TEACHER AS SERVANT LEADER
LEARNING TO TEACH – TEACHING TO SERVE

STEPS IN MAKING APPLICATION FOR THE
THREE-YEAR ALTERNATE ROUTE LICENSE
(NON-RENEWABLE) WITH THE MISSISSIPPI DEPARTMENT OF EDUCATION

- All official college/university transcripts including Belhaven grades for EDU 501 & EDU 506 and test scores (CORE/ACT and Praxis II) must be on file with MDE before a candidate can be issued the three-year license.
- Candidates applying for the Upper Elementary 4-6 license must also take and pass the Foundations of Reading test before applying for the three-year license.
- Candidates create an account online to apply for a license on the MDE Website. http://www.mde.k12.ms.us/educator-licensure/alternate-route-programs
  - Click on Educators tab (upper right-hand side)
  - Click on Licensure System - ELMS
  - Click on Create a New User Account
- This enables you to enter your personal data.
- At the stopping point you will be told you need a recommendation. This recommendation will come from the Belhaven School of Education main campus office in Jackson.
- All applicants must obtain and complete the Belhaven University –Request Verification Form attached to this information sheet or online at: http://jackson.belhaven.edu/pdfs/Step-by-Step-Process-for-Obtaining-a-MS-Alternate-Route-Teacher-License.pdf
  Candidates can also contact the Belhaven School of Education at: 601-968-8703 or Graduate admissions counselors for a copy of the form.
- Candidates will submit their completed Request for Verification Form to the Jackson Campus School of Education office – attention Carol Simmons (cjsimmons@belhaven.edu). Using the Belhaven University –Request Verification Form, your credentials are checked with the formal recommendation that the Dean’s office in the School of Education completed online at MDE.
- Candidates will be notified when this recommendation has been completed.
- Candidates should then go into the ELMS system and complete the application process, noting any additional endorsements for which you are eligible to apply based upon your undergraduate subject area content hours and/or additional Praxis II tests you have passed.
- All official college/university transcripts including both undergrad and graduate courses from all universities attended 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.
Request for MS Teacher License - Belhaven University -- Institutional Verification Form

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
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) 

Type of License (See Licensure Checklist for descriptive information.)
___ Approved Program/Teacher Education Route

Subject Area (s): __________________________________

___ Alternate Route

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?
___YES___NO 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 To: Carol Simmons, Administrative Assistant – School of Education
• Belhaven University School of Education, 1500 Peachtree Street, Box 315, Jackson, MS 39202
• Email: cjsimmons@belhaven.edu
• FAX: 601-608-7882 For Information call: 601-968-8703