

How to Apply for a License in ELAR: A Step by Step Guide

November 2015



Access ELAR System	
A. Go to <u>www.mass.gov/ese/licensure</u>	Mass.gov State Offices & Courts State A-Z Topics State Forms No Active Alerts Skip to main content AA English Case Image: Control of the Security of the Executive Office of Education Executive Office of Education Image: Control of the Executive Office of Education Image: Control of Education Image: Control of Education Image: Control of Education Image: Control of Education Image: Control of Education
	Students & Familie Educators & Teachers Administrators Data & Research Login Government Contact Us
B. Click on ELAR Login Image	Image: Weight of the example of the



Log-in to ELAR Portal

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

Note:

- If you <u>do not have an ELAR account</u> 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 <u>do not know if you have an</u> <u>account</u>, or <u>have forgotten your ELAR</u> <u>User Name or Password</u>, 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.

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	Accessibility Policy Site Policies Contact Us





ELAR Welcome Page						
A. On your ELAR Welcome page click on the	Hello Maria - What would you like to do today?					
Apply for a new license, apply for an	> Apply for a new license, apply for an Endorsement, or advance to the next level license					
<u>Endorsement, or advance to the next level</u> <u>license</u> link	> Apply to renew your professional level license formerly standard stage license					
	<u>Request a duplicate license</u>					
	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					
	> <u>Update your affidavit</u>					
Apply for Licensure - Introduction Page						
	Mass. for State Government · State Services					
A. Review instructions for how to navigate	Massachusetts Department of Elementary & Secondary Education					
within the ELAR system. B. Click Next button	News District/School Administration Educator Services Assessment/Accountability Family & Community Become an Educator Licensure 🤞 Career Advancement Teaching/Learning Preparing Educators Admin					
B. Click Next button	Apply for Licensure ELAR Home - Logout					
	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.					
	Mrs. Maria L Cyr					
	Welcome to the Massachusetts Department of Elementary and Secondary Education site to apply for educator licensure!					
	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.					
	The steps to complete the application process are: Step 1 - Review and/or update your profile information Step 2 - Celecture licenses for which to apply Step 3 - Review and/or update your affidavit Step 3 - Confirm, sign and submit your application Step 5 - Enter payment					
	Click NEXT button to begin the application process.					
	next cancel					
	Massachusetts Department of Search · Site Map · Policies · Site Info · Contact ESE Elementary & Secondary Education Search · Site Map · Policies · Site Info · Contact ESE					



Step 1: Apply for Licensure

- 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 upload the: <u>Request for</u> <u>Name Change</u> form into your ELAR account.

To update your social security number, please upload a copy of your social security card into your ELAR account.

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Step 1 Apply for Licensure ELAR Home - Log Verify Profile Step 1 - Verify Profile Step 1 - Verify Profile Step 3 Bign Affidavit MEPID: 40263104 Step 4 MEPID: 40263104 Confirm Application MEPID: 40263104 Step 5 Meriti L. Cyr SSN: 999-66-33333 Confirm Application Sold Pish: July 12, 1968 Massachusetts License #: 5062413 Confirm Application Sold Pish: July 12, 1968 Massachusetts License #: White - not Hispanic/Latino Address: 5 Pleasant Streegt, Arlington, MA 01982 USA Gender: Felphone Number: 508-468-2631 Enal: Mcyr68@cardiff.kiz.edu The Department of Elementary and Secondary Education strongly encourages you to provide and communicate to us via email at the wet can enhance our service to you. Please verify that your email address is correct. ************************************		ucation					UAT	Û
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Select the License Category in the first	t Field	Massachusetts Department of Elementary & Secondary Ed	ucation							UAT 🧯
drop-down list	t i iciu	News District/School Admini	stration Educator Services Assessment/Account	tability Far	mily & Community	/				
drop-down list		Step 1	Apply for Licensure							ELAR Home - Logo
ew Licenses and Applications		Verify Profile	Step 2 - Enter Licenses for Approval							
* Field:Select Field *	Select Fi	Step 2								
* Level: Academic: Administrator		Enter Licenses	Mrs. Maria L Cyr,							
Type: Academic: Professional Support Personnel Academic: Specialist Teacher Academic: Teacher		Step 3	Please use this page to request one or more licenses							
Endorsements	_	Sign Affidavit Step 4	Select the field, level, and type for the licenses for w available paths.	hich you would	like to apply and th	en click ADD button. 1	'ou will then be asked to	indicate how you	a expect to obtain the licen	se by selecting from
dk ADD to a Voc Tech Cooperative Education Coordinator quized fields a Voc Tech Supervisory		Confirm Application	Current Licenses and Applications							
Voc Tech Teacher: Agriculture and Natural Resources Cluster Voc Tech Teacher: Arts and Communication Services Cluster		Step 5	"Note: Appropriate date on file.							
Voc Tech Teacher: Business and Consumer Services Cluster Voc Tech Teacher: Construction Cluster Voc Tech Teacher: Health Services Cluster Voc Tech Teacher: Health Services Cluster		Enter Payment	Field	Level	Туре	Application Type	Date Applied	Date Issued	Expiry Date	Status
Voc Tech Teacher: Health Services Luster Voc Tech Teacher: Information Technology Services Cluster Voc Tech Teacher: Legal and Protective Services Cluster			Academic: Teacher, Special Needs	5-12	Initial	ACADEMIC	February 15, 1995	Mar 20, 1995	June 2, 1997	Expired
Voc Tech Teacher: Manufacturing, Engineering and Technological Cluster Voc Tech Teacher: Manufacturing, Engineering and Technological Cluster Voc Tech Teacher: Transportation Cluster			Academic: Teacher, Special Needs	5-12	Professional	ACADEMIC	May 28, 1997	Jun 02, 1997	June 8, 2017	Licensed
197			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
. Select the content area of the license	in the		Academic: Teacher, Instructional Technology	All Levels	Initial	ACADEMIC	May 10, 2008	Jan 28, 2009	February 24, 2009	Expired
second Field drop-down list			Academic: Teacher, Instructional Technology	All Levels	Professional	ACADEMIC	February 2, 2009	Feb 24, 2009	March 31, 2019	Licensed
			New Licenses and Applications							
Select Field- Biology			* Field:Select Field * Level:Select Level *			•	Select Field 🔻			
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Deaf and Hard-of-Hearing - [ASL/TC] Deaf and Hard-of-Hearing - [ASL/TC] Early Childhood: Students with and without Disabilities			Click ADD to add the selected license to your applica Required fields are marked by + (asterisk).	tion (shown in	the table below	add				
Earth Science Elementary English as a Second Language A	A g			evel	Ту	pe	Application Ty	pe		
English Foreign Language - [American Sign Language]	-					None found				
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Foreign Language - [Cape Verdean] Foreign Language - [Chin-ese]			Click NEXT and done adding licenses to this applic	ation.					4 back	next b cancel 2
Foreign Language - (Creole Haltian) Foreign Language - (French] *										
2. Select the Level in the drop-down list	/									
D. Select the Type in the drop-down list										
. Click on the add button										



Step 2a: Enter License Requirements

Most licenses have multiple paths and requirement sets that lead to licensure. The path that is most appropriate for you will depend upon your educational background, experience, license(s) already held, if you passed all required Massachusetts Tests for Educator Licensure (MTEL), and whether you hold the Sheltered English Immersion Endorsement, etc.

Shown on this page are examples of some common paths to the license 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 path has already been selected for you; however, you may select a different path, one that you believe best represents your qualifications. Please note that should you choose a path <u>that is not</u> the most appropriate path for you, you will be placed upon the proper path during the evaluation of your license application.

If only one path is available to you, it will already be selected.

A. After reviewing the possible paths and licensure requirements, click on the Next button at the bottom of the page. You will be brought back to the previous screen.

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p1 Approvide Unclusion: p2 Enter License Requirements p3 Mers. Maria L Cyr Market Tankyou for your interest in applying for the Academic: Teacher, Biology, 5-8, Initial license! Market Most biomese have multiple path and requirement sets that lead to licensure. The path that is most appropriate for you will depend upon your educational background, experience, license(s) already held, if you passed all required Massachusetts Tests for Educator Licensure (MTEL), and whether you hold the Schered Ediption Indersement, etc. m Application Shown below are examples of some common paths to the license you seek. You can click on any of the requirements that make up a path to learn more about hor to satisfy that paticular requirement. Yummat Versumy select or of the Ediving paths however, one has already been selected for you. 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 dyour license application. If only one path is available to you, it will already be selected. P Descension of a Massachusetts general requirements (Edit on any of the requirements to this field and at this grade level • Completion of a Massachusett approved program for this license and the sequence on the should have advachuset the similar base and the sequence on the field work of a Massachusetts field in the license coupht isous on coll isous achusets in the sint and the sequence of enginement isous and license for this license a coupht isous on coll isous achusets isous approved elocator grequaration program applicable	ews District/School Adminis	······································
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Literate Thank you for your interest in applying for the Academic: Teacher, Biology, 5-8, Initial license! Market Most licenses have multiple paths and requirement sets that lead to licensure. The path that is most appropriate for you will depend upon your educational background, experience, license() already held, if you passed all required Massachusetts Tests for Educator Licensure (MTEL), and whether you have ducational background, experience, license() already held, if you passed all required Massachusetts Tests for Educator Licensure (MTEL), and whether you have ducational background, experience, license() already be assed all required Massachusetts Tests for Educator Licensure (MTEL), and whether you have ducated by the selected. P provent Shown below are examples of some common paths to the license 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. Provent Shown below are examples of some common paths to the license you seek. You can click on any of the requirements to not the most about how to satisfy that particular requirements to thing the oreal units the requirements. Provent Shown below are examples of some common paths to the license to an other the appropriate grade level or Provent Path 1 - 2003: Massachusetts approved program for this license at the appropriate grade level or Provent Completion of a meta-approved educator program applicable to the license sought in a state with which Massachusetts has simed the NASDITEC Interstate Contract on a regular cleanter path in the list serve pays under such valid license or critificate, or Prosession of	ep 2	Mrs. Maria L Cyr
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		 Achieve a passing score on the Biology subject matter test Achieve a passing score on the Communication and Literacy Skills test





Step 2: Enter Licenses for Approval

- A. At this point in the application you can edit the license you are applying for or remove the license that you selected to apply for.
- B. Click the **Next** button when you are ready to move forward with your application.
- C. Upon clicking the **Next** button; a new screen will pop-up the Recommended Licenses screen.

D. The purpose of this screen is to make you aware of the content areas that are in high demand and to suggest that you consider applying for those licenses as well.

E. Click on the **Next** button

Technology	acher, Instructional	All Levels	Initial	ACADEMIC	May 10, 2008	Jan 28, 2009	February 24, 2009	Expired		
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Step 3: Sign Affidavit

- A. Carefully read and affirm that 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 or mail in a separate written explanation pertaining to your "Affidavit" attached to your application.
 - If you wish to exit without saving, click **CLOSE**.
 - When finished, click **SIGN** button to save your changes.

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

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llowing	Massachusetts Department of Elementary & Secondary Edu	ucution Latin
ndicates	News District/School Adminis	
	Step 1	Apply for Licensure ELAR Home - Logout
omont	Verify Profile Step 2	Step 3 - Sign Affidavit
ement	Enter Licenses	Mrs. Maria L Cyr,
	Step 3	State Law requires applicants for larense to affern sertain information. If you have previously entered affeds it information, it should be listed beine. If net, you will be asked to create an affeds it at this time.
oxes in	Step 4	Please vidi <u>http://www.doc.mas.edu/eductore/ord/html</u> for the CORI policy. Affern/Reaffern the following statements are true (a check mark inductes the statement is true).
of the	Confirm Application Step 5	Click on the box next to any statement to check/uncheck it.
ten	Enter Payment	 Please explain any unchecked boxes in the area provided at the bottom of the screen. When finished, click SIGN to save your changes.
		Since completion of my last licensure or renewal application, I certify that:
lication.		I have never appeared in any federal or state court in the Commonwealth of Massachusetts or any other commonwealth, state, district, territory or country as a defendant for any criminal offense. (You must leave this bank and provide an explanation regardless of the outcome of the case if you appeared as a defendant. Generally speaking, any process before a court where you are required to enter a plea or where you could be placed on probation prior to entering a plea is considered an appearance as a defendant. Failure to disclose criminal court appearances will be grounds for theoree dentian revocation.)
g, click		I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.
		 I have not been dismissed for cause from any position I held. I have not been asked to resign from any position or resigned from any position while under investigation or as a result of discipline.
n to	,	I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend any professional license or certificate I hold.
110	,	In accordance with MA General Laws Chapter 62C, § 49A, I have filed all state tax returns and paid all Massachusetts taxes required by law, and I am in compliance with all Massachusetts laws relating to payment of child support. New York use or midder cancer midder and an order or an Massharetty inner tax and an amount to also a part of the affective I in the af
		Nark
the		I have read MA General Laws Chapter 119, § 51A, https://malerislature.gov/Laws/GeneralLaws/PartI/TitleXVII/Chapter119/Section51A, which requires educators and others who are paid to care for or work with children to make a report immediately to the Department of Social Services or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand my obligations under § 51A and the penalties for failure to comply.
l		I understand and acknowledge that as a condition of holding an educator license, a criminal background check may be conducted for criminal and pending case information as authorized by the Criminal History Systems Board and that a criminal record will not automatically disqualify me.
hoods.		This application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educator license I understand that I must notify the Commissioner of the Massachusetts Department of Elementary and Secondary Education in writing within ten days if in the future the answers to any of these questions change.
		Explanations for any unchecked boxes:
		The Manachusetts Department of Elementary and Secondary Education has been certified by the Crinical Electory Systems Board for annex to consistion and pending original case data for the purpose of screening prospective and neurost bioless of educator liseness assauled by the Department of Elementary and Secondary Education (as the entert of proceedings entained to the development of educator liseness) and pending or initial and independing and that a strainal record dynamic and the strain and escending dynamic and the strain and the str
		By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.
		Signed under the penalties of perjury.
	Massachusetts Department of Elementary & Secondary Edu	wation Search • Site Map • Policies • Site Info • Contact ESE
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Step 3: Sign Affidavit	
 A. You will see a pop-up window confirming that you have successfully signed your affidavit. B. Click on the OK button 	Apply for Licensure Assessment/Accountable If the page at https://gateway.edu.state.ma.us says: You have now signed your affidavit. OK Assessment/Accountable OK
Step 4: Confirm Application	
A. You will now be prompted to sign your	Mass.for State Government + State Services Messachusetis Department of Elementary & Secondary Education UAT
application. B. Click on the Sign button	New Dedication Account solution Account solution ELAR Home - Logout Step 1 Apply for Licensure ELAR Home - Logout ELAR Home - Logout Verity. Profile Step 4 - Confirm Application ELAR Home - Logout Step 3 Mrs. Maria L Cyr ELAR Home - Logout
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C. A window will pop-up verifying that you have signed your application.D. Click on the OK button	Measubactive Operationsify Measubactive Operationsify ate.ma.us/elar/applyforlicensure/LicenseApplicationAffidavitPostControl.ser?CC isetts Depa The page at https://gateway.edu.state.ma.us Save: * Student and E You have now verified and signed your application for the following licenses: Student and E • Academic: Teacher, Biology, 5-8, Initial OK OK



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