



SCHOOL OF EDUCATION
JACKSON, MISSISSIPPI 39202

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.

