

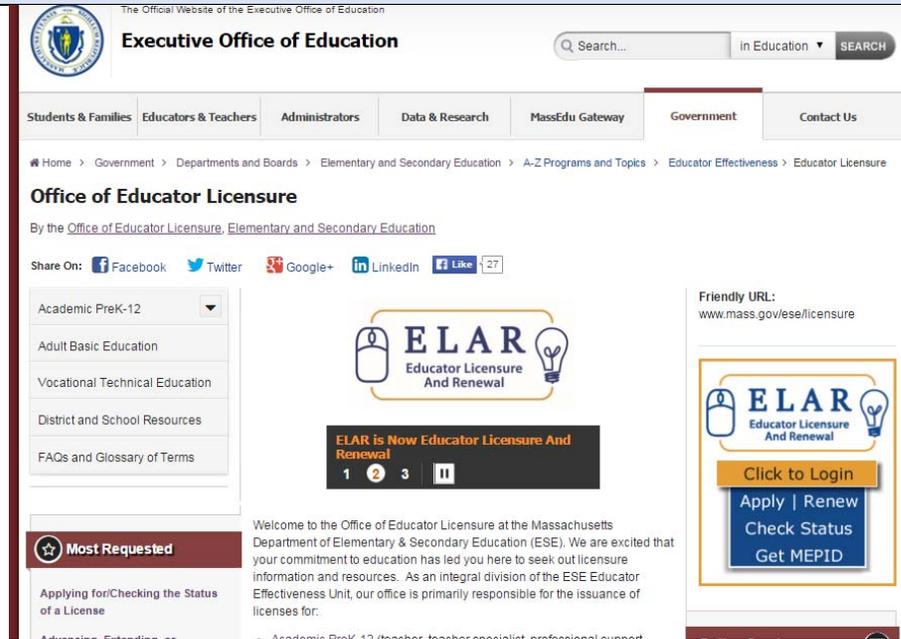


How to Request a Hard Copy of Your License in ELAR: A Step by Step Guide

October 2015

Access ELAR System

A. Go to www.mass.gov/ese/licensure



The screenshot shows the official website of the Executive Office of Education. At the top, there is a search bar and a navigation menu with categories like 'Students & Families', 'Educators & Teachers', and 'Government'. The main heading is 'Office of Educator Licensure'. Below this, there are social media sharing options and a 'Friendly URL' section with the address 'www.mass.gov/ese/licensure'. A central graphic features the 'ELAR Educator Licensure And Renewal' logo and a video player with the title 'ELAR is Now Educator Licensure And Renewal'. To the right of the video is a large button labeled 'Click to Login' with sub-options: 'Apply | Renew', 'Check Status', and 'Get MEPID'. A 'Most Requested' section is visible at the bottom left of the screenshot.

B. Click on ELAR Login Image



This is a close-up of the 'Click to Login' button from the website. The button is yellow with a blue border and contains the text 'Click to Login' in black. Below it is a blue button with white text that reads 'Apply | Renew', 'Check Status', and 'Get MEPID' stacked vertically. The ELAR logo is visible above the buttons.

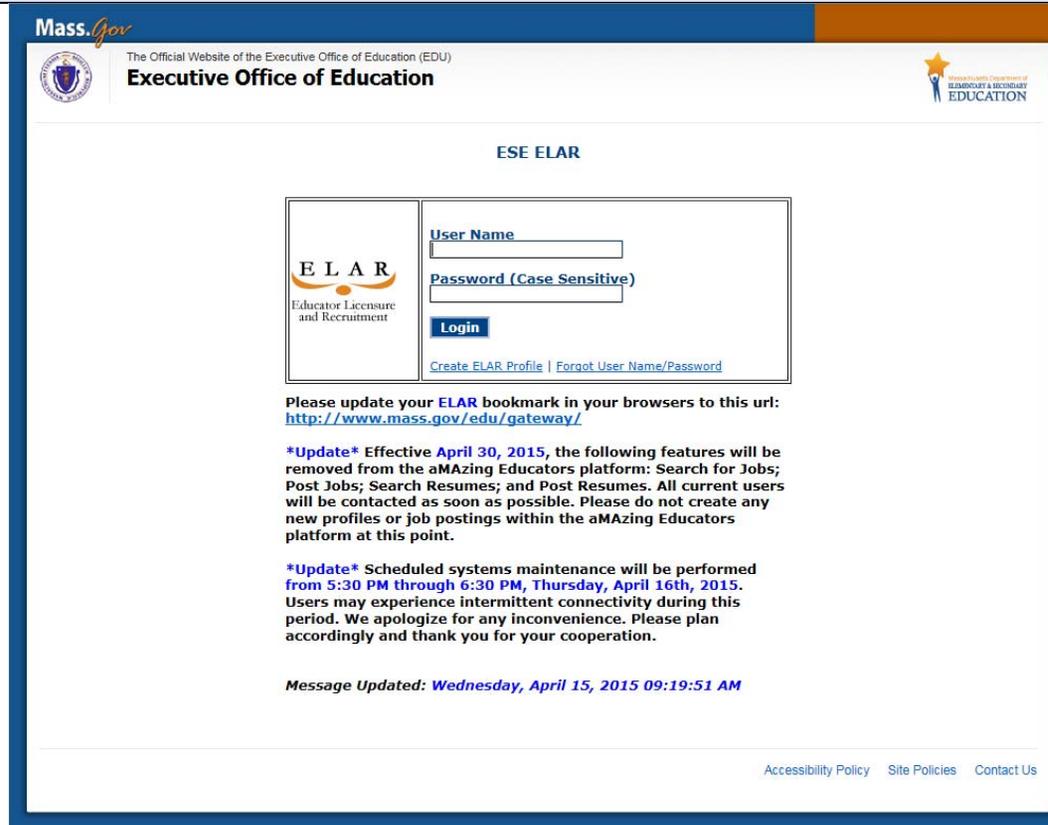


Log-in to ELAR Portal

A. Input your User Name and Password
(please note: these are case sensitive)

Note:

- If you do not have an ELAR account yet, or are not sure, click on the Create ELAR Profile link and create a new profile/account. If you do have a profile the system will locate it and notify you.
- If you do not know if you have an account, or have forgotten your ELAR User Name or Password, click on the Forgot User Name/Password link and follow prompts. Again, if you already have a profile, you will be alerted.
- You will be required to provide an email address in your ELAR account. It is important that you keep your contact information in ELAR up to date. Most especially your email and mailing addresses.



The screenshot shows the ELAR login page. At the top, it says "Mass.gov" and "The Official Website of the Executive Office of Education (EDU)". The main heading is "Executive Office of Education". Below that, it says "ESE ELAR". There is a login form with fields for "User Name" and "Password (Case Sensitive)", a "Login" button, and links for "Create ELAR Profile" and "Forgot User Name/Password". Below the form, there is a message: "Please update your ELAR bookmark in your browsers to this url: <http://www.mass.gov/edu/gateway/>". There are two update notices: one about features being removed from the aMAZing Educators platform effective April 30, 2015, and another about scheduled systems maintenance from 5:30 PM to 6:30 PM on Thursday, April 16th, 2015. At the bottom right, there are links for "Accessibility Policy", "Site Policies", and "Contact Us".





Request a Duplicate

Instructions

ELAR Welcome Page

A. On your ELAR Welcome page click on [Request a duplicate license](#) link

Hello Maria - What would you like to do today?

- > [Apply for a new license, apply for an Endorsement, or advance to the next level license](#)
- > [Apply to renew your professional level license](#)
formerly standard stage license
- > [Request a duplicate license](#)
- > [Check license status and history, make a payment](#)
- > [Update your educational background](#)
- > [Update your professional development plan](#)
- > [Update your profile](#) | [Change Your Password](#)
- > [Apply to be a program reviewer](#)
- > [Update your affidavit](#)

Request a Duplicate of Your License

A. Select appropriate radial button (yes or no) next to: Does your request involve a name change?

B. Click on **Next** button

Step 1

Review Profile and Licenses

Step 2

Enter Payment

Request a Duplicate of Your License

ELAR Home - Logout

Step 1 - Review Your Personal Profile and Licenses

Personal Profile

Your duplicate license request will be mailed to the address below.

If any of this information is incorrect or incomplete, please click EDIT button to update it. [EDIT](#)

*MEPID: **46263104**
 Name: **Maria L. Cyr** SSN: **999-66-3333**
 Date of Birth: **July 12, 1968** Massachusetts License #: **562413**
 Gender: **FEMALE** Race/Ethnicity: **White - not Hispanic/Latino**
 Address: **5 Pleasant Street, Arlington, MA 01982 USA**
 Telephone Number: **508-468-2631** Email: **Mcyr68@cardiff.k12.edu**

The Department of Elementary and Secondary Education strongly encourages you to provide and communicate to us via email so that we can enhance our service to you. Please verify that your email address is correct.

* A MEPID or Massachusetts Education Personnel ID is a unique identifier assigned to all educators and to school district staff in Massachusetts. MEPIDs were developed as part of the Education Personnel Information Management System (EPIIMS) and enable the collection of educator and staff data at the individual level from school districts to the Department. For more information on MEPIDs and EPIIMS, visit the EPIIMS homepage on the EDE website.

Is a name change required?

Does your request involve a name change? Yes No

*Name changes require proof and therefore cannot be processed on-line. Please download the paper duplicate request form found at the link below and follow the instructions on the form. After downloading the form, click cancel at the bottom of this screen to return to the welcome page.

[Name Change Request Form \(PDF\)](#)

Current Licenses on File

**Note: Appropriate date on file.

Field	Level	Type	Application Type	Status	Expiration Date
Special Needs	5-12	Initial	ACADEMIC	Expired	June 2, 1997
Special Needs	5-12	Professional	ACADEMIC	Licensed	June 8, 2017
Biology	9-12	Professional	ACADEMIC	Inactive/Invalid	January 24, 2011
Instructional Technology	All Levels	Initial	ACADEMIC	Expired	February 24, 2009
Instructional Technology	All Levels	Professional	ACADEMIC	Licensed	March 31, 2019
Biology	5-8	Initial	ACADEMIC	Licensed	

A duplicate request will include all licenses shown above.

Please contact the Department of Elementary and Secondary Education customer service at 781-338-3000 x6600, if your license information above is incorrect or incomplete.

Please click NEXT to submit your application and provide payment information.

By clicking NEXT, I authorize that all of the information submitted on this duplicate request is true and contains no misrepresentations or falsehoods.

[Next](#) [Cancel](#)





Make Payment

Instructions

C. Make payment

Step 1

Review Profile and Licenses

Step 2

Enter Payment

Duplicate Licenses - Payment

Licensure Requirements Tool - Logout

Select Method of Payment

Mrs. Maria L. Cyr (XXX-XX-3333)

Duplicate License

Academic: Teacher, Special Needs, 5-12, Initial	- Expired
Academic: Teacher, Special Needs, 5-12, Professional	- Licensed
Academic: Teacher, Biology, 9-12, Professional	- Inactive/Invalid
Academic: Teacher, Instructional Technology, All Levels, Initial	- Expired
Academic: Teacher, Instructional Technology, All Levels, Professional	- Licensed
Academic: Teacher, Biology, 5-8, Initial	- Licensed

Total Amount Due \$25.00

A processing fee is required before the Department can process your request.

If you have not paid for the first license you applied for (the \$400 license), your application cannot be reviewed in its entirety until payment is received, although your application may be reviewed to determine your character and fitness.

Please select one of the links below to indicate how you wish to pay:

> [Pay Online with a Credit Card](#)

NOTE: Epay does not work with the Safari Browser.

> [Mail in a Credit Card Payment](#)

> [Mail in a Cashiers Check or Money Order](#)

Cancel

Massachusetts Department of
Elementary & Secondary Education

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