


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

November 2015

Access ELAR System

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



The screenshot shows the official website of the Executive Office of Education in Massachusetts. The header includes the Mass.gov logo and navigation links for State Offices & Courts, State A-Z Topics, and State Forms. A search bar is located in the top right. The main navigation menu includes links for Students & Families, Educators & Teachers, Administrators, Data & Research, Login, Government, and Contact Us. The breadcrumb trail indicates the path: Home > Government > Departments and Boards > Elementary and Secondary Education > A-Z Programs and Topics > Educator Effectiveness > Educator Licensure. The page title is "Office of Educator Licensure". Below the title, there are social media sharing options for Facebook, Twitter, Google+, LinkedIn, and a Like button. A dropdown menu for "Academic PreK-12" is visible, with options for Adult Basic Education, Vocational Technical Education, District and School Resources, and FAQs and Glossary of Terms. A "Most Requested" section is also present. A video player shows a "Newly Updated Licensure Welcome Center" with a progress bar. A "Friendly URL" is provided: www.mass.gov/ese/licensure. A large blue button labeled "Click to Login" is prominent, with sub-links for "Apply | Renew", "Check Status", and "Get MEPID".

B. Click on ELAR Login Image





Log-in to ELAR

Instructions

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.

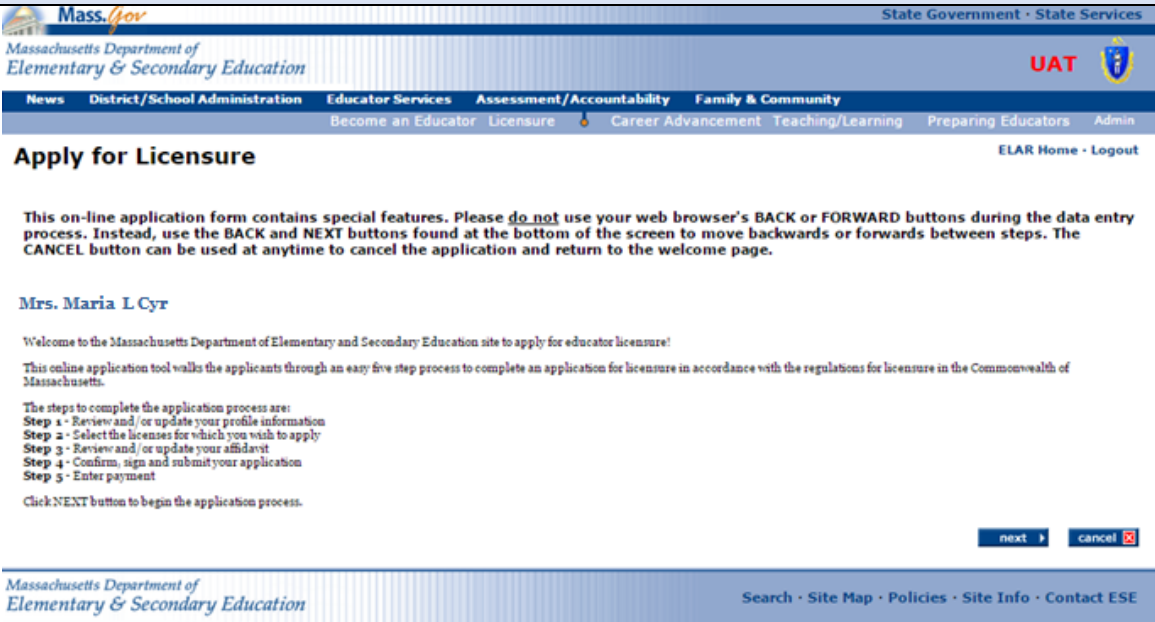
The screenshot shows the ELAR login page on the Mass.gov website. The page header includes the Mass.gov logo, the text 'The Official Website of the Executive Office of Education (EDU)', and the 'Executive Office of Education' logo. The main heading is 'ESE ELAR'. Below this is a login form with fields for 'User Name' and 'Password (Case Sensitive)', a 'Login' button, and links for 'Create ELAR Profile' and 'Forgot User Name/Password'. To the left of the form is the ELAR logo with the text 'Educator Licensure and Recruitment'. Below the form, there is a message asking users to update their ELAR bookmark to a specific URL. Two update notices follow: one about features being removed from the aMAzing Educators platform as of 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'. A footer message at the bottom center states 'Message Updated: Wednesday, April 15, 2015 09:19:51 AM'.





Apply for a License

Instructions

ELAR Welcome Page	
A. On your ELAR Welcome page click on the Apply for a new license, apply for an Endorsement, or advance to the next level license link	<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	
A. Review instructions for how to navigate within the ELAR system. B. Click Next button	



Step 1: Apply for Licensure

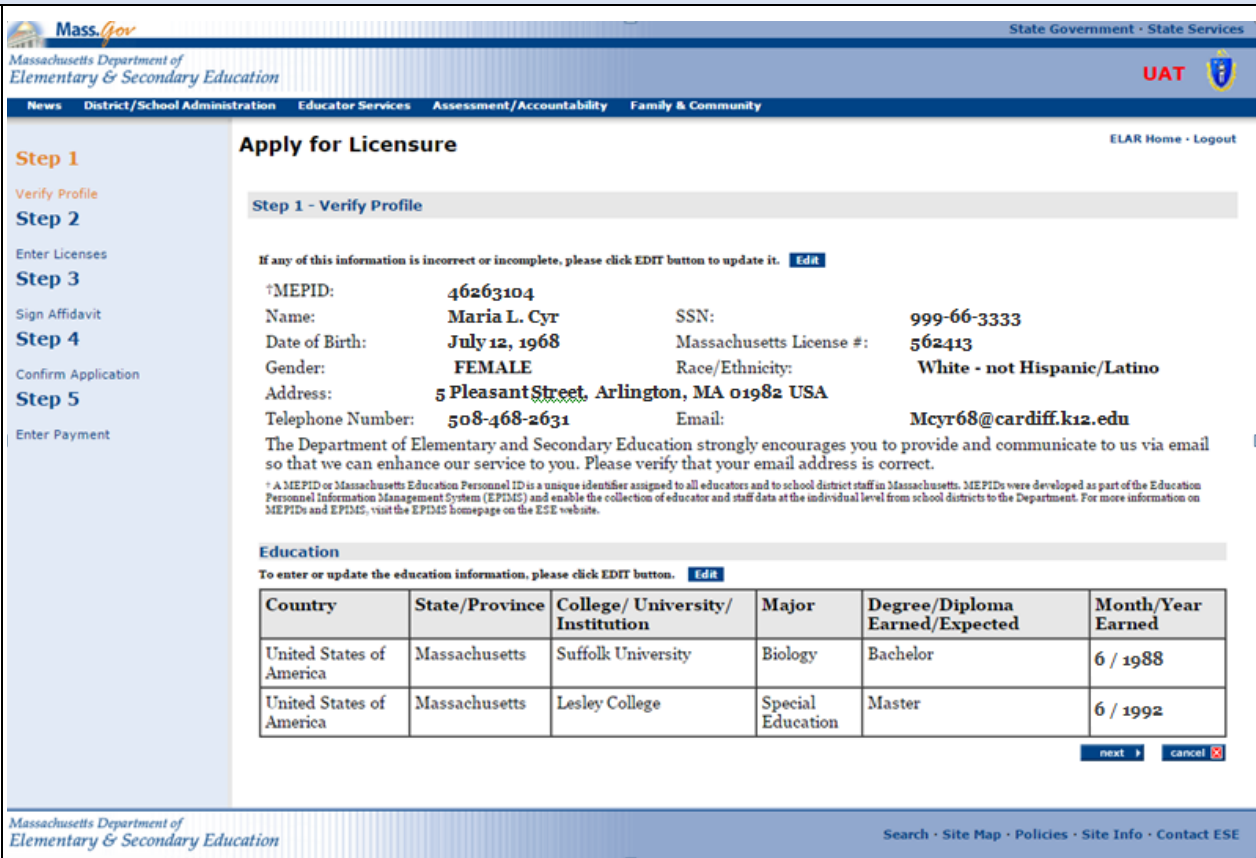
- Verify profile information.
- Click **Next** button

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: [Request for Name Change](#) 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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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: 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 (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](#)

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Elementary & Secondary Education

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Apply for a License

Instructions

Step 2: Enter Licenses for Approval

- A. Select the License Category in the first Field drop-down list

New Licenses and Applications

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

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

Total amount: \$0.00

Click NEXT to finish done adding licenses to this application.

Click NEXT to finish done adding licenses to this application.

- B. Select the content area of the license in the second Field drop-down list

--Select Field--

--Select Field--

Biology
Business
Chemistry
Dance
Deaf and Hard-of-Hearing - [ASL/TC]
Deaf and Hard-of-Hearing - [Oral/Aural]
Early Childhood: Students with and without Disabilities
Earth Science
Elementary
English as a Second Language
English
Foreign Language - [American Sign Language]
Foreign Language - [Arabic]
Foreign Language - [Armenian]
Foreign Language - [Cambodian]
Foreign Language - [Cape Verdean]
Foreign Language - [Chinese]
Foreign Language - [Creole Haitian]
Foreign Language - [French]

- C. Select the Level in the drop-down list
D. Select the Type in the drop-down list
E. Click on the add... button

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

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ELAR Home - Logout

Step 1

Verify Profile

Step 2

Enter Licenses

Step 3

Sign Affidavit

Step 4

Confirm Application

Step 5

Enter Payment

Apply for Licensure

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 by * (asterisk).

Field	Level	Type	Application Type
None found.			

Total amount: \$0.00

Click NEXT to finish done adding licenses to this application.

back next cancel





Apply for a License

Instructions

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 that is not 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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Apply for Licensure

Enter License Requirements

Mrs. Maria L. Cyr

Thank you for your interest in applying for the **Academic: Teacher, Biology, 5-8, Initial** license!

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 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.

You may select one of the following 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 of your license application.

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

- **Path 1 - 2003:Massachusetts general requirements**
(click on any of the requirements for this path to find out more information about that requirement).
 - [Possession of a Massachusetts Preliminary license for this field and at this grade level](#)
 - One of the following:
 - [Completion of a Massachusetts approved program for this license at the appropriate grade level](#) or
 - [Completion of a state-approved educator preparation program applicable to the license sought in a state with which Massachusetts has signed the NASDTEC Interstate Contract](#) or
 - [Completion of an educator preparation program applicable to the license sought sponsored by a college or university outside Massachusetts that has been accredited by the National Council for Accreditation of Teacher Education \(NCATE\)](#) or
 - [Possession of a license/certificate applicable to the license sought issued by a state with which Massachusetts has signed the NASDTEC Interstate Contract and three years of employment within the last seven years under such valid license or certificate, or](#)
 - [Possession of a regional credential applicable to the license sought](#)
- **or Path 2 - 2014:Massachusetts general requirements**
(click on any of the requirements for this path to find out more information about that requirement).
 - [Possession of a bachelor's degree](#)
 - [Achieve a passing score on the Biology subject matter test](#)
 - [Achieve a passing score on the Communication and Literacy Skills test](#)
 - [Completion of a Massachusetts Biology 5-8 Approved Program](#)
 - [Possession of a Massachusetts Sheltered English Immersion \(SEI\) Teacher Endorsement.](#)
- **or Path 3 - 2003:Massachusetts general requirements**
(click on any of the requirements for this path to find out more information about that requirement).
 - [Possession of a bachelor's degree](#)
 - [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

- 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.
- Click the **Next** button when you are ready to move forward with your application.
- Upon clicking the **Next** button; a new screen will pop-up - the Recommended Licenses screen.

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:

* Type:

Click ADD to add the selected license to your application (shown in the table below). [add...](#)

Required fields are marked by * (asterisk).


		Field	Level	Type	Application Type
edit...	remove	Academic: Teacher , Biology	5-8	Initial	ACADEMIC

Total amount: \$25.00

Click NEXT when done adding licenses to this application.

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

- 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.
- Click on the **Next** button



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Step 1
Verify Profile
Step 2
Enter Licenses
Step 3
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Confirm Application
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Enter Payment

Apply for Licensure

Recommended Licenses

Mrs. Maria L Cyr

Consider the Possibilities

Based on the licenses requested, we want to make the following suggestions that may be consistent with your background.

The following areas are in high demand in Massachusetts. If you feel you have the required background please consider applying for these licenses as well.

- Academic: Teacher, Mathematics, 5-8, Initial
- Academic: Teacher, General Science, 5-8, Initial

- If you are interested in applying for any of the recommended licenses, click the BACK button to add those licenses to the current application.
- If you do not wish to apply for any additional licenses, click the NEXT button to continue with the application process.

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

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Apply for a License

Instructions

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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Step 1
Verify Profile

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Sign Affidavit

Step 4
Confirm Application

Step 5
Enter Payment

Apply for Licensure

Step 3 - Sign Affidavit

Mrs. Maria L. Cyr,

State Law requires applicants for licensure to affirm certain information. If you have previously entered affidavit information, it should be listed below. If not, you will be asked to create an affidavit at this time.

Please visit <http://www.doe.mass.edu/licensure/cert.html> for the CORI policy.

Affirm/Reaffirm 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.
- When finished, click SIGN to save your changes.

Since completion of my last licensure or renewal application, I certify that:

- ☒ 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 blank 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 license denial or revocation.)
- ☒ 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.
- ☒ 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.
- ☒ 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.

Note: If you have not resided or earned income in Massachusetts, in most cases, you do not owe any Massachusetts income tax and can answer the above question in the affirmative. If you are unsure about the correct answer, please consult a tax professional before you leave this question blank.

- ☒ I have read MA General Laws Chapter 119, § 51A, <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXVII/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.
- ☒ 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.
- ☒ 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 Massachusetts Department of Elementary and Secondary Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data for the purpose of screening prospective and current holders of educator licenses awarded by the Department of Elementary and Secondary Education, and for access to CORI conviction data in the context of proceedings relative to the decertification process. As an applicant for educator licensure and prospective holder of an educator license, I understand that a criminal record check may be conducted for criminal and pending or criminal case information only, as authorized, and that it will not necessarily disqualify me.

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

back

sign

cancel

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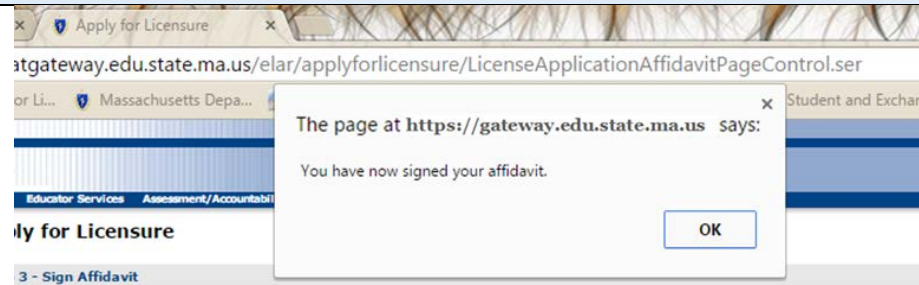


Apply for a License

Instructions

Step 3: Sign Affidavit

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



Step 4: Confirm Application

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

The screenshot shows the "Apply for Licensure" page for Mrs. Maria L Cyr. The page is titled "Step 4 - Confirm Application". It displays a table with the following data:

Field	Level	Type	Application Type
Academic: Teacher Biology	5-8	Initial	ACADEMIC

Total: \$25.00

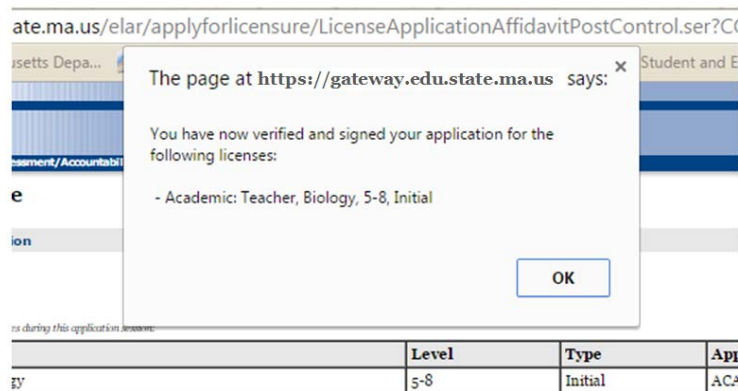
Instructions:

- To change anything in your application prior to submitting, click BACK button.
- To submit your application and continue, click SIGN button.

By SIGNING you are verifying that the information you submitted in the profile, license and affidavit steps, as well as this step, are true and contain no misrepresentations or falsehoods.

Signed under the penalties of perjury.

Buttons: back, sign, cancel





Make Payment

Instructions

Step 5: Make Payment

- A. You will now be prompted to make a payment. Licensure fees are: \$100 for the first licensure application and \$25 for each additional application. **Please note** that if you apply for two licenses at once, but only pay the fee for the “additional” license (\$25 fee), neither applications will be evaluated until a total payment of \$100 has been received.

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

Apply For Licensure - Payment

Select Method of Payment

Mrs. Maria L Cyr (xxx-xx-3104)

License Application	
Academic: Teacher, Biology, 5-8, Initial	\$25.00
Total Amount Due	\$25.00

A processing fee is required before the Department can process your application. If this is an application for a new license, payment does not guarantee licensure (Licensure is based on an evaluation of the applicant's qualifications relative to the requirements of the license sought).

If you have not paid for the first license you applied for (the \$100 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

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Step 5: Make Payment – Credit Card Online

- B. Fees can be paid online using a credit card.
Select Pay Online with a Credit Card link
- C. Click Ok button

The page at <https://gateway.edu.state.ma.us> says:

You are being redirected to Commonwealths third party payment processor - EDS-EPAY - to pay your licensure fee. EDS-EPAY is an authorized payment provider for Department of Elementary and Secondary Education. Click OK to continue to the payment screen or CANCEL to return to the screen and select a different payment method.

OK Cancel

initial \$25.00





Make Payment

Instructions

- D. Enter credit card information
- E. Click on Continue button

Payment Entry

Accepted Payment Methods

Current Payment

Payment Amount	\$25.00
Card Number	<input type="text"/>

** Warning - Model Office Test Environment **


Step 5: Make Payment – Mail in Credit Card Information

If you have applied online and would rather mail in your credit card payment:

- A. Fill in all required information
- B. Click on the **Next** button
- C. Print out the page and mail it to the [Office of Educator Licensure](#). Of if you would prefer you may use our [Credit Card Authorization](#) form
- D. Credit card information and hard copies of licensure applications/renewals should not be uploaded into your ELAR account or faxed to the Office of Educator Licensure.

Credit Card Payment Forms and Hard Copies of Applications can be mailed to:
 Massachusetts Department of Elementary and Secondary Education
 Office of Educator Licensure
 75 Pleasant Street
 Malden, MA 02148

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Mail In A Credit Card Payment

Your application will not be complete until we receive your payment.
 Please provide your payment information in the form below (either by typing directly into the form and then printing it or by printing out the form and completing it by hand).
 Please enter the credit card information exactly as it appears on the card. Mail the printed form to the following address:

Department of Elementary and Secondary Education
 Office of Educator Licensure
 75 Pleasant Street
 Malden, MA, 02148

Mrs. Maria L Cyr (XXX-XX-3104)

License Application

Academic: Teacher, Biology, 5-8, Initial \$25.00

Total Amount Due \$25.00

The only accepted credit cards are: Master Card and Visa

* Card Type: <input type="text"/>	* Card Number: <input type="text"/>
* Expiration Month/Year: <input type="text"/>	* Amount Paid: 25.00

* Last Name: <input type="text"/>	* First Name: <input type="text"/>
* Middle Initial: <input type="text"/>	
* Address: <input type="text"/>	* City: <input type="text"/>
* State: <input type="text"/>	* Zip Code: <input type="text"/>

Required fields are marked with * (asterisk).
 Note: We do not store credit card information in our system. We log the first 4 digits of the card number, and the card holder's first and last initials for system verification. These logs are removed approximately after 1-2 weeks.

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Make Payment

Instructions

Step 5: Make Payment – Mail in Cashier's Check or Money Order Payment

If you have applied online and would rather mail in your payment by check:

- Fill in all required information (Note, the check# and institution fields can be left blank as you will be attaching your check to the next page and mailing it in.)
- Click on the **Next** button
- Print out the page and mail it to the [Office of Educator Licensure](#)

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Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148

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Mail In A Cashiers Check or Money Order Payment

Your application will not be complete until we receive your payment.
Please provide your payment information in the form below (either by typing directly into the form and then printing it or by printing out the form and completing it by hand).
Please mail the printed form with your cashiers check or money order to the following address:

Department of Elementary and Secondary Education
Office of Educator Licensure
75 Pleasant Street
Malden, MA, 02148

Please note:

- Personal checks are **NOT** accepted.
- Your social security number should be included on the cashiers check or money order.

Mrs. Maria L Cyr (xxx-xx-3104)

License Application	
Academic: Teacher, Biology, 5-8, Initial	\$25.00
Total Amount Due	\$25.00

* Check Number: * Amount Paid: 25.00

* Issuing Institution:

Required fields are marked by * (asterisk).

Back Next Cancel

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