




## MEMORANDUM

To: Local Superintendents of Education, Officials of Eligible Non-public Schools, Human Resources Directors, Principals, Teachers, and All Other Educational Stakeholders

From: Dr. Cory M. Murphy, Executive Director   
Office of Teaching and Leading

Date: August 1, 2018

Subject: Discontinuation of Educator Licensure Application Drop-off/Walk-in Service

This is written to inform you of an important change related to the **discontinuation of educator licensure application drop-off/walk-in service**. Beginning Monday, August 13, 2018, the Office of Educator Licensure will no longer offer **educator licensure application drop-off/walk-in service** as a document delivery option. This courtesy service was implemented during the summer of 2016 on a trial basis and due to frequent occurrences of incidents that threaten the safety of Educator Licensure personnel, it is unfortunate but necessary that we discontinue this service effective Friday, August 10, 2018. The final opportunity to hand deliver completed application packets or any other relevant documents to the Office of Educator Licensure in-person is Friday, August 10, 2018.

Beginning Monday, August 13, 2018, all applications and other required documents shall be submitted to the Office via postal mail or as appropriate, please continue to take advantage of our online licensure application that is available through the Educator Licensure Management System (ELMS). If the online licensure application option is used, all supporting documents are still required to be delivered to the Office via postal mail.

We are working diligently to transition to a new and improved licensure application management system that will eventually allow for the submission of certain supporting licensure documentation via the applicant's ELMS account along with the ability to track the status of processing, view and print documents submitted and access any correspondence sent to the applicant from the Licensure Office. Again, these are improvements that are currently under development and not available as of the date of this memorandum. We will keep you apprised of the availability of these and other enhancements upon completion. We will continue to process each licensure request in the order in which it is received.

We ask your assistance with communicating the drop-off/walk-in service change by sharing the content of this memorandum with all educational stakeholders. Should you have questions, please do not hesitate to contact a member of the Educator Licensure team via email at [teachersupport@mdek12.org](mailto:teachersupport@mdek12.org) or telephone (601) 359-3483. As always, we appreciate and value the opportunity to serve you.

c: Dr. Paula A. Vanderford