



# Licensure Renewal Process

1. Go to the [www.mde.k12.ms.us](http://www.mde.k12.ms.us) and click on the **Online Teacher Licensure** link located on the right hand side under MDE Applications section. This link will take you to the **Educator Licensure Management System (ELMS)**.
2. Click “Create a New User Account” and set up your own ELMS account by clicking through the questions asked. You will decide on your own User ID and Password. Educators will have the ability to update their profile at anytime (ex. changes in name, address, phone, etc)
3. From the Credentials page, look to the far left and click on the link that says “Professional Development.” At this page, each educator has the capability of entering CEUs or coursework for renewal of licenses.
4. Click on **Add a CEU**. As CEUs are earned for renewal, each educator needs to enter it on this page. At the top of the page, it is already calculated for the number of CEUs or courses needed to renew based on the Class of the license. When enough CEUs or course work are entered to renew, the page will give the educator the option of filing a renewal application.
5. The educator needs to submit the electronic application. It will go to the ELMS Queue of the school district for approval.
6. The educator then needs to send in their **ORIGINAL** CEU certificates earned or the transcript showing the renewal coursework to **Melinda Lowe at Brandon Central Office** for approval of the renewal application. *\*The educator should keep copies of all documents before sending them in for verification and approval.*
7. Once Mrs. Lowe verifies that the professional development has been completed, she will approve the renewal application. The license will be automatically renewed and can be viewed from the virtual License Look-up sight. A renewal official license will be printed the next day in the Office of Educator Licensure and mailed to the educator.

## Reminders:

1. Professional development for license renewal (CEUs or coursework) must be completed during the validity period of a 5-year standard license.
2. Only one method of renewal can be utilized during a validity cycle.
3. MDE does not accept CEUs for less the .5 or 5 contact hours.
4. SEMI credits for Career Administrators will be loaded into the ELMS professional development files by MDE.
5. CEUs earned through the MDE e-Learning for Educators will also be loaded into the ELMS by MDE.

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