

## Process for Seeking a Teaching License

The initial Mississippi Alternate Teacher Certification courses are designed for students who have a non-education undergraduate degree yet wish to become a certified teacher. The State of Mississippi requires unlicensed degree holders who wish to be licensed to enroll in an alternative teacher certification program or another approved program. The following steps will guide candidates as they begin and move through the process.

**Step 1:** A qualified candidate must take EDU 501 and 506 (available online or at our Jackson and Olive Branch, Mississippi campuses), pass the Praxis I and II in an approved content area, and meet all other requirements for degree seeking status in the MAT program (only available at our Jackson and Olive Branch, Mississippi campuses) before applying for a three year provisional Class A license.

**Step 2:** After successfully completing the two courses, candidates should contact the graduate admissions office to either apply for full admission to the MAT program *or insure* that all requirements for full admission have been met. Contact information for the Jackson campus is: [gradadmission@belhaven.edu](mailto:gradadmission@belhaven.edu) or 601-968-8947. Memphis: [memphisadmission@belhaven.edu](mailto:memphisadmission@belhaven.edu) 901-888-3343. All transcripts, test scores, etc. must be on file before one may apply for the 3 year provisional teacher license.

**Step 3:** Candidates must create an account to apply for a license on the Mississippi Department of Education website [www.mde.k12.ms.us](http://www.mde.k12.ms.us). Applicants should first click on the *Educators tab*, then the *Educator license tab*, then click on the *ELMS link* and open a *new account*. This enables you to enter your personal data. At the stopping point you will be told you need a recommendation. All applicants must obtain the institutional verification recommendation from, Admissions, the Dean of the School of Education or the Director of Graduate Programs. Candidates can contact the Belhaven School of Education at: 601-968-8703. Graduate admissions counselors also have this form. Using this form your credentials are checked with the formal recommendation completed online with MDE. Candidates will be notified when this is completed. Candidates should then go into the ELMS system and complete the application process, noting any endorsements for which you are eligible to apply. All transcripts -both undergrad and BU graduate courses- are to be sent by the candidates to MDE. Test scores (if not already on file) must also be sent. You can verify what is needed by checking your online account to see what has been reviewed. This account is used to add other endorsements and print a copy of your license, etc.

**Step 4:** Advisors will guide students as they seek to meet the requirements for completing the internship courses, EDU 502 and 503 offered at our Jackson and Olive Branch, Mississippi campuses. Candidates must be employed in full time teaching in their area of endorsement to enroll in the internship classes.

**Step 5:** After a candidate successfully completes the one year teaching internship and the 502 and 503 coursework, they may apply for a Class A standard (5 year -renewable) license. If a candidate completes the Master of Arts in Teaching program, they would then apply for a Class AA standard license.

## Belhaven University -- Request for an online Institutional Verification

You must be **fully admitted** to the BU graduate program, must apply online with MDE for your license, and supply all documents to MDE (transcripts and test scores). See MDE website for requirements. Once this form is received and status is verified, an online recommendation will be completed.

### Applicant Information

Social Security Number: \_\_\_\_\_  
Name \_\_\_\_\_  
*Last First Middle/Maiden*  
Address: \_\_\_\_\_  
*Street/P.O. Box Apt.#*  
\_\_\_\_\_  
*City State Zip*  
Phone Number \_\_\_\_\_ (cell) \_\_\_\_\_ Email \_\_\_\_\_  
Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

**Ethnicity:** (*Ethnicity information is used for statistical purposes and to provide information required by the U.S. Department of Education in accordance with applicable federal regulations. Your cooperation in providing this information is appreciated.*)

- American Indian  Alaskan Native  Asian  Black—non-Hispanic  
 White—non-Hispanic  Hispanic  Pacific Islander  Other

### Licensure Request – Recommendation for your area will be made online with MDE

**Class of license for which you are applying:**

\_\_\_A (Bachelor) or \_\_\_AA (Master) 3 year \_\_\_\_\_ 5 year \_\_\_\_\_

**Type of License (See *Licensure Checklist* for descriptive information.)**

\_\_\_Approved Program/Teacher Education Route

Subject Area (s): \_\_\_\_\_

\_\_\_Alternate Route

Subject Area (s): \_\_\_\_\_

Supplemental Endorsement Subject Area(s) \_\_\_\_\_

### Character Determination

Check “yes” or “no” to the left of each question. *\*If yes, submit official copies of court record including disposition of case.*

\_\_\_yes\_\_\_no Are you currently addicted or currently dependent on alcohol?

\_\_\_yes\_\_\_no Are you currently addicted or currently dependent on other habit-forming drugs?

\_\_\_yes\_\_\_no Are you a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects?

\_\_\_yes\_\_\_no Have you been convicted, pled guilty, or entered a plea of *nolo contendere* to a felony as defined by federal or state law?\*

\_\_\_yes\_\_\_no Have you been convicted, pled guilty, or entered a plea of *nolo contendere* to a sex offense as defined by federal or state law?\*

\_\_\_yes\_\_\_no Have you had an educator certificate/license denied, suspended, and/or revoked by another state?

Have you voluntarily surrendered an educator certificate/license?

*\*If you answered “yes” to any of the above, you must provide on a separate sheet of paper the specifics or an explanation for the response. If you elect not to provide specifics or if such an explanation is insufficient, a confidential investigation will be initiated.*

**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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail – email - or fax this form to: Belhaven University School of Education, 1500 Peachtree Street, Box 315, Jackson, MS 39202 or srasberry@belhaven.edu or FAX 601-974-6461 - For Information call: 601-968-8703**