



How to Apply for the SEI Endorsement 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 in Massachusetts. The header includes the state logo and navigation links for State Offices & Courts, State A-Z Topics, State Forms, and a 'No Active Alerts' notification. 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 on the left lists various education levels: Academic PreK-12, 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 'Newly Updated Licensure Welcome Center' with a video thumbnail and a list of steps: 1, 2, 3, and 11. A 'Friendly URL' is provided: www.mass.gov/ese/licensure. On the right side, there is a large blue box with the ELAR logo and buttons for 'Click to Login', 'Apply | Renew', 'Check Status', and 'Get MEPID'.

B. Click on ELAR Login Image



This block shows a close-up of the ELAR logo and navigation buttons. The logo consists of a computer mouse icon, the text 'ELAR Educator Licensure And Renewal', and a lightbulb icon. Below the logo is a large orange button labeled 'Click to Login'. Underneath that is a blue button with white text that reads 'Apply | Renew', 'Check Status', and 'Get MEPID'.

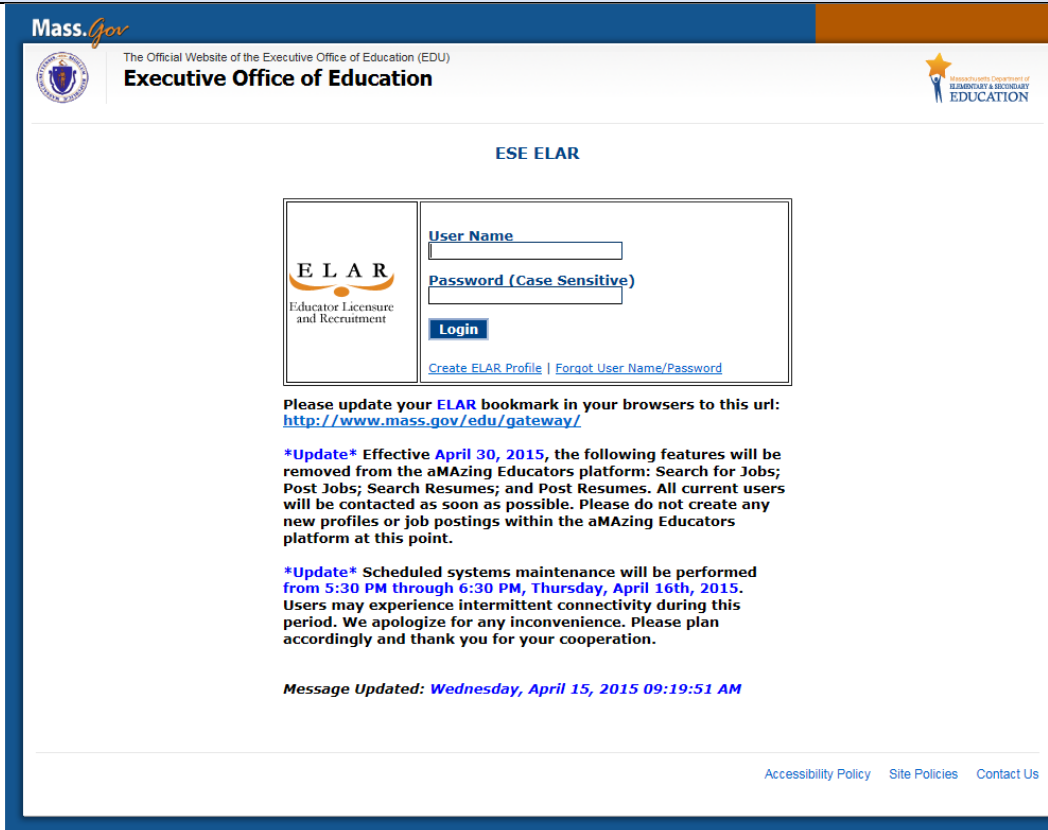


Log-in to ELAR Portal

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.



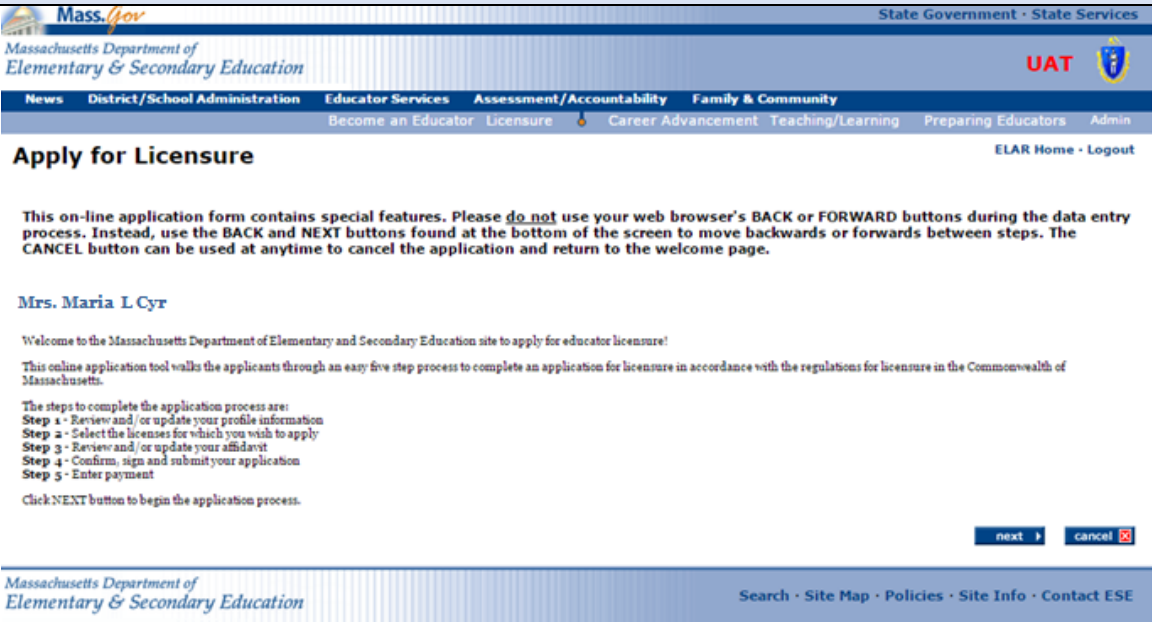
The screenshot shows the ELAR login page on the Mass.gov website. The page header includes the Mass.gov logo and the text "The Official Website of the Executive Office of Education (EDU)". The main heading is "Executive Office of Education". Below this, the "ESE ELAR" logo is displayed. The login form contains fields for "User Name" and "Password (Case Sensitive)", a "Login" button, and links for "Create ELAR Profile" and "Forgot User Name/Password". A message section below the form states: "Please update your ELAR bookmark in your browsers to this url: <http://www.mass.gov/edu/gateway/>". It also includes two updates: one effective April 30, 2015, regarding the removal of certain 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. The message is dated "Wednesday, April 15, 2015 09:19:51 AM". At the bottom right, there are links for "Accessibility Policy", "Site Policies", and "Contact Us".





Apply for SEI Endorsement

Instructions

ELAR Welcome Page	
A. On your ELAR Welcome page, click on 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	





Apply for SEI Endorsement

Instructions

Step 1: Verify Profile

- 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.

Massachusetts Department of
Elementary & Secondary Education

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

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

State Government · State Services

UAT

ELAR Home · Logout

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](#)

Massachusetts Department of
Elementary & Secondary Education

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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

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UAT

ELAR Home Logout

Apply for Licensure

Step 1
Verify Profile
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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

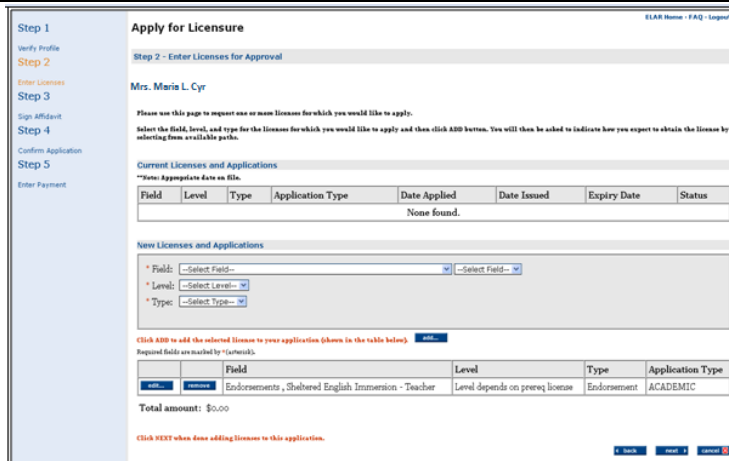
The screenshot shows a web application titled "Apply for Licensure" with a sidebar on the left containing navigation links: Step 1 (Verify Profile), Step 2 (Enter License Requirements - highlighted), Step 3 (Enter Licenses), Step 4 (Sign Affidavit), Step 5 (Confirm Application), and Enter Payment. The main content area is for "Mrs. Maria L. Cyr" and displays a congratulatory message about becoming licensed in Endorsements, Sheltered English Immersion - Teacher. It then asks the user to select a path for obtaining the license. Two paths are listed: Path 1 (2012:Massachusetts general requirements) and Path 2 (2012:Massachusetts general requirements). Path 1 includes requirements such as passing a Department-approved assessment, successful completion of a Department-approved course of study, or possession of an English as a Second Language or English Language Learners license. Path 2 includes a requirement for a bachelor's degree in a major approved by the Department or other graduate level training. At the bottom right, there are "next" and "cancel" buttons.



Apply for SEI Endorsement Instructions

Step 2: Enter Licenses for Approval (cont.)

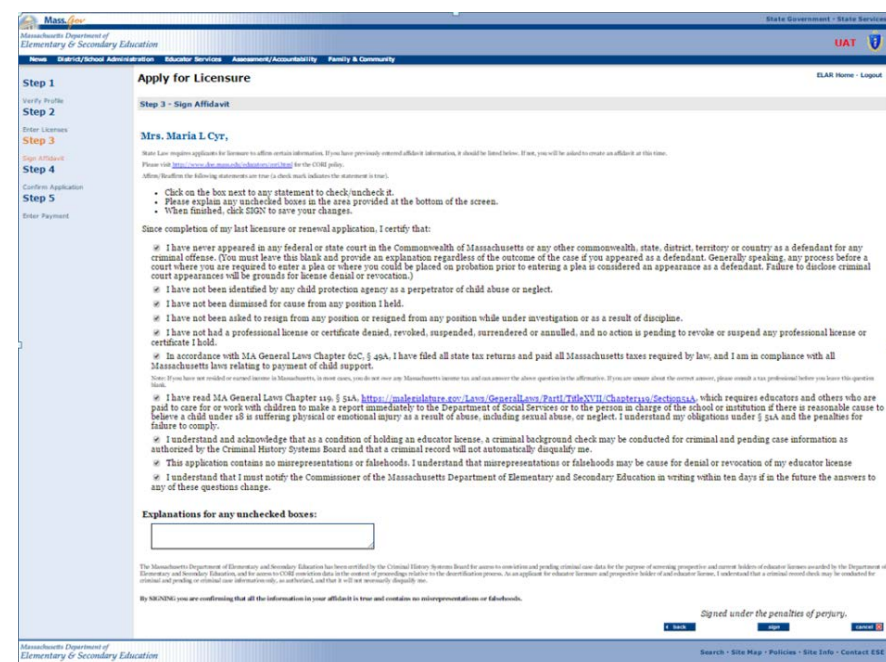
- At this point in the application you can edit the endorsement you are applying for or remove the endorsement that you selected to apply for.
- Click the **Next** button when you are ready to move forward with your application.



Step 3: Sign Affidavit

- 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.

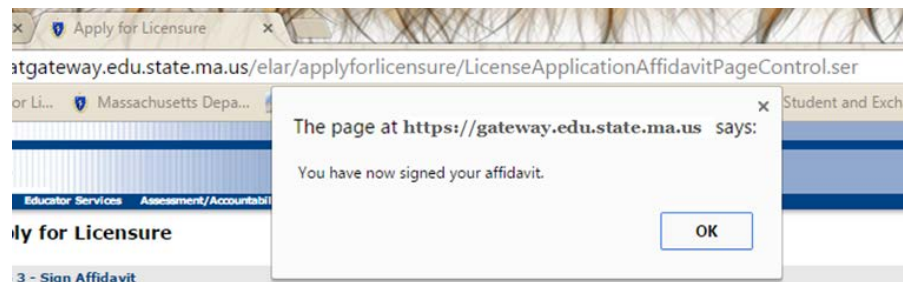
By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.




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

Field	Level	Type	Application Type
Endorsement, Standard English Instruction - Teacher	Level depends on previous license	Endorsement	ACADEMIC

Total: \$0.00

- 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**

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).

