Education Route- Initial License** (*Applies to a graduate of a teacher education program with included student teaching.*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- Institutional Program Verification (Form IPV) or Online Recommendation documenting completion of an Approved Program
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests (**\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \***)

\_\_\_\_\_ **License Upgrade: Approved Program Route** (*Applies to a standard licensed teacher who wishes to upgrade the license with an advanced degree. This includes master's, specialist, and doctorate degrees.*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript documenting the Advanced Degree (Electronic transcripts submitted from the college/university or official transcript service)

\_\_\_\_\_ **Specific Five-Year Educator License** (*Applies to Guidance and Counseling, Audiologist, Emotional Disability, Psychometrist, School Psychologist, Speech Pathologist\*, Performing Arts\*\*, and Child Development\*\*\**)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests (**\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \***)

- \*Original ASHA Membership Card (*ASHA Certified Speech Pathologists may omit submission of test scores.*)
- \*\*Validation of Artistic Competency (*Required only for applicants for the Performing Arts License with a degree in a non-Fine Arts area.*)
- \*\*\*Verification of Accreditation/Child Development (*Form VACD*)

\_\_\_\_\_ **School Business Administrator** (*Applies to a school district business administrator only.*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service) verifying at least a bachelor's degree in Accounting or a bachelor's degree in another business-related field with a minimum of 15 hours of Accounting coursework as specified in SBE Policy.
- Certificate of training from the Office of School Financial Services.  
*Note: If the applicant does not have this documentation and only submits an application with the appropriate transcript as specified above, a provisional, non-renewable Three-Year license will be issued.*

\_\_\_\_\_ **Speech Associate**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service) verifying a bachelor's degree in Communicative Disorders, Speech Pathology, or Speech and Hearing
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests (**\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \***)

**RECIPROCITY LICENSE**

\_\_\_\_\_ **Reciprocity License** (*Applies to applicants with a valid, clear and renewable out-of-state license*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- Valid, Standard Out-of-State Teaching License. (**Upload PDF copy of valid standard out-of-state license via Educator Licensure Management System (ELMS) account.**)

## ALTERNATE ROUTE TEACHING LICENSES

\_\_\_\_\_ **One-Year Alternate Route License** (*Applies to graduates of a non-teacher education program who have met the initial requirements of the American Board of Certification of Teacher Excellence (ABCTE) Program*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- ABCTE Passport to Teaching Certificates
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests (\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \*)

\_\_\_\_\_ **Three-Year Alternate Route License** (*Applies to graduates of a non-teacher education program who have met the initial requirements of the Master of Arts in Teaching (MAT) or Teach Mississippi Institute (TMI) Program.*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) of **all** coursework (Electronic transcripts submitted from the college/university or official transcript service)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests (\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \*)
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (*Form IPV*)

\_\_\_\_\_ **Five-Year Alternate Route License** (*Applies to graduates of a non-teacher education program who have met all coursework and/or internship requirements of their alternate route program.*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service) (*MAT Program Only*)
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (MAT, TMI) (*Form IPV*)
- Mentorship/Induction Evaluation (ABCTE Programs Only) (*Form MIE*)
- Letter of Recommendation from School District (*TMI Program Only*)

## ADMINISTRATOR LICENSES

### **District Superintendent/Three-Year License (refer to educator licensure guidelines for complete requirements)**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- Verification of Six-Years of Documented Successful Leadership Experience
- Local School Board resolution confirming appointment to a position of local District Superintendent

### **District Superintendent/Five-Year License (refer to educator licensure guidelines for complete requirements)**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Documentation of successful completion of ongoing professional learning aligned to the responsibilities of Mississippi local school district superintendent as outlined in: Miss. Code Ann § 37-9-14
- Evidence that the district increased its accountability rating by a minimum of one performance classification during the three (3) year period District Superintendent Three-Year License was held
- Documentation that the District Superintendent earned a successful evaluation rating annually

### **Administrator License/Non-Practicing**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests (**\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \***)
- Institutional Program Verification or Online Recommendation documenting completion of an Approved Program in Educational Leadership/Supervision (*Form IPV*)
- Verification of Three-Years Educational Experience

### **Administrator License/ Entry Level (Five-Year Non-Renewable)**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Currently paper only)
- Letter from School District verifying administrative position

---

### **Administrator License/ Career Level**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Currently paper only)
- Verification of School Executive Management Institute (SEMI) Entry Level Requirements-  
*Orientation for School Leaders (OSL)*

---

### **Alternate Route Administrator License/ Entry Level**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Currently Paper only)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)
- Verification of Five-Years of Documented Successful Supervisory Experience
- Official documentation of Attainment of Mississippi's current qualifying score on all required tests  
**(\*Testing is waived until December 31, 2021 due to COVID-19, therefore, testing is not needed at this time for processing. \*)**
- Verification of Successful Completion of Alternate Route Training as Approved by the MDE

---

### **Alternate Route Administrator License/ Career Level**

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Currently paper only)
- Verification of School Executive Management Institute (SEMI) Entry Level Requirements-  
*Orientation for School Leaders (OSL)*

## SUPPLEMENTAL ENDORSEMENTS

\_\_\_\_\_ **Supplemental Endorsements** (*only added to three-year alternate internship and five-year license*)

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)

**AND** one of the following:

- If adding a supplemental endorsement with 18 hours of coursework: Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service) *\*In order to ensure accuracy and expediate your request, it is recommended that you submit new electronic transcripts of coursework in the specific endorsement area requested. Microfilmed records are sometimes unreliable.* **OR**
- If adding a supplemental endorsement by a Praxis test: Official documentation of Attainment of Mississippi's current qualifying score on all required tests. **OR**
- If adding a supplemental endorsement by completion of an MDE approved training: Documentation of Completion of MDE Approved Competency-Based Training Program **OR**
- If adding a supplemental endorsement by completion of an approved program at a college/university: Institutional Program Verification or Online Recommendation documenting completion of an Approved Program. (*Please see Form IPV for examples of endorsements requiring this*)

**Please note:** sealed or electronic transcript showing approved program coursework should be included with IPV or online recommendation.

## RENEWAL/REINSTATEMENT

### Renewal of Five-Year License

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)

### AND

- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service)

### AND/OR

- Original documentation showing completion of Continuing Education Units (CEU's) in content or job/skill related area (*Copies are not accepted.*) **OR**
- Documentation showing completion of National Board for Professional Teaching Standards Progress. (*Documentation must be dated within the current renewal cycle.*) **OR**
- Original documentation showing completion of SEMI Credits **or** completion of a Specialist or Doctoral Degree in Educational Administration/Leadership (*Applies only to Career Level Administrators.*)

**Please note:** All renewal coursework, CEU credits, National Board Documentation, or SEMI credits must be dated within the current renewal cycle. For example, if the current validity dates are 7/1/2018 to 6/30/2023, coursework must be taken within those dates. Furthermore, if the current validity dates are in the future, renewal credits must be earned after the beginning validity date.

### Reinstatement of Expired Five-Year License

- Verification of Lawful Presence (Currently paper only)
- Licensure Application (Paper or Online)
- Transcript(s) (Electronic transcripts submitted from the college/university or official transcript service) documenting required coursework for reinstatement **OR**
- Official Document(s) verifying Retirement from Service in Mississippi Public Schools (for documentation, contact the Public Employment Retirement System (PERS) at 1-800-444-7377) **OR**
- Valid, out-of-state Educator License. (**Upload PDF copy of valid standard out-of-state license via Educator Licensure Management System (ELMS) account.**)

**Please note:** A one-year reinstatement of a standard license only requires a Licensure Application but can only be granted one time. During that one-year reinstatement, the educator must meet standard renewal requirements to obtain an additional four years for the license to become standard again.