

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
**Summary of State Board of Education Item**  
**Consent Agenda**  
**November 20, 2025**

**DIVISION OF EDUCATOR LICENSURE**

- I. Approval to revise Miss. Admin. Code 7 – 4: Part 4: *Licensure Guidelines K-12* to update Appendix I: Glossary

(Has cleared the Administrative Procedures Act process without public comments)

Background Information: On September 5, 2025, at its regular meeting, the Licensure Commission granted approval to update Appendix I: Glossary located within the *Guidelines for Mississippi Educator Licensure K–12* to ensure alignment with the terminology in other Mississippi State Board of Education-approved guidance documents. These include, but are not limited to, the *Mississippi Public School Accountability Standards* and the *Guidelines for Process and Performance Review for Educator Preparation Providers* documents. The proposed updates will enhance clarity, promote coherence between guidance documents and support the accurate implementation of licensure policies across varied contexts.

The public comment period was open from October 25, 2025, **through 5:00 p.m. November 17, 2025**. The MDE received no public comments.

Recommendation: Approval

Back-up material attached

<b>APPENDIX I</b> <b>GLOSSARY</b>
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**Administrative/Supervisory Experience** - Direct supervision of individuals and/or programs within a business, industry, and/or organization.

**Administrator** - Any staff member employed by a school board who is assigned the responsibility for coordinating, directing, supervising, or otherwise administering programs, services, and/or personnel under the auspices of the program, school, or district.

**Approved Program** - Courses of study approved by the Mississippi Department of Education leading to a five-year license or a supplemental endorsement. (Requires ~~Verification of Approved Program [side 2] of Licensure Application.~~ Completion of an Institutional Program Verification form or Online Recommendation submitted via the Mississippi Department of Education's designated educator licensure application management system)

**Approved Teacher Education Program** - A program within a teacher education institution which prepares students to enter a specific area of education and includes student teaching. (e.g., math education, special education, science education, etc.).

**Candidate** – An individual admitted to and engaged in the preparation process for professional educator licensure/certification with an approved Educator Preparation Provider (EPP). Candidates are distinguished from “students” in P-12 schools. The term “students” refers to learners in the P-12 environment.

**Commission (or Licensure Commission)** - The Commission on Teacher and Administrator Education, Certification and Licensure and Development (Commission/Licensure Commission) exists for the purpose and duty of making recommendations to the Mississippi State Board of Education regarding standards for the certification and licensure and continuing professional development of those who teach or perform tasks of an educational nature in the public schools of Mississippi as outlined in Miss. Code Ann. § 37- 3-2.

**Complete Application/Application Packet** - Complete application and complete application packet are used interchangeably and both include the official licensure application published by the Mississippi Department of Education and all other required documents.

**Contact Hour** - One hour of structured professional learning time equals one contact hour. The actual time that a professional learner actively engages in professional learning activities such as lectures, workshops, seminars, and other professional learning session types for the purpose of continuous professional growth and development and licensure renewal.

**Content (Field of Study)** - The subject matter or discipline that teachers are being prepared to teach at the elementary, middle, and/or secondary levels. Content also refers to the professional field of study (e.g., special education, early childhood education, school psychology, reading, or school administration).

**Content Area Courses** - Refers to course work in the area of endorsement (e.g., mathematics, science, special education, etc.).

**Continuing Education Unit (CEU)** - Unit of educational credit offered through an approved CEU granting agency. One CEU is earned through ten (10) contact hours of instruction/training.

**Council for the Accreditation of Educator Preparation (CAEP)** - A national accrediting body that ensures the preparation of highly qualified educators through the accreditation of programs in which data-driven decisions; resources and practices support candidate learning; and candidates demonstrate knowledge, skills, and professional dispositions geared toward raising student achievement. Note: TEAC and NCATE merged to form CAEP.

**Educator Preparation Provider (EPP)** - The college, school, department, or other administrative body in colleges, universities, or other organizations with the responsibility for managing or coordinating all programs offered for the initial and advanced preparation of teachers and other school professionals, regardless of where these programs are administratively housed in an institution. Also known as the “professional education unit.” The professional education unit shall include in its accreditation review all programs offered by the institution for the purpose of preparing teachers and other school professionals to work in pre-kindergarten through twelfth grade settings.

**Effective (Original Effective) Date** – The date listed on an educator license indicating when the license or supplemental endorsement became valid, based on the date the complete application packet was received validated by the Mississippi Department of Education Division of Educator Licensure.

**Endorsements** – Content areas or instructional roles in which educators are licensed.

**Enrolled** - Includes students who have been officially admitted into a teacher preparation program and those who are still actively completing coursework required for graduation.

**Full Year (Academic Year)** - The amount of time that must be scheduled in the educational calendar and that consists of a minimum of 180 teaching days. Two (2) of the 180 days may be 60% days provided there are 198 minutes of actual instruction, and the remainder of each day is used for professional development and/or testing.

**Institutional Program Verification** – Official documentation provided by the Educator Preparation Provider verifying completion of an approved licensure-track educator preparation program. Institutional Program Verification documentation is submitted via the Mississippi Department of Education’s designated educator licensure application management system.

**Instructional Support Personnel** – An appropriately licensed and endorsed professional, qualified to offer student support services (e.g., psychologist, guidance counselor, social worker, psychometrist, etc.).

**Job/Skill Related Areas** - Include pedagogy and skills for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.).

**License Renewal** – License renewal is the official process by which a licensed educator maintains the validity of their teaching, administrator, or instructional support license. This process is established by the Mississippi State Board of Education and administered through the Mississippi Department of Education Division of Educator Licensure and requires the educator to meet specific criteria within a set time frame, such as, earning continuing education units (CEUs)/contact hours, completing a certain number of coursework credit hours or fulfilling other state-mandated requirements. Successful renewal ensures the educator remains authorized to serve in their licensed role within the state’s P-12 public school system.

**License Upgrade** - The process of changing a standard educator license to a higher-class level by completion of an advanced degree.

**Licensing Authority** – An official, agency, board, or other entity of a state, country, or political subdivision that is responsible for the licensing and regulation of educators authorized to serve in P-12 public educational settings.

**Licensure** – The official recognition granted by a licensing authority to an individual who meets specified qualifications, authorizing them to serve in P-12 public educational settings.

**Local District-Requested License** – A license for which the employing local education agency submits the application to the licensing authority on behalf of a prospective educator to fulfill an instructional or staffing need, subject to the educator’s compliance with all eligibility criteria as prescribed by the Mississippi State Board of Education.

**Mississippi Department of Education (MDE)** - The state education agency for the state of Mississippi. The State Board of Education is the governing body for policies of MDE.

**Mississippi Educator Career Continuum Archive (MECCA) System** – The MECCA System is the Mississippi Department of Education’s (MDE) official, customized, cloud-based platform designed to manage educator workforce information. It provides a single sign-on, all-in-one system that supports MDE’s efforts to offer targeted assistance to teachers, school leaders, and instructional support providers throughout their professional journey. MECCA serves as a central hub for accessing and managing key educator-related processes through four integrated portals: Educator Preparation, Licensure, and Misconduct Evaluations; Professional Growth System (PGS) – Observation and Development; Educator Talent; Mississippi Local Education Agency (LEA) Accreditation

**Mississippi State Board of Education (SBE)** - The Mississippi State Board of Education adopts rules and regulations and sets standards and policies for the organization, operation, management, planning, budgeting and programs of the Mississippi State Department of Education. The Board is made up of nine members. Each member is appointed according to the rules in the Mississippi Constitution.

**Nationally Recognized Professional Associations** - Organizations that offer support, resources, and advocacy for individuals in particular professions. These associations frequently offer membership and establish standards, provide certifications, create networking opportunities, encourage ongoing education, and can assist members in furthering their careers. Examples of Nationally Recognized Professional Associations include American Speech-Language-Hearing Association (ASHA), National Board for Certified Counselors (NBCC), etc.

**Nonrenewable License** – A nonrenewable license is a temporary authorization granted by the Mississippi State Board of Education that permits an individual to work in certain education-related positions within Mississippi’s P-12 public school system. This license is intended for prospective educators who have not yet met all the requirements for standard certification. It is typically valid for up to three years and cannot be renewed. During this period, the license holder must fulfill specific conditions and make continuous progress toward qualifying for a standard, renewable license.

**Online Recommendation** – An element submitted by the Certification Officer/Dean of Education of an Educator Preparation Program in the educator licensure application management system confirming that a candidate has completed a state-approved educator preparation program, including pre-teaching

training, internship, and mentorship, as applicable.

**Professional Development** – Refers to structured learning activities and experiences designed to enhance the knowledge, skills, and effectiveness of educators. It includes workshops, conferences, courses, coaching, collaborative learning communities, and other training opportunities that support continuous growth in leadership development, instructional practices, classroom management, subject-area expertise, use of educational technology, and understanding of student needs. The goal is to improve leader and educator performance and student learning outcomes.

**Reciprocity** – An interstate agreement that allows educators with approved credentials from one jurisdiction to apply for licensure in another jurisdiction. Acceptance is subject to the receiving jurisdiction's licensure guidelines and may be limited in scope, time, or conditional based upon meeting additional state-specific requirements. Reciprocity facilitates the mobility of educators among the states and other jurisdictions and is not necessarily "full" reciprocity. The educator may have to complete additional requirements, such as coursework, assessments, or possess a minimum number of years of experience, before receiving a full professional standard renewable license in the new state.

**Reinstatement** – The process by which an educator regains a previously issued license that has expired, lapsed, or been invalidated due to nonrenewal or disciplinary action. This process is governed by the Mississippi State Board of Education and may require the applicant to meet specific criteria, such as completing professional development, passing assessments, paying fees, or satisfying any conditions tied to the license's prior expiration or revocation. Successful reinstatement restores the educator's legal authorization to serve in licensed roles within the state's P-12 public school system.

*Source: Miss. Code Ann. §§ 37-1-3, 37-3-2*

**Standard License** - A standard license is an unencumbered clear renewable license.

**State Board of Education (SBE)-Approved Program** - Any Mississippi EPP licensure-track program which prepares candidates to teach or perform tasks of an educational nature in the public schools of Mississippi (e.g., math education, special education, science education, administration, counseling, etc.) that is approved by both the Commission on Teacher and Administrator Education, Certification and Licensure and Development and the Mississippi State Board of Education.

**Student Teacher or Intern** – Shall mean a student enrolled in an institution of higher learning approved by the state board of education for teacher training and who is jointly assigned by such institution of higher learning and a board of education to student-teach or intern under the direction of a regularly employed licensed teacher, principal, or other administrator.

**Student Teaching** - Extensive and substantive clinical practice in P-12 schools for candidates preparing to teach.

**Subject Area** - A division or field of organized knowledge for which state curriculum guidelines have been prepared; the area in which candidates are prepared to teach.

**Supplemental Teaching Endorsement** - Areas of endorsement added to a valid five year or three year license by (1) completing 18 hours in an endorsement area with all course work having a grade of "C" or higher, **OR** (2) by completing an approved program in an additional content area through a state-approved or an approved degree program from a regionally/nationally accredited institution of higher learning, **OR** (3) by meeting the minimum score on the Praxis Subject Assessment (Specialty Area Test)

Specialty Area Test in the endorsement area, **OR** (4) by completing a Mississippi Department of Education Competency Based Training course at Mississippi State University.

**Teacher** - A licensed employee of a local school district who has direct responsibility for instruction, coordination of educational programs or supervision of teachers and who is compensated for services from public funds (Miss. Code Ann. § 37-9-201(e)).

**Teacher of Record** – The designated, properly licensed and endorsed teacher who is officially responsible for administering the instructional delivery process to students and maintaining all related academic records.

**Teaching Experience** - Experience accrued by a properly licensed staff member in a grade or subject under legal contract to an accredited public, private, elementary, or secondary (N-12) school; or teaching/administrative experience accrued at a state approved or regionally/nationally accredited Community/Junior College or Institution of Higher Learning.

**Unconditionally Admitted** - A candidate who has met all program entrance requirements and has been officially admitted into an approved educator preparation program.

**Valid License** – An active educator license that has not expired, been suspended, revoked, or otherwise invalidated.

**Validity Period** – The length of time a license remains active before it must be renewed or converted to a standard license, as applicable.