

# Office of Educator Quality Educator Licensure

Online Recommendation for Intern License



# 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



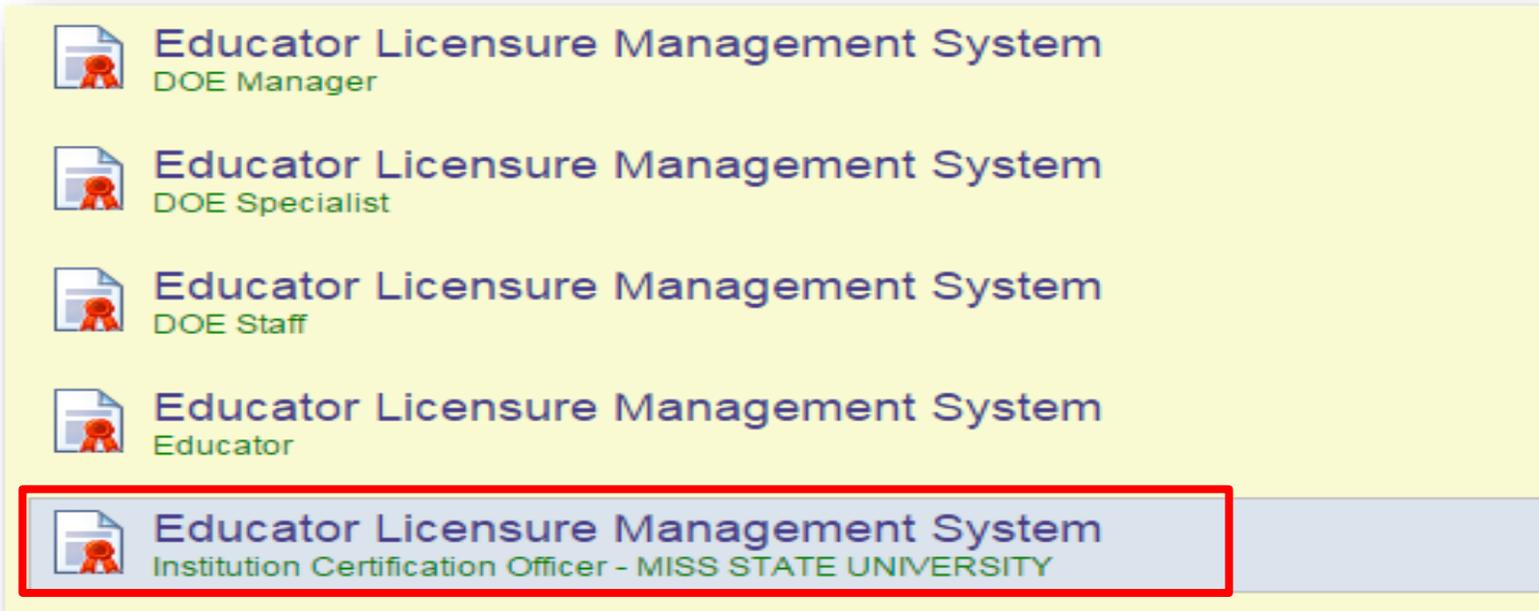
# Steps to Making an Online Recommendation

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.



The screenshot displays a list of five links to the Educator Licensure Management System, each with a document icon and a ribbon seal. The links are:

- Educator Licensure Management System  
DOE Manager
- Educator Licensure Management System  
DOE Specialist
- Educator Licensure Management System  
DOE Staff
- Educator Licensure Management System  
Educator
- Educator Licensure Management System**  
Institution Certification Officer - MISS STATE UNIVERSITY

The bottom-most link is highlighted with a red rectangular border.

# Steps to Making an Online Recommendation

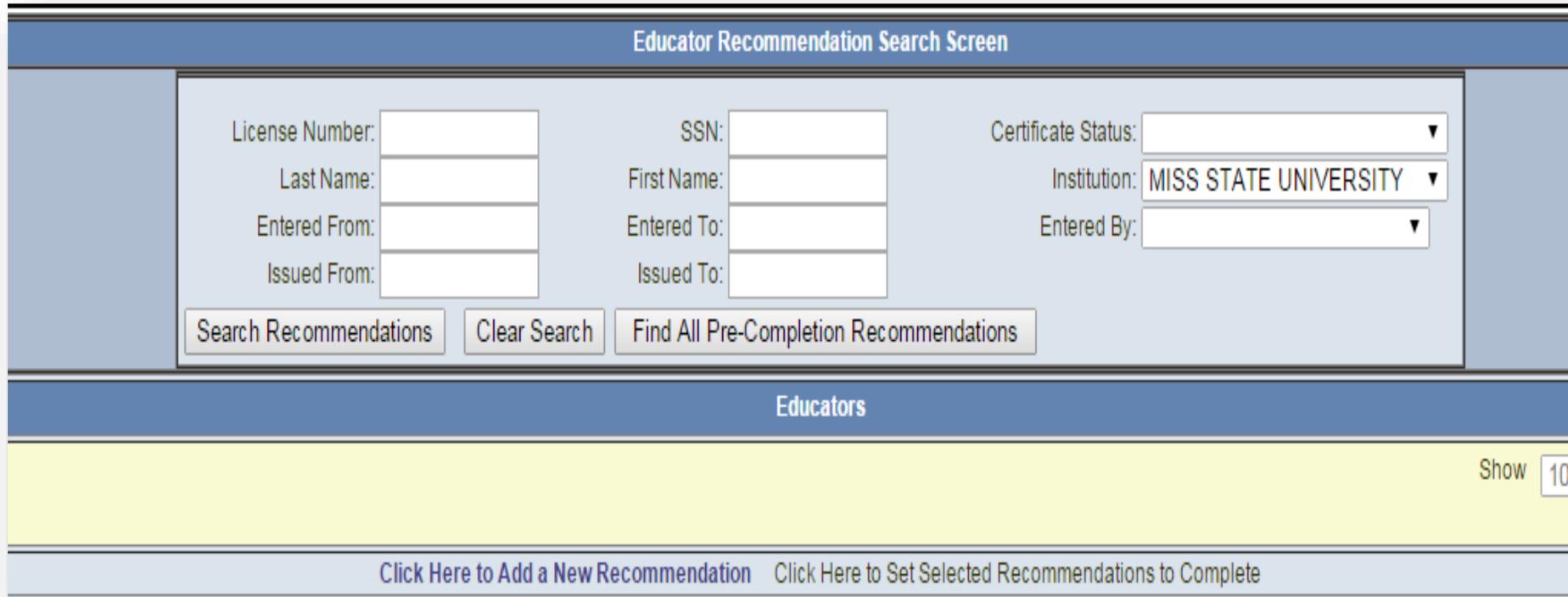
3. On the Home Page, the ICO has the option to select either link displayed below to get started.



The screenshot shows a web interface titled "Home Page". It features a blue header bar with the text "Home Page". Below the header is a light blue box containing a yellow bell icon and the text: "Welcome Teacher Preparation Program Certification Officer Joe Smith", "ELMS will allow you to enter recommendations for the following institution: ALCORN STATE UNIVERSITY.", and "Click here to get started." Below this is a yellow box containing a red-bordered area with a laptop and pencil icon, the text "Student Recommendations", and "Click here to manage your student recommendations.".

# 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.



The screenshot shows a web interface titled "Educator Recommendation Search Screen". It features a search form with the following fields:

- License Number:
- SSN:
- Certificate Status:
- Last Name:
- First Name:
- Institution:
- Entered From:
- Entered To:
- Entered By:
- Issued From:
- Issued To:

Below the form are three buttons: "Search Recommendations", "Clear Search", and "Find All Pre-Completion Recommendations".

Below the search form is a section titled "Educators" with a yellow background. In the bottom right corner of this section, there is a "Show" label and a dropdown menu set to "10".

At the bottom of the screen, there are two links: "Click Here to Add a New Recommendation" and "Click Here to Set Selected Recommendations to Complete".

# Steps to Making an Online Recommendation

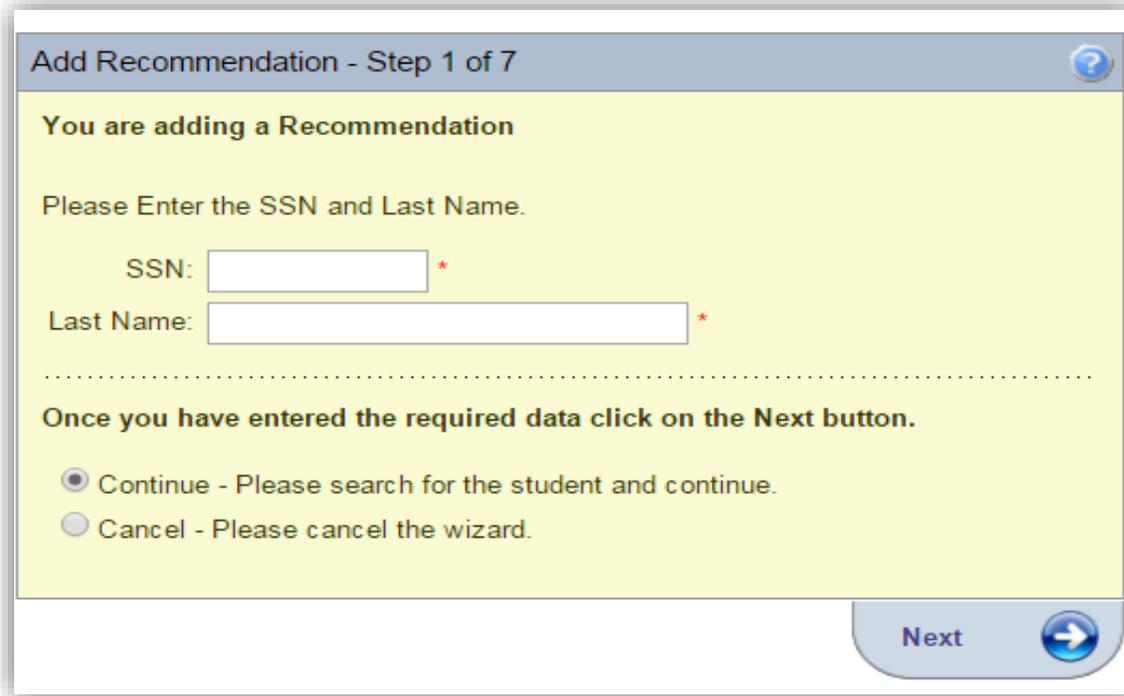
5. To make an online recommendation, click on the link at the bottom, “Click Here to Add a New Recommendation”.



The screenshot shows the 'Educator Recommendation Search Screen' interface. It features a search form with the following fields: License Number, Last Name, Entered From, Issued From, SSN, First Name, Entered To, Issued To, Certificate Status (dropdown), Institution (dropdown, currently set to 'MISS STATE UNIVERSITY'), and Entered By (dropdown). Below the form are three buttons: 'Search Recommendations', 'Clear Search', and 'Find All Pre-Completion Recommendations'. The results area is titled 'Educators' and contains a yellow bar with a 'Show 10' dropdown. At the bottom, there are two links: 'Click Here to Add a New Recommendation' (highlighted with a red box) and 'Click Here to Set Selected Recommendations to Complete'.

# 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".



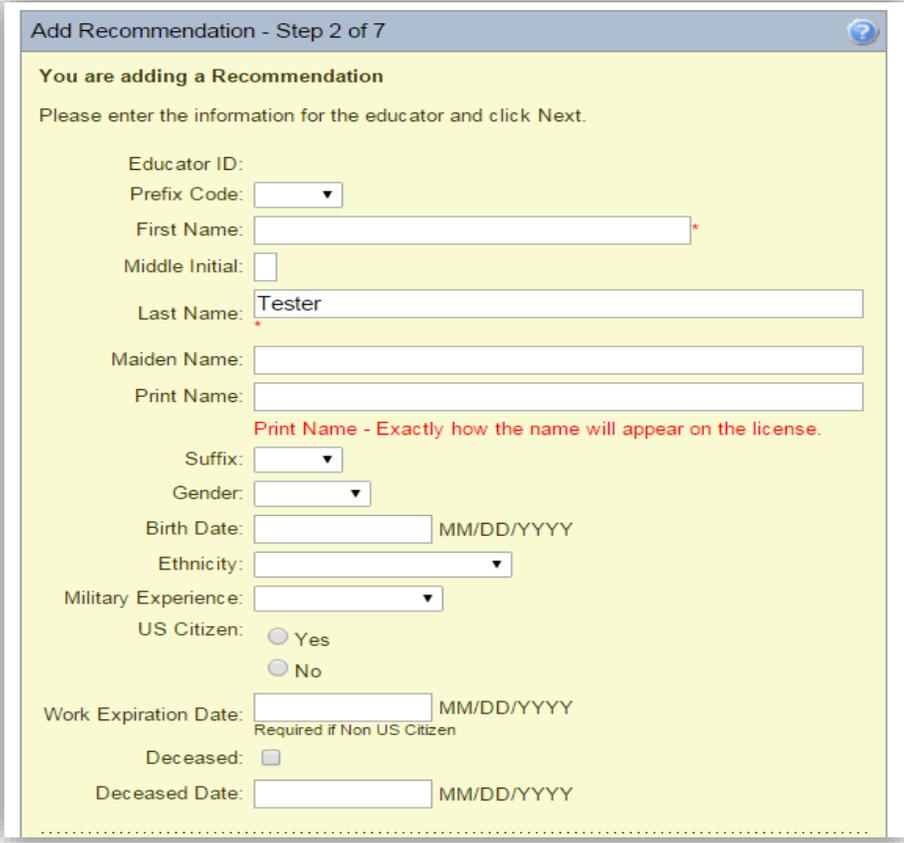
The screenshot shows a web-based wizard window titled "Add Recommendation - Step 1 of 7". The window has a yellow background and a blue header bar with a question mark icon. The main content area contains the following text and form elements:

- You are adding a Recommendation**
- Please Enter the SSN and Last Name.
- SSN:  \*
- Last Name:  \*
- .....
- Once you have entered the required data click on the Next button.**
- Continue - Please search for the student and continue.
- Cancel - Please cancel the wizard.

At the bottom right of the window, there is a "Next" button with a blue arrow icon.

# Steps to Making an Online Recommendation

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

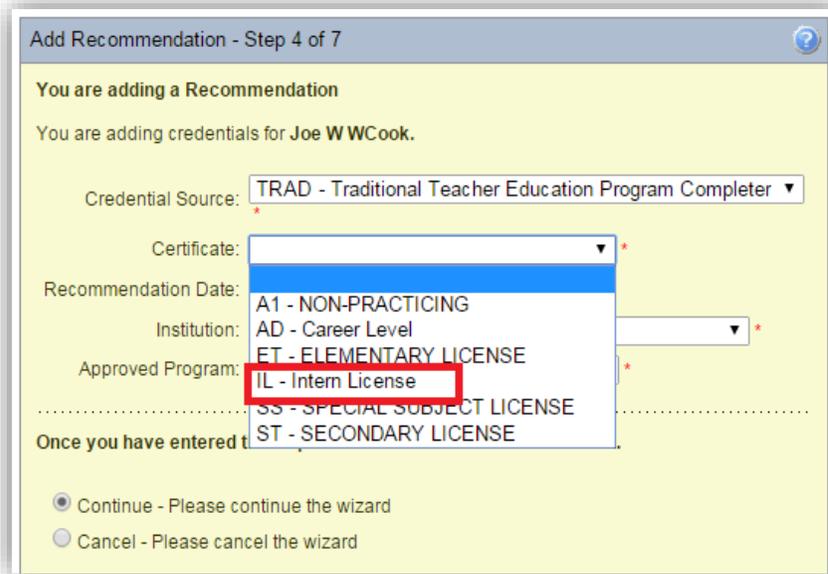


The screenshot shows a web form titled "Add Recommendation - Step 2 of 7". The form has a yellow background and contains the following fields and instructions:

- You are adding a Recommendation**
- Please enter the information for the educator and click Next.
- Educator ID: (empty field)
- Prefix Code: (dropdown menu)
- First Name: (text input field with a red asterisk)
- Middle Initial: (text input field)
- Last Name: (text input field containing "Tester" with a red asterisk)
- Maiden Name: (text input field)
- Print Name: (text input field)
- Print Name - Exactly how the name will appear on the license.*
- Suffix: (dropdown menu)
- Gender: (dropdown menu)
- Birth Date: (text input field) MM/DD/YYYY
- Ethnicity: (dropdown menu)
- Military Experience: (dropdown menu)
- US Citizen: (radio buttons for Yes and No)
- Work Expiration Date: (text input field) MM/DD/YYYY  
Required if Non US Citizen
- Deceased: (checkbox)
- Deceased Date: (text input field) MM/DD/YYYY

# 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.)



Add Recommendation - Step 4 of 7

You are adding a Recommendation

You are adding credentials for Joe W W Cook.

Credential Source: TRAD - Traditional Teacher Education Program Completer

Certificate: **IL - Intern License**

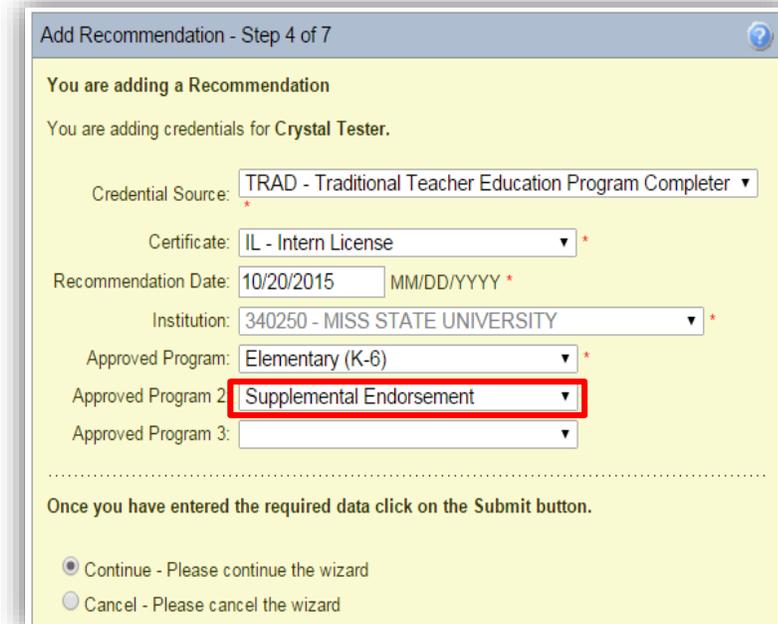
Recommendation Date:

Institution:

Approved Program:

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

Continue - Please continue the wizard  
 Cancel - Please cancel the wizard



Add Recommendation - Step 4 of 7

You are adding a Recommendation

You are adding credentials for Crystal Tester.

Credential Source: TRAD - Traditional Teacher Education Program Completer

Certificate: IL - Intern License

Recommendation Date: 10/20/2015 MM/DD/YYYY

Institution: 340250 - MISS STATE UNIVERSITY

Approved Program: Elementary (K-6)

Approved Program 2: **Supplemental Endorsement**

Approved Program 3:

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

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.

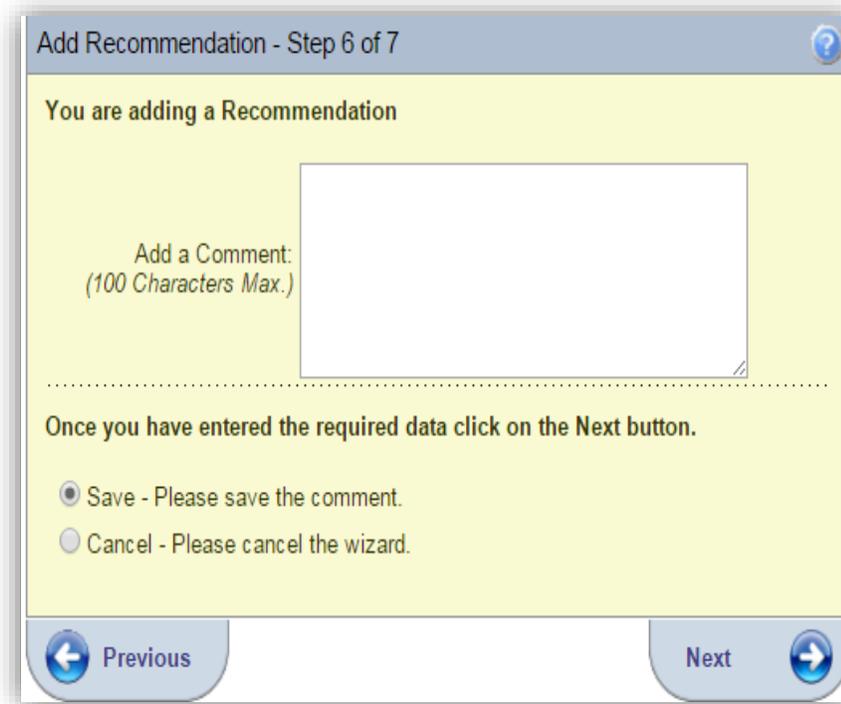
Include	Approved Program	Endorsement
<input checked="" type="checkbox"/>	ELE6 - Elementary (K-6)	120 - ELE EDUC (K-6)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	102 - ART (K-12)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	104 - BIBLE (7-12)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	105 - BUSINESS EDUCATION (7-12)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	111 - COMPUTER APPLICATION(K-12)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	114 - DRIVER EDUCATION (7-12)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	117 - ELE EDUC (4-6)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	119 - ENGLISH (7-12)
<input type="checkbox"/>	SUPP - Supplemental Endorsement	123 - DRAMA (K-12) PERF ARTS
<input type="checkbox"/>	SUPP - Supplemental Endorsement	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

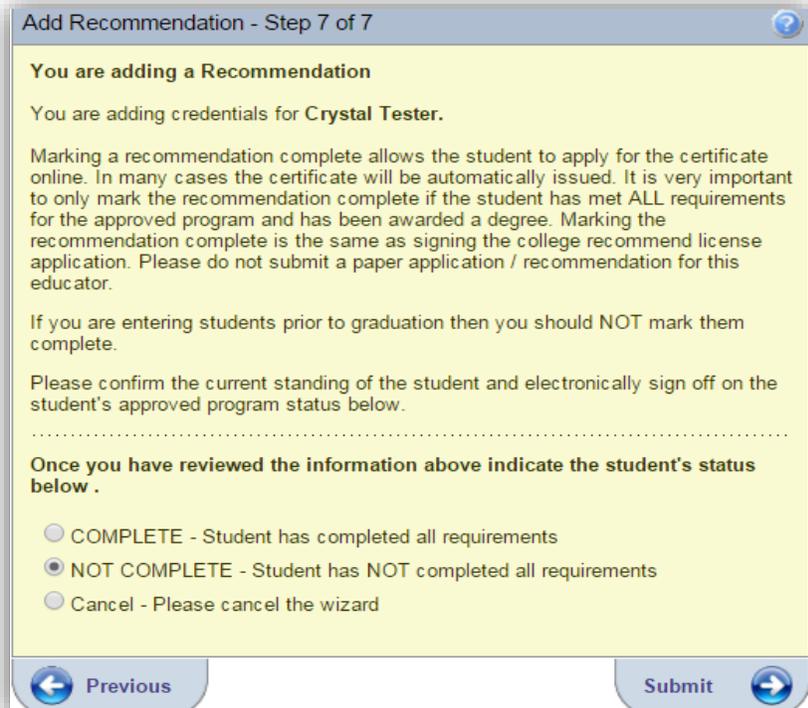
10. Step 6 is where ICO's may enter comments if needed (optional). Click "Next" to continue to Step 7.



The screenshot shows a wizard window titled "Add Recommendation - Step 6 of 7". The main content area is yellow and contains the text "You are adding a Recommendation". Below this is a text input field with the label "Add a Comment: (100 Characters Max.)". A dotted line separates the input field from the instructions below: "Once you have entered the required data click on the Next button." There are two radio buttons: "Save - Please save the comment." (which is selected) and "Cancel - Please cancel the wizard." At the bottom of the window, there are two buttons: "Previous" with a left arrow and "Next" with a right arrow.

# 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.



Add Recommendation - Step 7 of 7

**You are adding a Recommendation**

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

Marking a recommendation complete allows the student to apply for the certificate online. In many cases the certificate will be automatically issued. It is very important to only mark the recommendation complete if the student has met ALL requirements for the approved program and has been awarded a degree. Marking the recommendation complete is the same as signing the college recommend license application. Please do not submit a paper application / recommendation for this educator.

If you are entering students prior to graduation then you should NOT mark them complete.

Please confirm the current standing of the student and electronically sign off on the student's approved program status below.

.....

**Once you have reviewed the information above indicate the student's status below .**

COMPLETE - Student has completed all requirements

NOT COMPLETE - Student has NOT completed all requirements

Cancel - Please cancel the wizard

Previous 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 <input type="text" value="10"/> items per page	Page: <input type="text" value="1"/>
Select	View	Add certificate / endorsement	SSN	Name	Maiden Name	Status	Entered	Entered By	Issued	Delete	
<input type="checkbox"/>	View	Add certificate / endorsement	*****			I	12/15/2009	*****	12/16/2009	Delete	
<input type="checkbox"/>	View	Add certificate / endorsement	*****			I	12/15/2009	*****	12/16/2009	Delete	

# Students Applying to Online Recommendation



# Students Applying to Online Recommendation

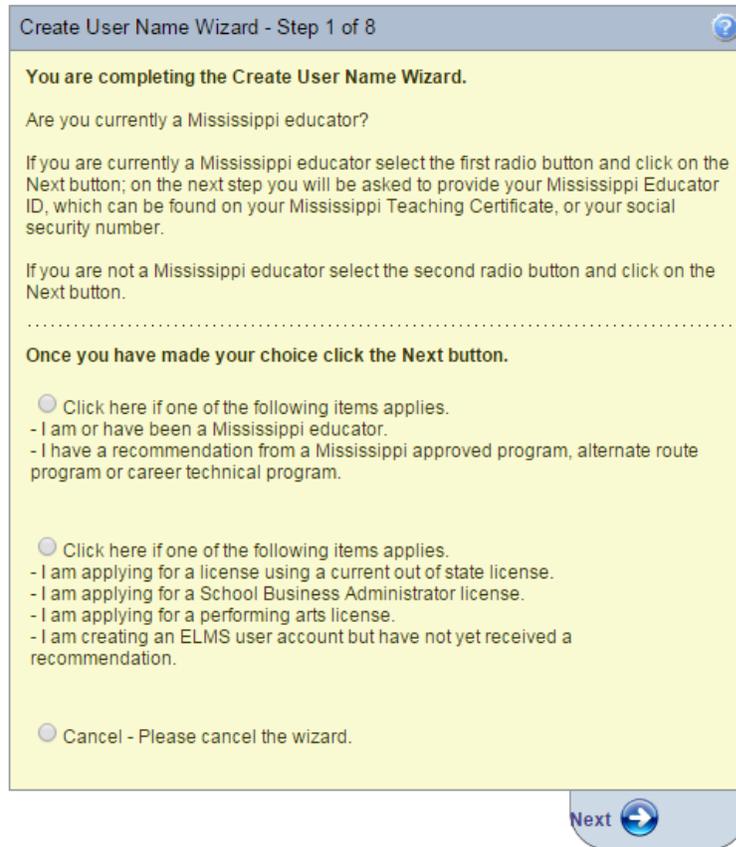
Once the recommendation has been made to the intern license, students must apply to the online recommendation made. The students will need to go the Mississippi Educator Licensure Management System (ELMS) or Licensure System at the following link:  
<https://sso.mde.k12.ms.us/Login/Login.aspx> . Students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



The screenshot shows the 'myMSDOE Single Sign On System' login page. The page has a blue header with the title and 'Mississippi State Department of Education Test Site'. On the left, there is a 'Help' menu with links to 'User Manual', 'Contact Support', and 'MDE Home'. The main content area is divided into four sections: 1. 'Already Have A User Account? Login Here:' with fields for 'User Name:' and 'Password:', and a 'Login To System' button. 2. 'New User? Create User Account Here:' with a text prompt and a 'Create New User Account' button highlighted with a red box. 3. 'Forgot Login Information? Login Here:' with a text prompt and a 'Forgot Your Password?' button. 4. 'Click here to access the License Look-up:' with a 'License Look-up' button.

# 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.



Create User Name Wizard - Step 1 of 8

**You are completing the Create User Name Wizard.**

Are you currently a Mississippi educator?

If you are currently a Mississippi educator select the first radio button and click on the Next button; on the next step you will be asked to provide your Mississippi Educator ID, which can be found on your Mississippi Teaching Certificate, or your social security number.

If you are not a Mississippi educator select the second radio button and click on the Next button.

.....

**Once you have made your choice click the Next button.**

Click here if one of the following items applies.  
- I am or have been a Mississippi educator.  
- I have a recommendation from a Mississippi approved program, alternate route program or career technical program.

Click here if one of the following items applies.  
- I am applying for a license using a current out of state license.  
- I am applying for a School Business Administrator license.  
- I am applying for a performing arts license.  
- I am creating an ELMS user account but have not yet received a recommendation.

Cancel - Please cancel the wizard.

Next 

# 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.



**Apply For Your Recommendation Here**  
Click here to apply for your recommendation. You have recently completed an approved Mississippi teacher education program. You have been electronically recommended for a Mississippi teaching credential. Click on this link to start your application process.

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.

College Recommendations Awaiting Application				
Certificate	Status	Institution	Recommended	Apply
ET - ELEMENTARY LICENSE	Completed Program	MS-ALCORN STATE UNIVERSITY	4/4/2010	<b>Apply For Credential</b>

If your status is Pre-Completion of Program, then you can apply for your credential. However, the Department of Education cannot approve your credential until your Institution of Higher Education notifies us that you have met all the program requirements. Please contact your Institution of Higher Education.

# 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).



 You recently submitted a Recommendation Application to the Mississippi Department of Education.  
[Click here to email questions to MS DOE.](#)

# 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.

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