



Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure
75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-6600
TTY: N.E.T. Relay (800) 439-2370

Educator Licensure Application Change Request

First Name (Please Print)

Last Name (Please Print)

MI

Mailing Address (Please Print)

MEPID, License, or Social Security Number

Email Address (mandatory)

Phone Number

To Whom It May Concern:

I am officially requesting the following change(s) to my Massachusetts Educator License Application. I understand that the following parameters apply to licensure application change requests:

- If an application has ALREADY been reviewed by an evaluator, changes can only be made to the Type (ex. Preliminary, Initial, etc.). Field and Grade Level cannot be changed and I would need to apply for the license;
- If an application has NOT yet been reviewed changes can be made to the Field, Grade Level, and/or type;
- If a license is already approved, changes cannot be made to the license.

Requested Change	From:	To:
Please include Licensure Field (Content/Subject Area), Grade Level (1-6, 5-8, 9-12, etc.), and Type (Temporary, Preliminary, Initial or Professional)		

Signature:

Date:

Please note: This document can be uploaded directly into your ELAR account. For directions, please visit www.mass.gov/ese/licensure and select the How to Use the ELAR Portal link in the left navigational bar.