

CEUs

Everything you need to know



What are CEUs?

Continuing education units are measures of mastery of continuing education skills. These are earned during in-service professional development meetings, college courses, workshops, and seminars/webinars.

How do I earn them?

Attend the professional development meetings held by your school or district.

Take college courses to earn advanced degrees.

Participate in workshops, seminars/webinars, and other continuing education courses.

How many do I need?

Teachers with a Bachelor's degree usually need to earn 10 CEUs each renewal cycle. Teachers with Master's degrees only need to earn 5 CEUs each renewal cycle.

You can log in to your ELMS account to see how many you are required to earn.

When do I need to be earning CEUs?

Anytime you are within a license renewal cycle, you may earn CEUs.

If you renew your license early, you will have to wait until you are out of the current cycle to begin earning CEUs.

For example, if your license is valid from 2020-2025, but you renew your license early in 2021, then your renewal cycle becomes 2025-2030, and you cannot start earning CEUs again until 2025. (You can only renew one cycle in advance.)

How do I receive my CEU certificates?

Once you have completed a workshop, seminar, or other activity, you must apply for CEUs by sending a request to the college or institution associated with that training. In Tishomingo County, that is typically NEMCC, although ICC or other colleges may be involved instead.

If you are applying for a CEU from [NMEC](#) (North Mississippi Education Consortium), then they have a special process you must use.

Applying for CEUs through



You will need some information about the workshop, including the name of the workshop, the date, the presenter, and the number of CEUs earned. You can find this information on the evaluation sheet that is given out at the end of the workshop. I would take a photo of this information before giving the sheet back to the presenter.

You will then go [here](#) to apply for your CEUs. There is a charge of \$12 for each request. They will email you a digital copy of your certificate. Save this for later.

A list of district-provided professional development through NEMCC can be found [here](#).

Applying for CEUs through



Once you have completed the training, go to [MS RESA Services](#) to download your certificate. You will have to create an account or login.

Download the certificate for the course you completed.

Then, go to [NMEC](#) to upload your certificate and apply for CEUs. You will also have to login to your account here.

The training facilitator or coordinator will usually reach out via email with any special instructions.

How do I add CEUs to my license?

Once you have received your certificates, you will need to upload them into your Educator Licensure Management System (ELMS) account. This is accessed through the [MS Department of Education Single Sign-On System](#) website. You can also access your license information here. You can view or add endorsements as well as view or add transcripts.

View the following slides for a tutorial on uploading CEUs to ELMS.

Remember: CEUs don't count if they aren't in ELMS! This is how the state tracks your CEUs.

myMSDOE Single Sign On System

Mississippi State Department of Education
Dr. Kim Benton

Frequently Asked Questions

 [Systems](#)  [My Profile](#)  [Help](#)

Location

- [Systems](#)

Help

- [User Manual](#)
- [Contact Support](#)
- [MDE Home](#)

Logout

- [Logout of myMSDOE](#)

System Listing



Educator Licensure Management System

Educator

**Once you have
logged in, click here.**



Visit ELMS 2.0 Training Page

Click here to see Training Videos on the new ELMS 2.0 System. The training videos show demonstrations of the system for the Educator, District, and Institution portals.



View Your Virtual Certificate Here

Your Virtual Certificate is available by clicking on the above link. It will show all endorsements that are issued and current.



View Available Online Applications Here

Most Mississippi Department of Education applications are available online. Select this link to manage your credentials and submit new credential applications.



Start the Renewal Cycle.

Your renewal cycle is 7/1/2025 - 6/30/2030. Click here to start entering CEUs and other renewal information.



View Your Credentials Here

Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.



View Your Professional Development Here

Your Professional Development is available online. Select this link to manage your professional development and submit your renewal application upon meeting appropriate requirements.



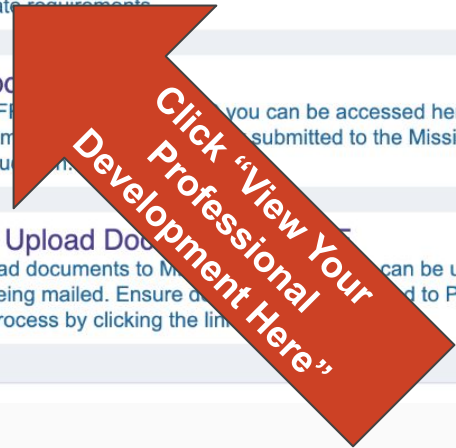
View Correspondence

Correspondence Files that you can be accessed here. Select this link to review messages submitted to the Mississippi Department of Education.



Click Here to Upload Documents

Click here to upload documents to Mississippi Department of Education. Documents can be uploaded to MDE instead of being mailed. Ensure documents are saved to PDF and then start the upload process by clicking the link.



Use Current Cycle

[View All CEU](#) [Add CEU](#)

Edit	View	ID	Entered by	Course ID	Description	Units	Start Date	End Date	Facilitator	ected	Delete
Edit		161095	Educator	6	CCSS & Differentiated Instruction	0.60	8/2/2012	8/2/2012	JBHM Education Gro		Delete
Edit		161094	Educator	6	Leading Change Through Challenging Times	0.50	1/7/2013	1/7/2013	Bobby Ashl		Delete
Edit		161097	Educator	6	CCSS and the Struggling Learner	2.00	6/16/2013	6/16/2013	Center for Cre		Delete
Edit		161098	Educator	6	Motivation: Teaching with Pizzazz	2.00	6/3/2013	7/15/2013	Center for		Delete
Edit		161100	Educator	6	Project WET	0.60	7/29/2013	7/29/2013	Megan		Delete
Edit		161096	Educator	6	Transitioning to Common Core Standards	1.20	8/5/2013	8/6/2013	Bai		Delete
Edit		161099	Educator	6	Creating Classroom Centers	2.40	10/1/2013	10/25/2013	NEMC	Online Learning	Delete
Edit		161093	Educator	6	Regional Literacy Training (LETRS)	3.20	6/12/2014	6/13/2014		wards	Delete

Scroll down to CEUs.
Click "Add CEUs".

Manage CEUs

Add CEUs

Educator ID:

CEU Course:

Course Name (not listed):

Units:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Facilitator:

Uploaded images and screenshots/photographs of documents including documents submitted using business applications such as CamScanner, Office Lens, or equivalent applications will not be accepted.

Document: No file chosen



Note: MDE will not accept CEUs less than .5. Values must have no more than one number past the decimal. If hundredths are included, round down. Example: 1.55 would round down to 1.5.

CEUs: Step by Step

1

Attend Training

Take a photo or write down the information from the evaluation sheet before you turn it in.

2

Upload Info to College/Institution

Go to the appropriate college website (usually NEMCC) and navigate to their continuing education department. Upload the information you saved from the training.

3

Upload Info & Certificate to ELMS

Log in to your ELMS account. Upload a digital copy of your certificate. Fill in required information fields (this info will be listed on the certificate).

*If the CEUs are issued by NMEC, there is sometimes an extra step involved. The training coordinator will typically send you an email with instructions.

Where can I find CEU opportunities?



Pay attention to emails. Your administrators and colleagues often share CEU opportunities via email!

More questions?

Call or email Cliff Nunley at 662-423-3206 cnunley@tcsk12.com

Visit the [MDE Licensure FAQ](#) and the [MDE Professional Development](#) websites for more information.