

## MEMORANDUM

To: Local Superintendents of Education and Officials of Eligible Non-public Schools

From: Dr. Cory M. Murphy, State Director  
Office of Educator Licensure

Date: June 2, 2017

Subject: Educator Licensure Update: Discontinuation of Walk-In Service and Recent Changes to Licensure Renewal Responsibilities

This is written to inform you of important recent changes related to the current same day licensure processing walk-in service and local school district licensure renewal role and responsibilities.

### **Discontinuation of Same Day Licensure Processing Walk-in Service:**

Beginning Monday, June 12, 2017, same day licensure processing **walk-in service** will no longer be offered by the Office of Educator Licensure. This courtesy service was implemented during the summer of 2016 on a trial basis and due to our findings, it is necessary to discontinue this service. Applicants may continue to hand deliver completed application packets; however, we encourage you to submit required documents to the Office via postal mail or as appropriate, please continue to take advantage of our online licensure application submission service that is available through the Educator Licensure Management System (ELMS). We will continue to process each licensure request in the order in which it is received. We ask your assistance with communicating this change by sharing the content of this memorandum with all educational stakeholders.

### **Discontinue Local School District Licensure Renewal Role and Responsibilities:**

Effective Monday, July 17, 2017, all licensure renewal requests must be submitted directly to the Office of Educator Licensure for processing. The local school district's role and responsibilities for renewing all standard renewable MS educator licenses held by educators and administrators employed in their school system is scheduled to end effective, at midnight on Friday, July 14, 2017. The role will no longer be operable or accessible in ELMS. Please assist us with informing applicants of this change.

Beginning on July 17, 2017, and thereafter, applicants should mail their completed licensure application and original certificates of earned required number of continuing education units, and/or required number of coursework credit hours on an official sealed transcript (application and transcript may also be submitted electronically via ELMS) to *Post Office Box 771, Jackson, MS 39205*. **Please note, the School Executive Management Institute (SEMI) Officer role and responsibilities will not be discontinued at this time.**

Should you have questions, please do not hesitate to contact a member of the Educator Licensure team for assistance via telephone at (601) 359-3483. We appreciate and value the opportunity to serve you.

c: Dr. Paula A. Vanderford