

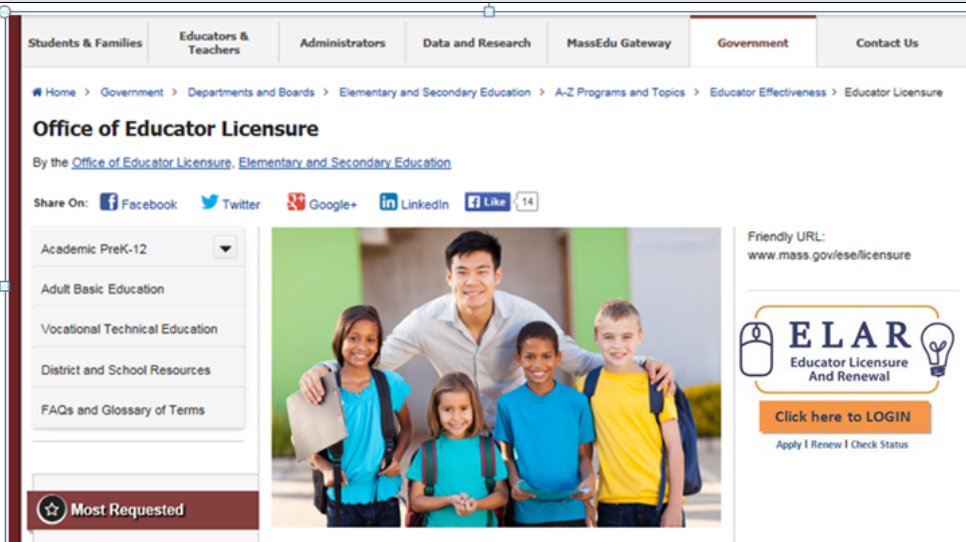


How to Apply for the SEI Endorsement in ELAR: A Step by Step Guide

July 2015

Access ELAR System

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



The screenshot shows the website for the Office of Educator Licensure. At the top, there is a navigation menu with tabs for 'Students & Families', 'Educators & Teachers', 'Administrators', 'Data and Research', 'MassEdu Gateway', 'Government', and 'Contact Us'. Below the menu is a breadcrumb trail: '# Home > Government > Departments and Boards > Elementary and Secondary Education > A-Z Programs and Topics > Educator Effectiveness > Educator Licensure'. The main heading is 'Office of Educator Licensure', followed by the text 'By the Office of Educator Licensure, Elementary and Secondary Education'. There are social media sharing options for Facebook, Twitter, Google+, and LinkedIn, with a 'Like' button showing 14 likes. A left sidebar contains a dropdown menu for 'Academic PreK-12' and other categories: 'Adult Basic Education', 'Vocational Technical Education', 'District and School Resources', and 'FAQs and Glossary of Terms'. A 'Most Requested' section is also visible. The main content area features a photograph of a teacher and four students. To the right of the photo is a 'Friendly URL' section with the address 'www.mass.gov/ese/licensure' and a large 'ELAR Educator Licensure And Renewal' logo. Below the logo is an orange button that says 'Click here to LOGIN' and a link for 'Apply | Renew | Check Status'.

B. Click on ELAR Login Image



The image shows a close-up of the ELAR logo and login button. The logo consists of a computer mouse icon on the left, the text 'ELAR Educator Licensure And Renewal' in the center, and a lightbulb icon on the right. Below the logo is an orange button with the text 'Click here to LOGIN' and a link for 'Apply | Renew | Check Status'.





Log-in to ELAR

Instructions

Log-in to ELAR Portal

A. Input your User Name and Password

Note:

- If you do not have an ELAR account yet, click on the Create ELAR Profile link and create a new profile/account.
- 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.

The screenshot shows the login page for the ELAR (Educator Licensure and Recruitment) portal. At the top, it says "Mass.gov" and "The Official Website of the Executive Office of Education (EDU)". The page title is "Executive Office of Education". Below this, the page is titled "ESE ELAR". There is a logo for "ELAR Educator Licensure and Recruitment" on the left. On the right, 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 effective April 30, 2015, regarding the removal of search features from the aMAzing Educators platform, and another regarding 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".





Apply for SEI Endorsement

Instructions

ELAR Welcome Page	
<p>A. Click on Apply for a new license, apply for an Endorsement, or advance to the next level license</p>	<p>Hello Maria - What would you like to do today?</p> <ul style="list-style-type: none"> > 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
Apply for Licensure - Introduction Page	
<p>A. Review instructions for how to navigate within the ELAR system.</p> <p>B. Click Next button</p>	<p>Apply for Licensure</p> <p>This on-line application form contains special features. Please <u>do not</u> use your web browser's BACK or FORWARD buttons during the data entry process. Instead, use the BACK and NEXT buttons found at the bottom of the screen to move backwards or forwards between steps. The CANCEL button can be used at anytime to cancel the application and return to the welcome page.</p> <p>Mrs. Maria L Cyr</p> <p>Welcome to the Massachusetts Department of Elementary and Secondary Education site to apply for educator licensure!</p> <p>This online application tool walks the applicants through an easy five step process to complete an application for licensure in accordance with the regulations for licensure in the Commonwealth of Massachusetts.</p> <p>The steps to complete the application process are:</p> <ul style="list-style-type: none"> Step 1 - Review and/or update your profile information Step 2 - Select the licenses for which you wish to apply Step 3 - Review and/or update your affidavit Step 4 - Confirm, sign and submit your application Step 5 - Enter payment <p>Click NEXT button to begin the application process.</p> <p>next cancel</p>



 **Apply for SEI Endorsement**
Instructions

Step 1: Verify Profile

- A. Verify profile information.
- B. Click Next button

Note:

- The Department of Elementary and Secondary Education will communicate with you regarding your application via email so please ensure that you have provided a current and valid email address.
- You cannot update your name, birth date, or social security number.

To update your name, please follow the instructions on and submit the: [Request for Name Change/Hard Copy](#) form.

To update your social security number, please send a copy of your social security card to the [Office of Educator Licensure](#).

Apply for Licensure

Step 1 - Verify Profile

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: M Cyr68@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 (EPIMS) 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 EPIMS, visit the EPIMS homepage on the ESE website.

Education

To enter or update the education information, please click EDIT button. [Edit](#)

Country	State/Province	College/ University/ Institution	Major	Degree/Diploma Earned/Expected	Month/Year Earned
United States of America	Massachusetts	Suffolk University	Biology	Bachelor	6 / 1988
United States of America	Massachusetts	Lesley College	Special Education	Master	6 / 1992

[next](#) [cancel](#)





Apply for SEI Endorsement Instructions

Step 2: Enter Licenses for Approval

- A. Select 'Endorsements' in the first Field drop-down list

New Licenses and Applications

* Field: Endorsements
 --Select Field--
 * Level: Academic: Administrator
 Academic: Professional Support Personnel
 Academic: Specialist Teacher
 Academic: Teacher
 Endorsements
 Click ADD to add the selected license to your application (shown in the table below).
 Required fields are marked with an asterisk (*).
 Total amount: \$0.00
 Click NEXT when done adding licenses to this application.

- B. Select the type of Endorsement in the second Field drop-down list

--Select Field--
 --Select Field--
 Sheltered English Immersion - Administrator
 Sheltered English Immersion - Teacher
 Transition Specialist
 Transitional Bilingual Learning - [Arabic]
 Transitional Bilingual Learning - [Armenian]
 Transitional Bilingual Learning - [Bosnian]
 Transitional Bilingual Learning - [Cambodian]
 Transitional Bilingual Learning - [Cantonese]
 Transitional Bilingual Learning - [Cape Verdean]
 Transitional Bilingual Learning - [Chinese]
 Transitional Bilingual Learning - [Creole Haitian]
 Transitional Bilingual Learning - [French]
 Transitional Bilingual Learning - [German]
 Transitional Bilingual Learning - [Greek]

- C. Select the Level and Type in the drop-down lists

* Level: Level depends on prereq license
 * Type: Endorsement

- D. Click on the Add button

Massachusetts Department of Elementary & Secondary Education

News District/School Administration Educator Services Assessment/Accountability Family & Community

UAT ELAR Home - Logout

Apply for Licensure

Step 1 Verify Profile
 Step 2 Enter Licenses
 Step 3 Sign Affidavit
 Step 4 Confirm Application
 Step 5 Enter Payment

Step 2 - Enter Licenses for Approval

Mrs. Maria L Cyr,

Please use this page to request one or more licenses for which you would like to apply. Select the field, level, and type for the licenses for which you would like to apply and then click ADD button. You will then be asked to indicate how you expect to obtain the license by selecting from available paths.

Current Licenses and Applications
 **Note: Appropriate date on file.

Field	Level	Type	Application Type	Date Applied	Date Issued	Expiry Date	Status
Academic: Teacher, Special Needs	5-12	Initial	ACADEMIC	February 15, 1995	Mar 20, 1995	June 2, 1997	Expired
Academic: Teacher, Special Needs	5-12	Professional	ACADEMIC	May 28, 1997	Jun 02, 1997	June 8, 2017	Licensed
Academic: Teacher, Biology	9-12	Professional	ACADEMIC	May 28, 1997	Jun 02, 1997	January 24, 2011	Inactive/Invalid
Academic: Teacher, Moderate Disabilities	PreK-8	Professional	ACADEMIC	December 7, 2006			Pending
Academic: Teacher, Instructional Technology	All Levels	Initial	ACADEMIC	May 10, 2008	Jan 28, 2009	February 24, 2009	Expired
Academic: Teacher, Instructional Technology	All Levels	Professional	ACADEMIC	February 2, 2009	Feb 24, 2009	March 31, 2019	Licensed

New Licenses and Applications

* Field: --Select Field--
 * Level: --Select Level--
 * Type: --Select Type--

Click ADD to add the selected license to your application (shown in the table below).
 Required fields are marked with an asterisk (*).

Field	Level	Type	Application Type
None found.			

Total amount: \$0.00
 Click NEXT when done adding licenses to this application.

back next cancel

Note: When you click on the add... button another window will open up outlining the license requirements





Apply for SEI Endorsement

Instructions

Step 2a: Enter License Requirements

Most licenses/endorsements have multiple paths and requirement sets that lead to the license/endorsement. The path that is most appropriate for you will depend upon your educational background, experience, and license(s) already held.

Shown on this page are examples of some common paths to the license/endorsement you seek. You can click on any of the requirements that make up a path to learn more about how to satisfy that particular requirement.

- A. Select the path that best fits how you have or how you plan to earn the SEI endorsement, and click “next”. For Administrators there is one path and for teachers there is either path 1 (for those who have done/will do one of the following: taken the ESE course, have an ESL/ELL license, passed the SEI MTEL) or path 2 (a transcript review based on a related degree or graduate level training).

Please note that should you choose a path that is not the most appropriate path for you, you will be placed upon the proper path during the evaluation of your license application.

- B. Click on the Next button

The screenshot shows a web application titled "Apply for Licensure" with a user name "Mrs. Maria L. Cyr". The interface is divided into a sidebar on the left and a main content area on the right. The sidebar lists steps: Step 1 (Verify Profile), Step 2 (Enter Licenses), Step 3 (Sign Affidavit), Step 4 (Confirm Application), and Step 5 (Enter Payment). The main content area is titled "Enter License Requirements" and contains the following text:

Enter License Requirements

Mrs. Maria L. Cyr

Congratulations on your desire to become licensed in **Endorsements, Sheltered English Immersion - Teacher, Level depends on your license, Endorsement!**

To aid the Department of Elementary and Secondary Education in our evaluation of your eligibility for this license, please select from the available paths for obtaining the license below. If only one path is available to you, it will already be selected. You can also click any of the requirements shown below to learn more about how to satisfy the requirement.

Note: Each path lists the general requirements. We understand that you may have already submitted documentation indicating completion of some of these requirements and/or they may not be needed under your particular circumstances.

Once a formal review of your application and supporting materials is conducted, we will notify you of your specific status.

Path 1 - 2012:Massachusetts general requirements
(click on any of the requirements for this path to find out more information about that requirement).

One of the following:

- Passing a Department-approved assessment, or
- Successful completion of a Department-approved course of study specific to providing sheltered English instruction, or
- Possession of an English as a Second Language or English Language Learners license, or
- Successful completion of a Department-approved course of study, through a Massachusetts approved program, specific to providing sheltered English instruction.

or Path 2 - 2012:Massachusetts general requirements
(click on any of the requirements for this path to find out more information about that requirement).

One of the following:

- A bachelor's degree in a major approved by the Department, or other graduate level training approved by the Department.

If you would like further information about the requirements for this or other licenses, visit [licensurehelp](#).

At the bottom right of the main content area, there are "next" and "cancel" buttons.





Apply for SEI Endorsement

Instructions

Step 2: Enter Licenses for Approval (cont.)

- At this point in the application you can edit the endorsement you are applying for or remove the endorsement that you selected to apply for.
- Click the Next button when you are ready to move forward with your application.

Step 3: Sign Affidavit

- Affirm the following statements are true (a check mark indicates the statement is true).
 - Click on the box next to any statement to check/uncheck it.
 - Please explain any unchecked boxes in the area provided at the bottom of the screen.
 - If you wish to exit without saving, click CLOSE.
 - When finished, click SIGN to save your changes.

By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.



Apply for SEI Endorsement Instructions

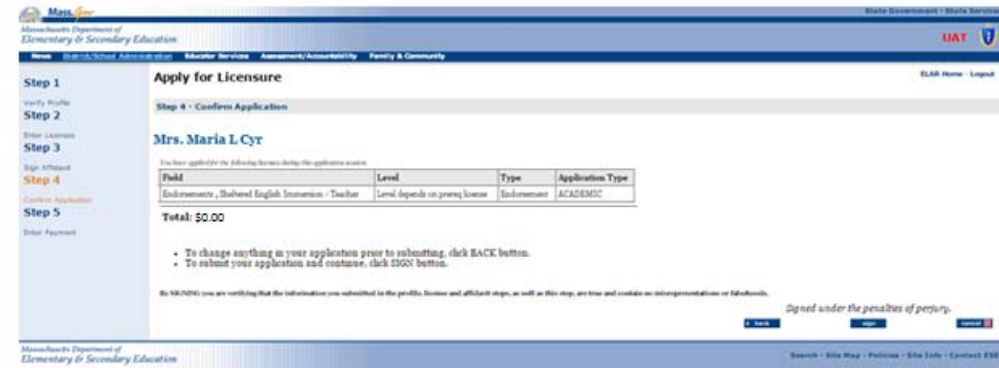
Step 3a: Sign Affidavit

- A. You will see a pop-up window confirming that you have successfully signed your affidavit.
- B. Click on the OK button



Step 4: Confirm Application

- A. You will now be prompted to sign your application.
- B. Click on the Sign button
- C. A window will pop-up verifying that you have signed your application.
- D. Click on the OK button



Applying for Graduate Credit

Applying for graduate credit is up to the individual course participant. To facilitate the acquisition of graduate credit, the Department of Elementary and Secondary Education has gotten pre-approval for credit with a number of colleges and universities. Information on these schools can be found at <http://www.doe.mass.edu/retell/credit.html>.

Anyone seeking graduate credit must complete the registration requirements and payment for the college or university.

If additional assistance is required, please contact the Licensure Call Center (Monday-Friday, 9:00am-12:00pm and 2:00pm-5:00 pm) at (781) 338-6600).

