Office of Educator Quality
Educator Licensure

Online Recommendation for Intern License

MISSISSIPPI DEPARTMENT OF EDUCATION

Ensuring a bright future for every child

One-Year Teacher Intern License (101)

- The one-year Teacher Intern License (101) is a non-renewable license that is issued to students of a national accredited teacher preparation program in Mississippi and is not employed in a teaching position. This license requires an online recommendation from the teacher preparation program in Mississippi.
- The Institute Certification Officer (ICO) must recommend students through the Mississippi Educator Licensure Management System (ELMS) for the intern license for their student teaching.

Requirements for Intern Licenses

The requirements for Intern Licenses are as followed:

- Currently enrolled in a traditional education degree program from a national accredited institution of higher learning in Mississippi.
- Achieve the nationally recommended passing score on the Praxis Core Academic Skills for Educators examination (CORE) or maintain Twenty-one (21) ACT equivalent.

- An Institute Certification Officer (ICO) can recommend educators for certification via the Educator Licensure Management System (ELMS) once they have logged into their account and select the name of their institution. Officers have the capabilities of adding recommendations prior to the educator's completion date, as well as, after the date. Besides adding, they can also edit and delete recommendations.

Steps to Making an Online Recommendation

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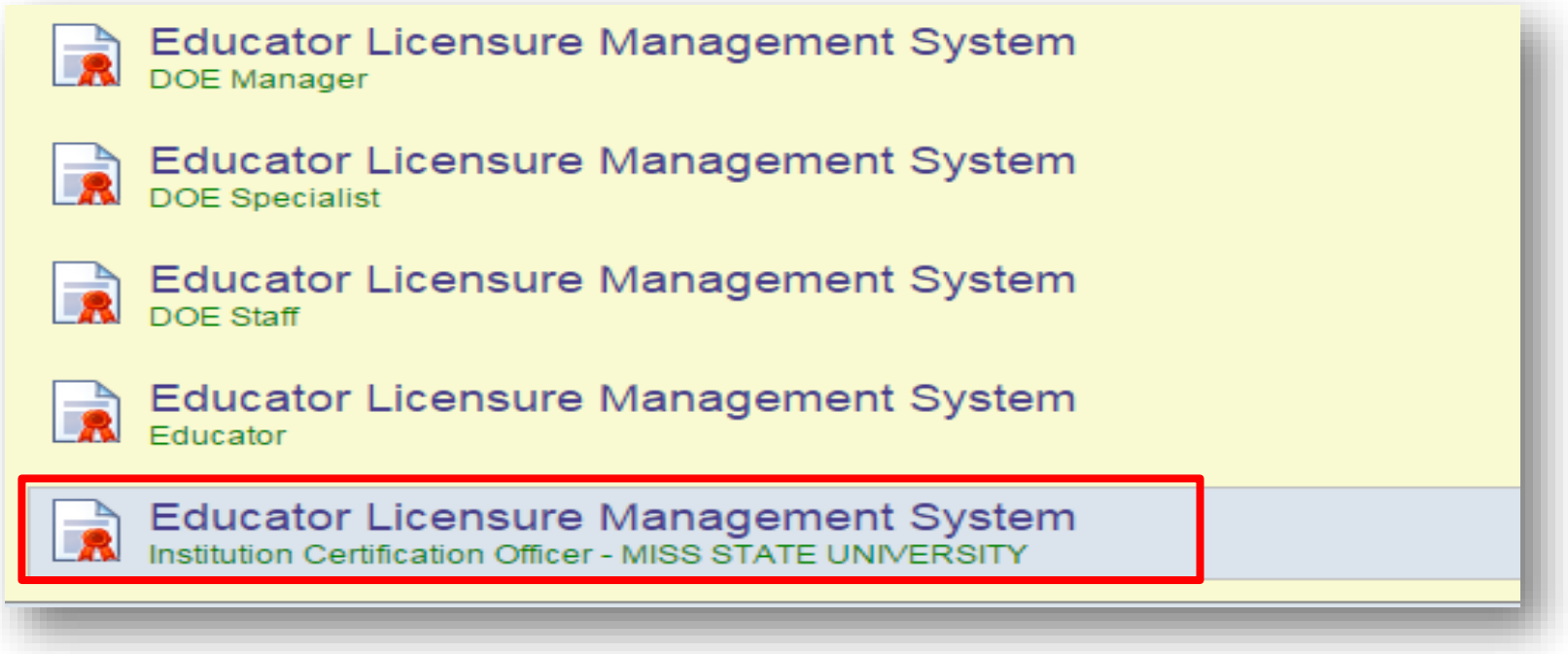
Steps to Making an Online Recommendation

1. Once the Institute Certification Officer (ICO) has successfully logged into their account, there will be a link that must be clicked on, "Multiple educational entities are associated with this system. Click here to select one“.

Steps to Making an Online Recommendation

2. ICO's may click on the link displaying the institution's name, the which will navigate to the Home Page. The ICO's will need to select the institution's name which will navigate to the recommendation screen.

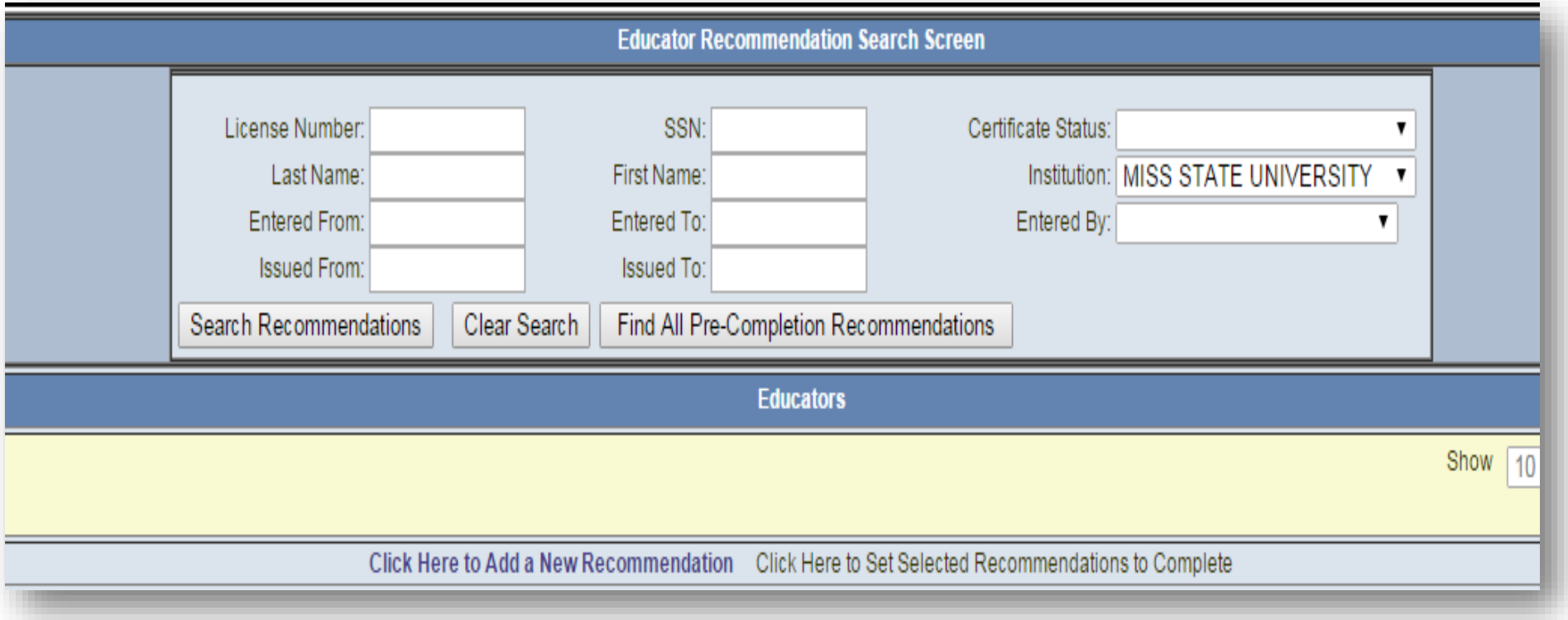


Steps to Making an Online Recommendation

3. On the Home Page, the ICO has the option to select either link displayed below to get started.

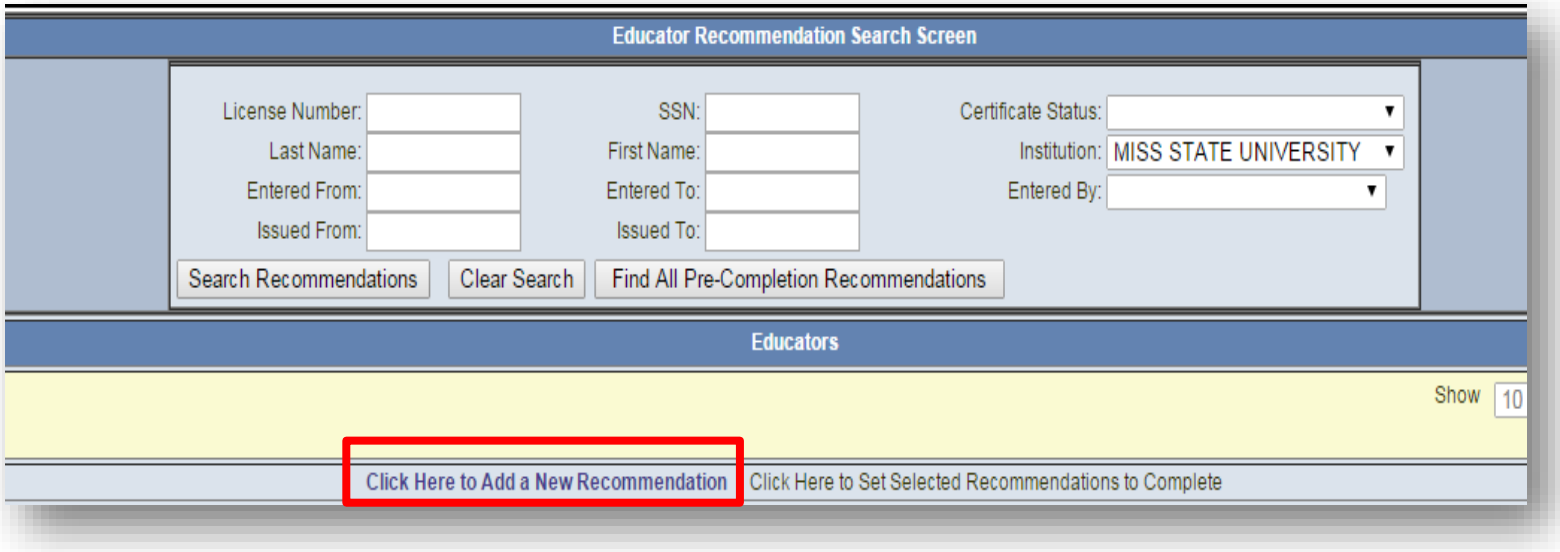
Steps to Making an Online Recommendation

4. Once you click on the Student Recommendation link, you will be defaulted to the Search Engine to which will default to the institution the ICO's account is set up.



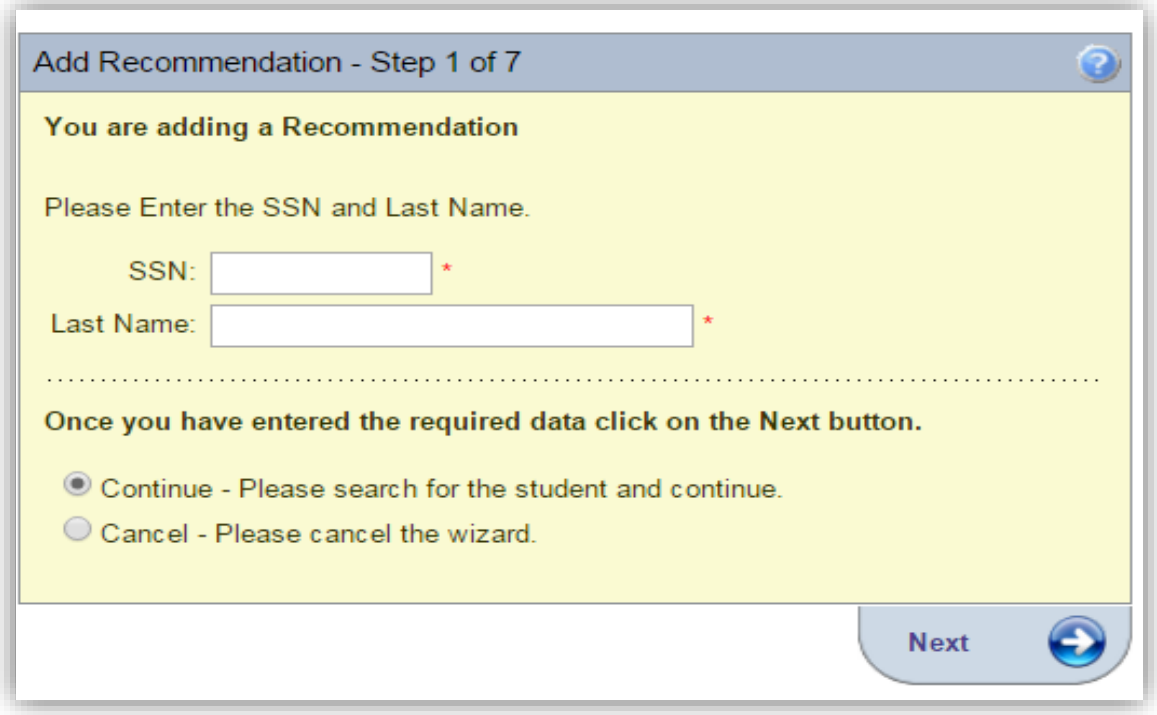
Steps to Making an Online Recommendation

5. To make an online recommendation, click on the link at the bottom, “Click Here to Add a New Recommendation”.



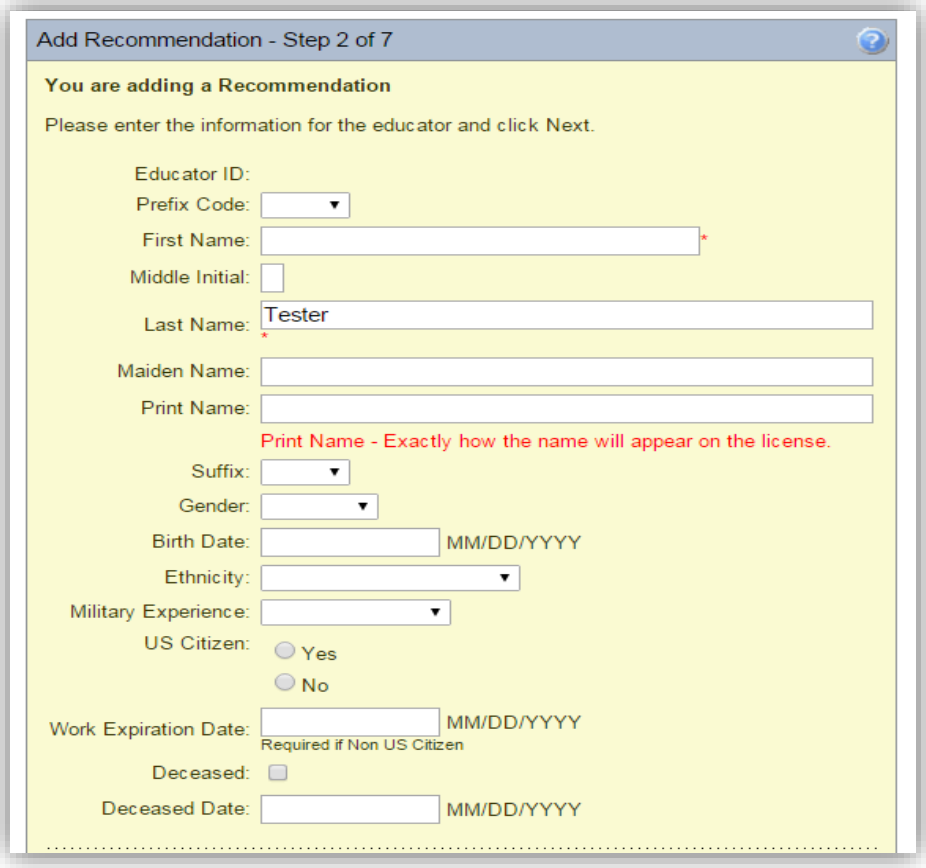
Steps to Making an Online Recommendation

6. Once the ICO clicks to create a new recommendation, there will be seven steps to complete verifying the student's information. Step 1 requires the student's social security number and last name. Once entered, click on "Next".



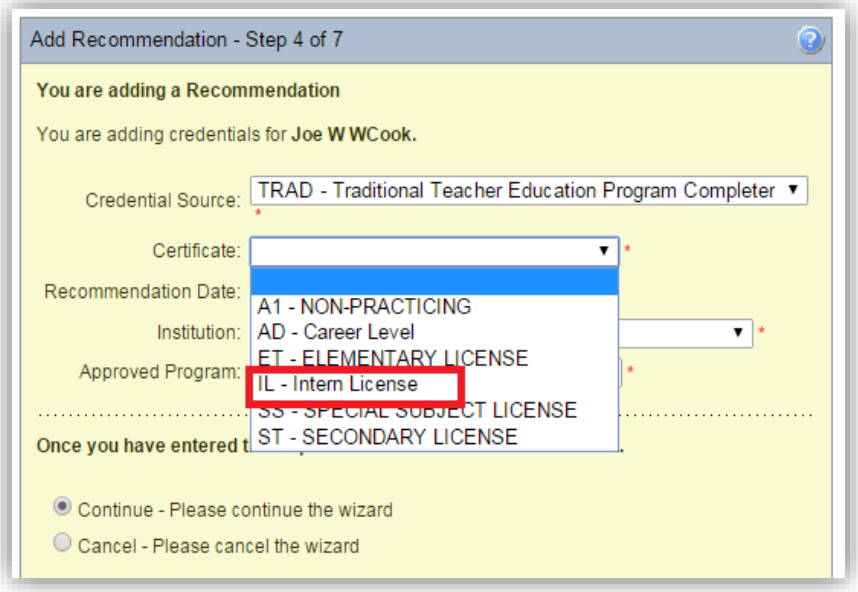
Steps to Making an Online Recommendation

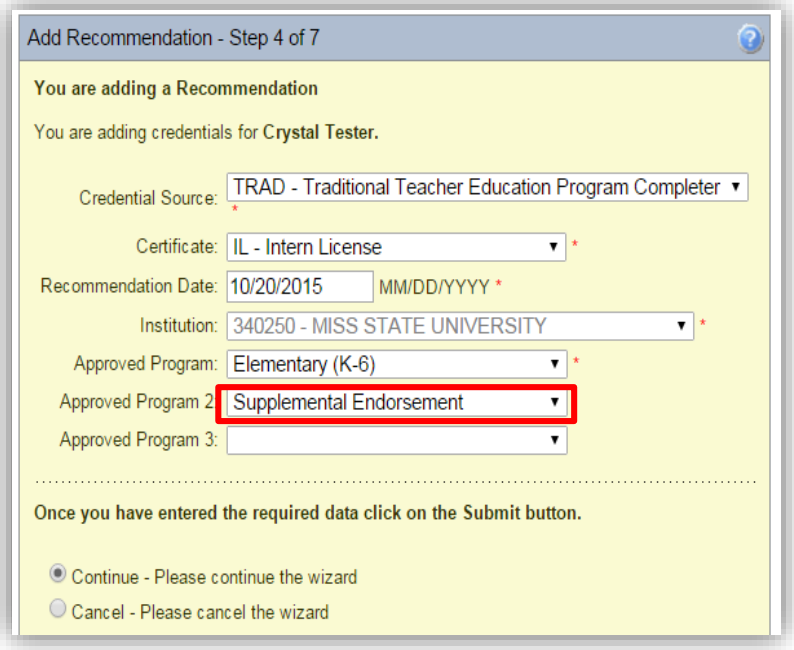
7. ICO must enter the student's information for step 2 or 7.



Steps to Making an Online Recommendation

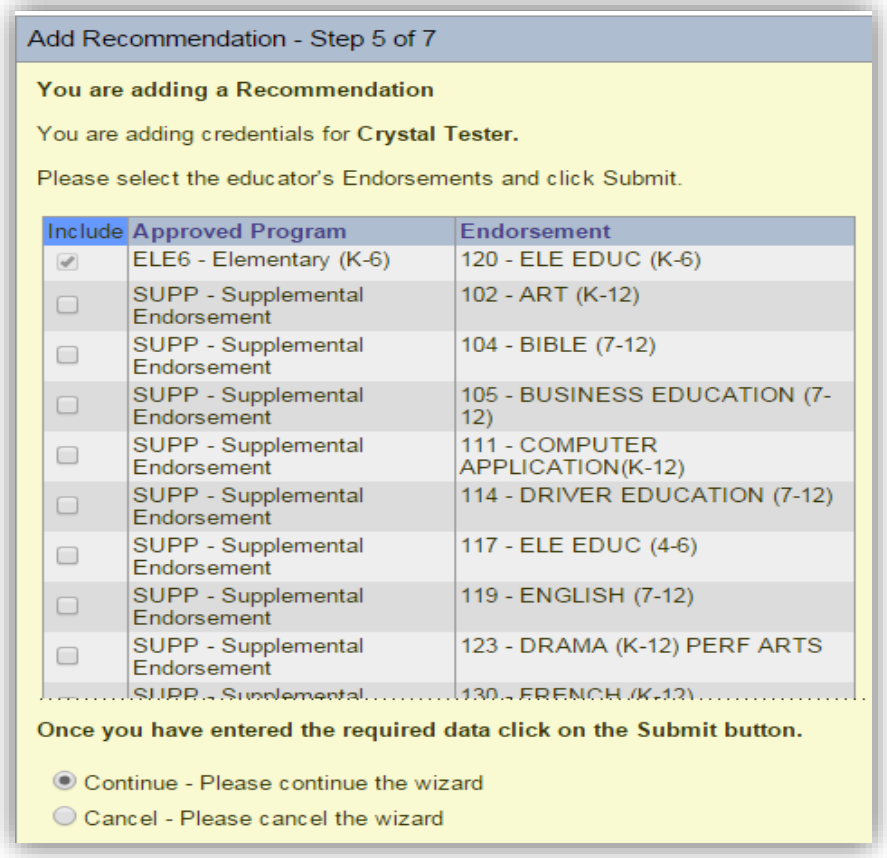
8. Step 4 requires ICO's to enter the type of license in which he/she is recommending the student. For the recommendation for the Intern License, ICO's will select the IL-Intern License option from the drop down next to 'Credential Source'. Then, select the area of endorsement; next, select the area stating "Approved Program". (Please note that if an educator is adding a supplemental endorsement, i.e. English, Math, etc., ICO's must select Supplemental Endorsement in the drop down for "Approved Program 2" option. There will be a chance to select the endorsement(s) on the next step.) Examples are as followed below. (Please note that ICO's will not see step 3.)





Steps to Making an Online Recommendation

9. On Step 5, ICO's may select the supplemental endorsement(s) they are recommending for the student. The area that student is pursuing their education degree will automatically default based on Step 4. Once the supplemental endorsement(s) has been selected, the ICO can click "Next".



Add Recommendation - Step 5 of 7

You are adding a Recommendation

You are adding credentials for **Crystal Tester.**

Please select the educator's Endorsements and click Submit.

Include	Approved Program	Endorsement
☑	ELE6 - Elementary (K-6)	120 - ELE EDUC (K-6)
☐	SUPP - Supplemental Endorsement	102 - ART (K-12)
☐	SUPP - Supplemental Endorsement	104 - BIBLE (7-12)
☐	SUPP - Supplemental Endorsement	105 - BUSINESS EDUCATION (7-12)
☐	SUPP - Supplemental Endorsement	111 - COMPUTER APPLICATION(K-12)
☐	SUPP - Supplemental Endorsement	114 - DRIVER EDUCATION (7-12)
☐	SUPP - Supplemental Endorsement	117 - ELE EDUC (4-6)
☐	SUPP - Supplemental Endorsement	119 - ENGLISH (7-12)
☐	SUPP - Supplemental Endorsement	123 - DRAMA (K-12) PERF ARTS
☐	SUPP - Supplemental	130 - FRENCH (K-12)

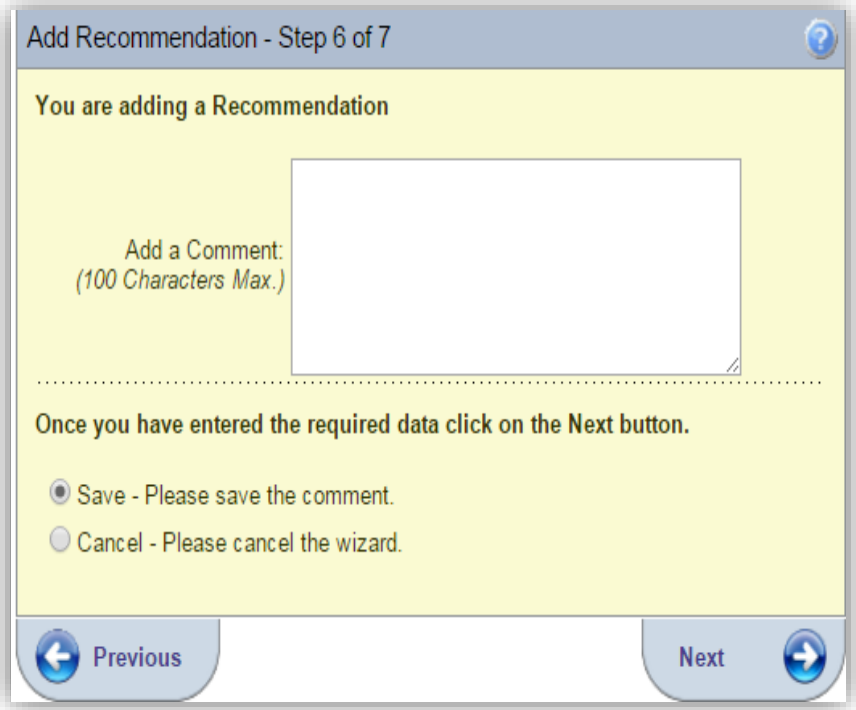
Once you have entered the required data click on the Submit button.

◉ Continue - Please continue the wizard

○ Cancel - Please cancel the wizard

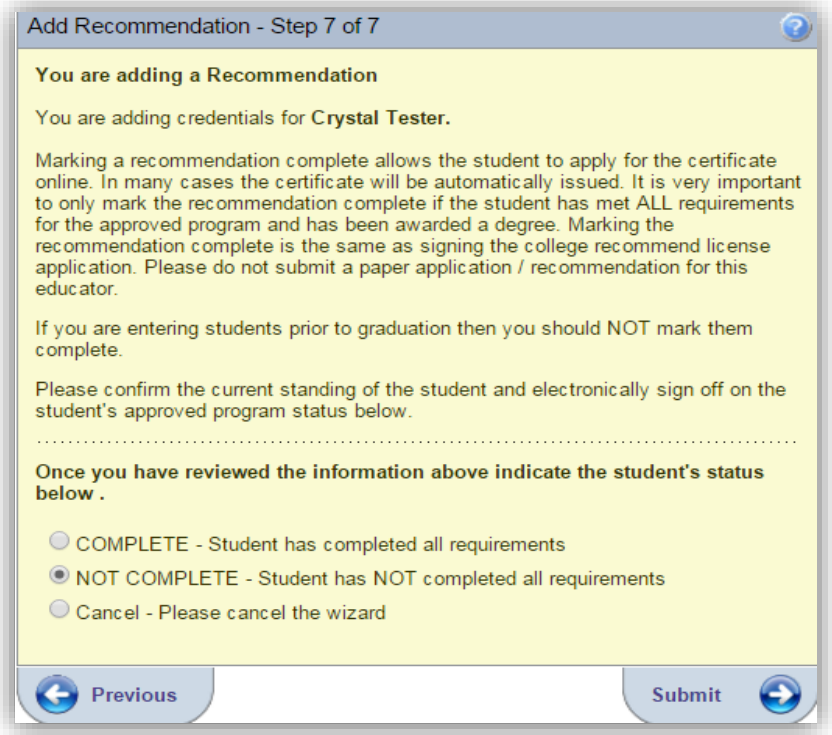
Steps to Making an Online Recommendation

10. Step 6 is where ICO's may enter comments if needed (optional). Click "Next" to continue to Step 7.



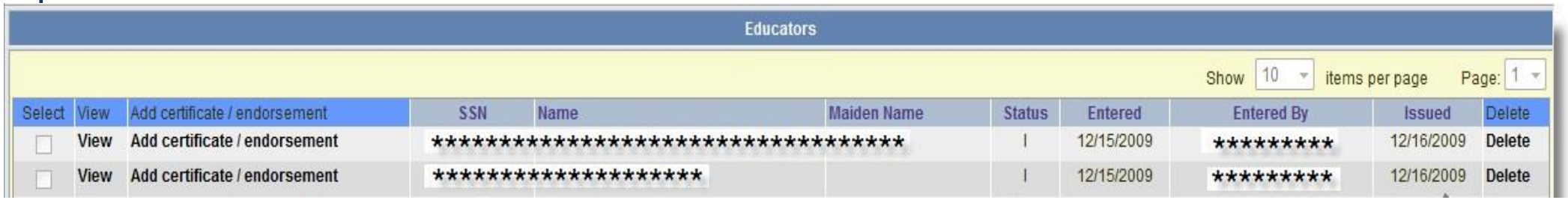
Steps to Making an Online Recommendation

11. Step 7 will be confirming the online recommendation process. The ICO is required to select either "Complete" or "Not Complete" before clicking on Submit. If the educator has not completed all requirements, the Officer clicks on the "Not Complete" and the educator's information is in the system as pending. Once the educator has met all requirements, the Officer can then edit the completion date. After selecting the educator's status, click Submit.



Steps to Making an Online Recommendation

Once the ICO submits the online recommendation, ICO will be routed back to the search screen. ICO may then review the online recommendation that has been made by entering the student's information and click on 'Search Recommendations', which will show the following example.



Educators

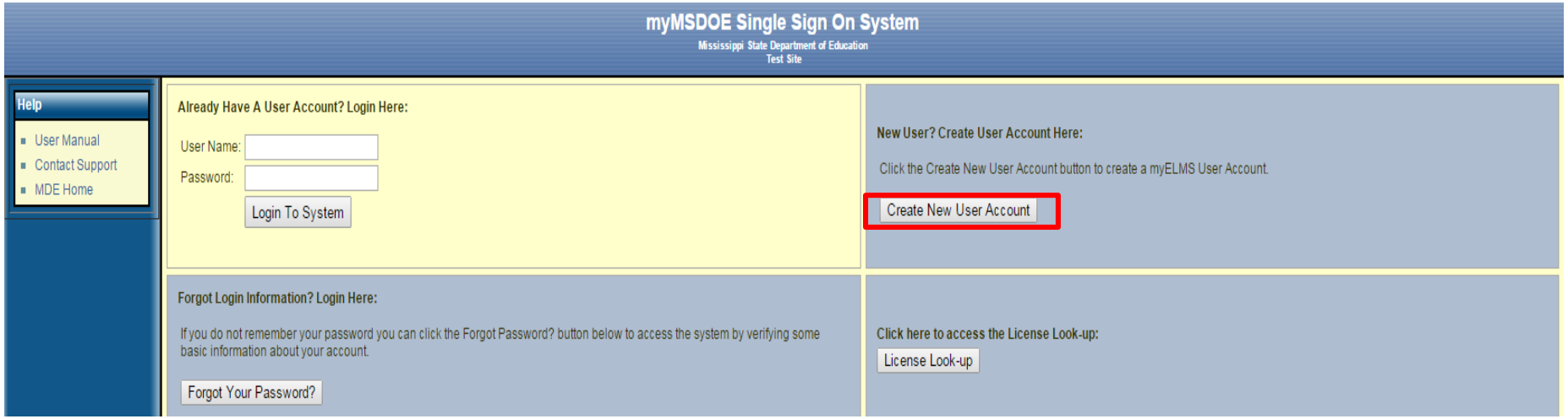
Show 10 items per page Page: 1

Select	View	Add certificate / endorsement	SSN	Name	Maiden Name	Status	Entered	Entered By	Issued	Delete
☐	View	Add certificate / endorsement	**********			I	12/15/2009	*********	12/16/2009	Delete
☐	View	Add certificate / endorsement	**********			I	12/15/2009	*********	12/16/2009	Delete

Students Applying to Online Recommendation

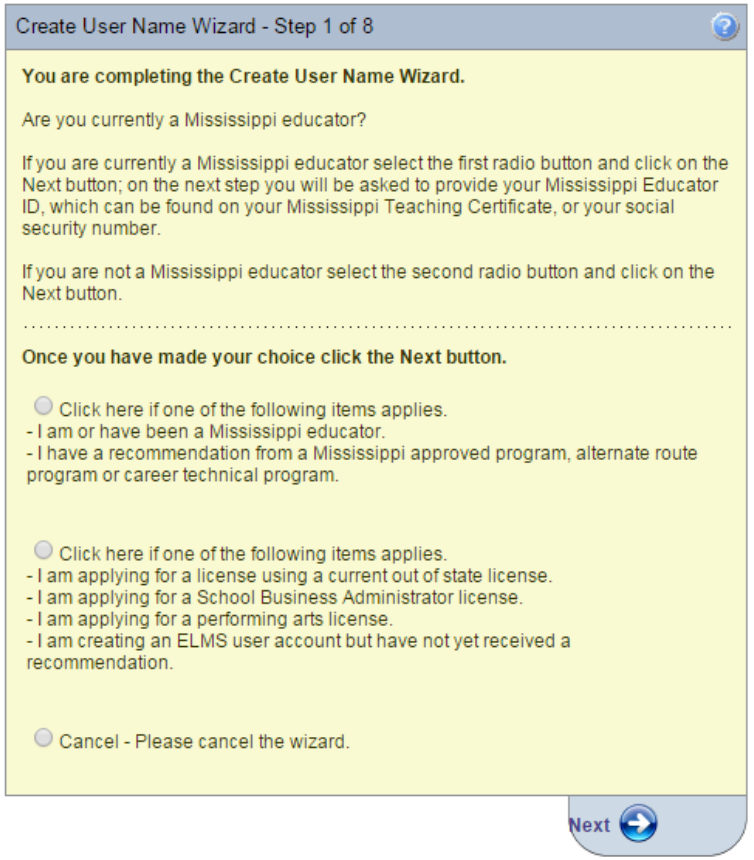
Students Applying to Online Recommendation

Once the recommendation has been made to the intern license, students must apply to the online recommendation made. The students will need to go the Mississippi Educator Licensure Management System (ELMS) or Licensure System at the following link: https://sso.mde.k12.ms.us/Login/Login.aspx . Students will click on “Create New User Account”.



Students Applying to Online Recommendation

Students will be routed to the “Create a New User Account Wizard”. New students will select the first choice stating there is a recommendation from a Mississippi approved program created for them, click “Next”, and continue the steps.



Students Applying to Online Recommendation

If an Educator is recommended by their Certification Institution Officer, he or she will have a link posted on their Home Page which will navigate them to the Educator Recommendation wizard.

Once the Educator clicks on this link, the College Recommendations Awaiting Application screen is launched. By clicking on the link, "Apply for Credential“, the Educator Recommendation wizard is launched. The Educator is navigated through a 6-step application process.

Students Applying to Online Recommendation

When the Educator submits their application, there will be a message posted on their Home Page indicating the submission of the application along with a link to contact the Mississippi Department of Education. An educator can monitor the status of his or her application by clicking on the link, "Click Here to View Your Credentials" (located on the Home Page).

Students Applying to Online Recommendation

Applications and recommendations for all intern licenses will be routed to a license analyst for review and processing. Once the license is processed, students will be notified by e-mail that their license has been issued and is available to print from the ELMS system.

Contact Information

- Cerissa Neal, Executive Director, Office of Educator Quality
  - 601-359-3631 or cneal@mdek12.org
- Crystal Womack, Division Director, Office of Teacher and Administration Preparation
  - 601-359-3483 or cwomack@mdek12.org
- Sandra Hilliard, Education Specialist Sr., Office of Teacher and Administration Preparation
  - 601-359-3631 or shilliard@mdek12.org