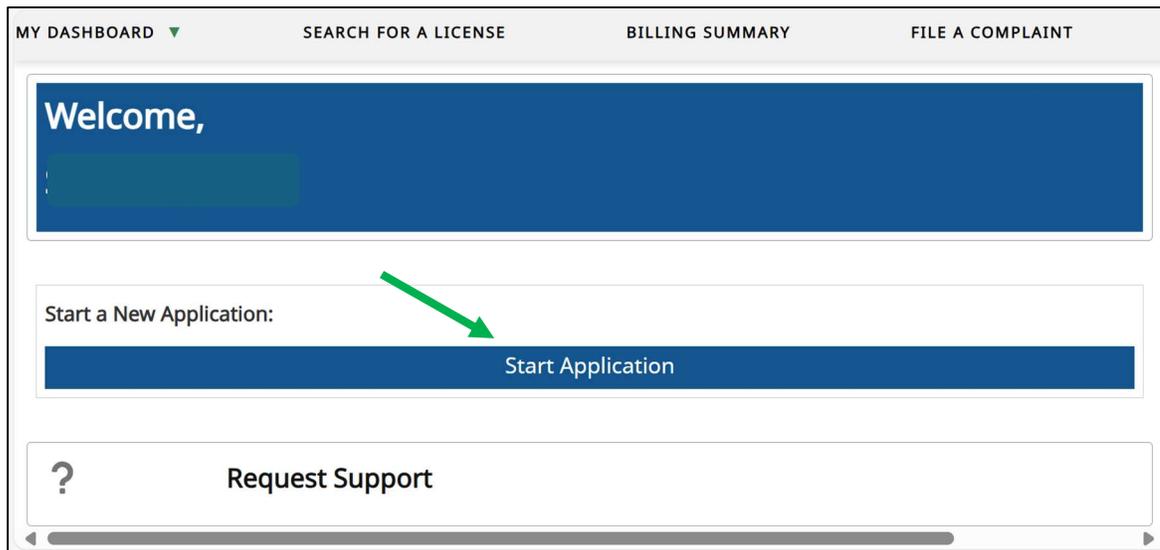


Apply for a license or permit

- 1) Log in to your MyMassGov account and verify your login.
- 2) On the Home page, scroll down and click the **Start Application** button:



- 3) eLIPSE displays the **Select License Board and Type** page:

The screenshot shows the 'Select Board & License Type' page. The page has a navigation bar at the top with links for 'MY DASHBOARD', 'SEARCH FOR A LICENSE', 'BILLING SUMMARY', and 'FILE A COMPLAINT'. The main content area is titled 'Select Board & License Type' and includes the instruction 'Please select the board and license type that you are applying for:'. There are three main sections: 1) A drop-down menu for 'Please select Board you are applying for:'. 2) Radio buttons for 'What are you applying for?' with options: Person License, Business License, School License, and Permit. 3) A drop-down menu for 'Please select the License you are applying for:'. At the bottom left is a 'Cancel' link and at the bottom right is a blue 'Next' button. On the right side of the page is a 'Steps' sidebar with a vertical progress indicator. The steps are: 'Select Board & License Type' (current step, marked with a blue circle), 'What You Will Need', 'Upload Passport-Style Photo', 'Notarized CORI Acknowledgement Form', 'Review and Sign Your Application', 'Payment Confirmation Page', and 'Finish'.

On the right, you will see the steps the site will guide you through to file your application.

- a. On the left, in the first drop-down, select the Board you are applying to.
- b. Next, click the radio button to select whether you are applying for a license or a permit.
- c. If you are applying for a Business or School license, you will be asked whether this is a new school or business, or an existing one.
- d. In the next drop-down, select the specific license or permit you are applying for, for example, "Plumbing Apprentice."

- e. After making your selections in the drop-down, at the bottom of the form click the **Next** button.
- 4) eLIPSE displays the **What You Will Need** page. Read it carefully to find out about any conditions around applying, which documents you will need, and fees. (This example is from a Master Plumber application.)

What You Will Need

- You are applying for a NEW license with the Division of Occupational Licensure. If you are seeking a renewal or reinstatement, please contact the Board that licensed you before proceeding.
- Please be aware of the following statements:
 - Fee payments are nonrefundable.
 - Your mailing address is public record. If you do not want your home address as your public mailing address, please provide an alternate address where you regularly receive mail.
 - You may seek counsel at any time during the application process.
 - References to Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) may be excerpted or paraphrased.
- You must download and/or complete the following documents BEFORE you fill out your application.
 - Passport-Style Photo
 - [Notarized CORI Acknowledgement Form](#)
 - [Statement of Experience and Education Verification Form](#)
- Getting your license involves two payment:
 - Application Fee: \$31
 - You'll pay this when you submit the application for review.
 - License Fee: \$78
 - You'll only pay this once your application has been approved.

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

- You may need to download certain documents to fill them in, for example, the Notarized CORI Acknowledgement Form.
- If you have access to a printer, you might find it helpful to print this page as a document checklist.

After you have read the page, at the bottom right, click the **Next** button.

- 5) Depending on the license or permit you are applying for, you may see screens asking for additional information, for example, about a license in another jurisdiction.
- 6) Eventually, eLIPSE displays the **Personal Details** page. Enter all required information:

Personal Details

Please enter the requested personal details below.

Salutation

First Name Middle Name Last Name

Scott Tepper

Suffix

* Have you recently changed your name or have been known by any other name in the past?

* Date of Birth

* Do you have a Social Security Number?

* Gender:
 Male Female Non-binary Prefer not to answer

* Which of the following race classifications best describes you? Asian Black or African American Latino Native Hawaiian or other Pacific Islander White

After you have entered all required information, at the bottom right of the page, click the **Next** button.

If you need to pause work on your application...

If you need to pause work on your application before finishing it, at the bottom left of any page, look for the **Save for Later** button.

When you click it, eLIPSE will save your application up to that point.

Next time you log in to eLIPSE, that application will be on your Home page, along with a **Resume application** button.

7) eLIPSE displays the **Professional and Criminal History Details** page:

Professional and Criminal History Details

If you had a case sealed, expunged, pardoned or court ordered to be kept confidential; or you had a juvenile (delinquent) case that was NOT indicted to either Superior Court or as a Youthful Offender (YO), you may answer NO and you do not need to provide an explanation for that particular case.

If you answer YES to any question, you must provide an explanation for that particular case. In some instances, we may require additional documentation to be uploaded. The Board is authorized to access data about convictions and pending criminal cases. These records and other Federal and professional records may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

- * Has a professional licensing or certification board in the United States or another country taken disciplinary action against you?
- * Are there pending complaints that may result in disciplinary action against you from another professional licensing or certification board in the United States or another country?
- * Have you surrendered a license to a professional licensing board in any jurisdiction?
- * Have you ever applied for and been denied a professional license in any jurisdiction?
- * Have you ever admitted to or been convicted of a felony or misdemeanor in the United States or another country?
- * Do you currently have any open or pending (open cases) felony or misdemeanor charges for a felony or misdemeanor in the United States or another country?

Answer all questions truthfully. Answering **Yes** to any question does not automatically disqualify you.

When you are finished with this page, at the bottom right, click the **Next** button.

8) eLIPSE displays the **Education and Employment Details** page. Enter information as required for the license you are applying for. (This example is from a Plumbing Apprentice application.)

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Education and Employment Details

Please enter your education history and employment details as required.

To qualify for licensure, apprentice plumbers must be directly employed by Master Plumber who holds a current and valid Massachusetts Master license.

Provide the below details regarding the Master Plumber under whom you will be employed following your licensure.

Be advised that in order to submit this application the "STATEMENT OF EMPLOYING MASTER PLUMBER" must be completed by the Master licensee and uploaded on the documents page of this application.

* I am currently enrolled in a plumbing program at a Massachusetts Vocational Technical High School

No

* Master Plumber License Number

3437-pl-ri

Cancel Save for later Previous Next

When you are finished, click the **Next** button.

- 9) eLIPSE displays the **Military Status** page. Select your military status from the drop-down, provide any necessary documentation, and then click the **Next** button:

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Military Status

Please provide your military status and any related documentation.

* What is your military status?

Cancel Save for later Previous Next

- 10) eLIPSE displays the **Upload Passport-Style Photo** page. Click the **Upload Files** button. This is very much like attaching a photo to an email or text message. Your photo can be in any of the popular image formats, like jpg or png, or it can be a PDF file.

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Upload Passport-Style Photo

Please upload a 2X2 passport style photo, with a clear, front-facing view.

* Passport-Style Photo

Upload Files Or drop files

Cancel Save for later Previous Next

After you have uploaded your photo, at the bottom right of the screen, click the **Next** button.

- 11) eLIPSE displays the **Notarized CORI Acknowledgement Form** page. Click the **Upload Files** button. This is very much like attaching a photo to an email or text message. Your form document can be a scan in any of the popular image formats, like jpg or png, or it can be a PDF file.

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Notarized CORI Acknowledgement Form

Ensure this form is signed and notarized.

* Please upload the Notarized CORI Acknowledgement Form.

Upload Files Or drop files

Cancel Save for later Previous Next

After you have uploaded your photo, at the bottom right of the screen, click the **Next** button.

- 12) From this point, eLIPSE will display other pages depending on the license or permit you are applying for. For example, if you are applying for a Plumbing Apprentice license, eLIPSE will display a page asking for an Apprentice Statement of Employing Master.

After you have completed those other forms, eLIPSE displays the **Review and Sign** page:

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Review and Sign Your Application

Please read and agree to the attestation statements and submit your application.

Digital Signature

Cancel Save for later Previous Pay

On this form, click the pencil icon.

eLIPSE will display a form where you:

- Enter the name or initials you want to sign with.
- Choose whether you want to draw your signature or choose a style for a digital signature.
- Read the attestation.
- Click that you agree.
- Click the **Submit** button.

When you return to this screen, click the **Pay** button.

13) eLIPSE displays the You're Almost Done! page. Review the fees associated with your license or permit, and then click the Next button.

You're Almost Done!

Please note: A convenience fee will be applied to your transaction. This helps cover processing costs.

Check that your application is complete and correct. You won't be able to make changes after you submit. **After you pay, your application will be complete.**

Order Summary

License Fee _____ \$14

Estimated Total _____ \$14

[Cancel](#) [Save for later](#) [Previous](#) [Next](#)

14) eLIPSE displays the Pay Online page:

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Pay Online

The DOL uses Catalis to accept online payments. When you hit "Next", you'll be taken to an external site to make the payment, and then brought back here.

Please follow the instructions on their site to make your payment.

I would like to pay by Check or Money Order

[Cancel](#) [Save for later](#) [Previous](#) [Next](#)

If you choose to pay by Check or Money order, eLIPSE will advise you that will delay processing of your application until DOL receives your payment. Online payments are processed by another service, and you will be taken to its page After you have made your choice of how to pay, at the bottom right, click the Next button.

After you have paid your fees online, eLIPSE will confirm your payment. DOL will start to review your application, and DOL will notify you via email about the progress of your application.

If you have more questions about applying for a license or permit, at the bottom of the DOL page, click the Contact US link.