

RENEWAL OF LICENSE

Renewal requirements apply only to educators with a standard license. The requirements do not apply to administrators or to educators with a special non-renewable license.

When Can I Renew?

A license may be renewed for one five-year period beyond the present validity dates. All credits earned for renewal must be earned between the validity dates printed on the license. If, for example, the current validity dates show that the license is valid from 7/01/1997 and valid to 6/30/2002, only credits earned between those dates may be used for renewal. A license may be renewed at anytime within the validity dates. If the license in this example is renewed on 03/01/2000, new validity dates will be added to the current license to show (5) five additional years, valid from 07/01/2002, valid to 6/30/2007.

How Can I Renew?

A license may be renewed using semester hours and/or CEUs. Semester hour credit with a grade of "C" or higher may be completed on the undergraduate or graduate level at regionally/nationally accredited senior colleges, universities, or community colleges. Coursework must be in content or job/skill-related area, which includes pedagogy and skills for effective teaching and leadership (e.g., courses specific to endorsement area, computer technology, cooperative learning, learning styles, methodology, etc.).

Requirements for renewal of a **Class A license** are: ten (10) CEUs; or (5) CEUs and three (3) semester hours; or six (6) semester hours.

Requirements for renewal of a **Class AA, AAA, or AAAA license** are: five (5) CEUs or three (3) semester hours.

The Office of Educator Licensure **does not** accept CEU certificates for **less than .5 CEUs or five contact hours.**

A license may be renewed by completion of the National Board of Professional Teaching Standards if completed during the validity period. A license may be renewed for one five-year period beyond the present validity dates. For information relating to the National Board of Professional Teaching Standards process, contact the Mississippi Teacher Center at (601) 359-3631.

What Do I Submit for Renewal?

When all requirements are completed, a Licensure Application and college transcripts and/or original CEU certificates, or verification of completion of National Board should be submitted for license renewal. Official transcripts must be in a sealed envelope(s) bearing the seal of signature of the registrar.

Facts to Remember

The Mississippi Department of Education no longer approves programs for CEU credit. School districts, organizations, or individuals wishing to prepare and offer a program for CEU credit must submit an application to an accredited CEU granting agency. Any Continuing Education Office at a college, university, or community/junior college is an accredited CEU granting agency.

If a license is issued at anytime during a school year, that portion of the year counts as one full year.

Pay close attention to your expiration date. Your license will expire on June 30th of the expiration year.

If a duplicate copy of the license is desired, the applicant shall submit a completed Licensure Application and a \$5 money order (personal checks not accepted) to the Mississippi Department of Education, Office of Educator Licensure, PO Box 771, Jackson, MS 39205.