

**BAY ST. LOUIS – WAVELAND SCHOOL DISTRICT**  
**201 CARROLL AVENUE**  
**BAY ST. LOUIS, MISSISSIPPI 39520**

*Rebecca Ladner, Ph.D.*  
*Superintendent*

*Rusty Dempsey, Ph.D.*  
*Assistant Superintendent*

---

*Telephone (228) 467-6621*  
*Fax: (228) 466-4895*

April 7, 2010

TO: Certified Employees

FROM: Rebecca Ladner

RE: Renewing your MS Educator License On-Line

The Office of Educator Licensure has moved to the new Educator Licensure Management System (ELMS). You can now renew your MS Educator License on-line.

From the MDE homepage: <http://www.mde.k12.ms.us/> - on left side, second from top: "Educator Licensure Management System". This will take you to the correct place to create your account as a new user. One you have created your account, you will complete the "On-Line Renewal Process". If you have any questions, please contact the Office of Educator Licensure at 601-359-3483.

Each teacher will be responsible for keeping up with their own account. After creating your account, you will "bank" your CEUs. When you have "banked" enough CEUs to renew your license, the system will prompt you to "Submit for Licensure Renewal".

After you have completed this process, please e-mail Lisa Hinson. After we receive your e-mail stating that you have completed the on-line process, our office will contact you with a date/time for you to come to our office with your CEUs. We will verify your CEUs and make copies for our records. The Superintendent will confirm with the State Department that you have completed the requirements for renewal. You will be able to print your new licenses from this same website.

This process should be much quicker than the old way of mailing your renewal paperwork to the MDE.