

To RENEW your MS Educator License

1. Go to the PPSD website homepage at: www.pearl.k12.ms.us or to the MDE website and search.
2. Click "District" tab on the center of the page.
3. Click on "Departments" from the dropdown menu.
4. Click on "Office of Personnel" from the left sidebar.
5. Click on "MDE Online Licensure (ELMS)" from the left sidebar.
6. Click "Create a New **User Account**." Set up your own ELMS account by clicking through the questions asked. You will decide on your own User ID and Password. You can update your own profile as needed if your address, name, or phone number changes.
7. From the credentials page, look to the far left and click on the link that says "Professional Development." On this page, you have the capability of entering information for CEUs or coursework completed as part of the license renewal requirements.

Teachers

- a. Click on "**Add a CEU**." As you earn CEUs for renewal, you need to enter the information on this page.

***** CEUs earned through the MDE eLearning for Educators will be loaded into ELMS by MDE and should automatically appear on your list of professional development.
- b. At the top of the page, the number of CEUs or courses needed to renew (based on the class of license you have) has already been calculated.
- c. When enough CEUs are entered to renew your license, the page will give the educator the option of submitting a renewal application. (Use the same process for entering college semester hours.)

Administrators

- a. SEMI credits for career-level administrators and OSL training for entry-level administrators will be loaded into the ELMS professional development files by MDE.
 - b. When enough SEMI credit has been earned to renew your license, the page will give you the option of filing a renewal application.
 - c. When enough OSL credit has been earned, you will submit your application and select the "upgrade" option. MDE will process your request and mail your official license.
8. You need to submit the electronic application by clicking the "Click Here to **Submit Renewal Application**" on the right side of the page. Your application will go to the ELMS Queue of your school district for approval.
 9. You will then need to **take your original CEU certificates** earned or the transcript showing the renewal coursework to the **PPSD Office of Personnel for verification**.
 10. Once district personnel verify that the professional development has been completed, your renewal application will be approved at the district level.
 - a. The license will be automatically renewed and can be viewed from the virtual License Look-up site.
 - b. An updated official license will be printed the next day in the Office of Educator Licensure and mailed to you.
 11. Professional development for license renewal (CEUs or coursework) must be **completed during the validity period** of a 5-year standard license. Only one method of renewal can be utilized during a validity cycle. MDE does not accept CEUs for less than .5 or 5 contact hours.