



How to Upload Documents to ELAR: A Step by Step Guide

September 2016

What documents can be uploaded?

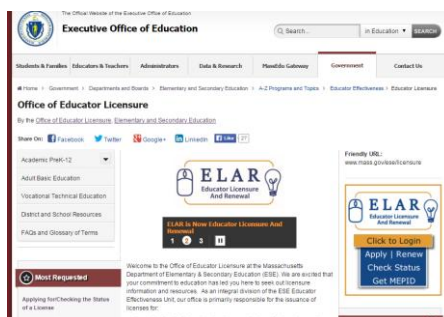
Generally speaking, any document (employment verification form, internship letter, course description, name change request form, etc.) whose scanned/copied **image is legible** when viewed by a licensure specialist, can be uploaded and saved into your ELAR account. Documents that should not be uploaded include: applications and credit card authorization forms (these should not be uploaded or faxed), copies of transcripts wherein the Registrar's signature is not visible/legible on the scanned/copied image and documents that bear an embossed seal; these documents would need to be mailed in to the Office of Educator Licensure, 75 Pleasant Street, Malden, MA 02148. Please put one of the following identifiers on all documents mailed in to the office: MEPID or License # (can found in your profile in ELAR), or your social security #.

Please note: when uploading official copies of transcripts (both paper copies received via mail from a College/University as well as those received electronically via email from a College/University/or third party such as eScrip-Safe, National Student Clearinghouse, Parchment etc.);

- Please make sure you upload both the front and back sides of each page. The Registrar's signature should be legible as well as the degree conferred and conferral date (if applicable).
- If your transcript is under a different name (first or last) than that of your ELAR account; please also upload proof of name change (marriage certificate/divorce certificate, etc.).
- Any transcript that does not have a legible Registrar's signature on it will not be considered official for the purpose of licensure (see Appendix B for additional information).

Access ELAR System

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



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.

Mass.gov
The Official Website of the Executive Office of Education (EDU)
Executive Office of Education

Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

ESE ELAR



User Name

Password (Case Sensitive)

Login

[Create ELAR Profile](#) | [Forgot User Name/Password](#)

Please update your **ELAR** bookmark in your browsers to this url:
<http://www.mass.gov/edu/gateway/>


Update Effective **April 30, 2015**, the following features will be removed from the aMAzing Educators platform: Search for Jobs; Post Jobs; Search Resumes; and Post Resumes. All current users will be contacted as soon as possible. Please do not create any new profiles or job postings within the aMAzing Educators platform at this point.

Update Scheduled systems maintenance will be performed from **5:30 PM through 6:30 PM, Thursday, April 16th, 2015**. Users may experience intermittent connectivity during this period. We apologize for any inconvenience. Please plan accordingly and thank you for your cooperation.

Message Updated: **Wednesday, April 15, 2015 09:19:51 AM**

[Accessibility Policy](#) [Site Policies](#) [Contact Us](#)



ELAR Welcome Page	
<p>A. On your ELAR Welcome page, click on Check license status and history, make a payment link</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 <small>formerly standard stage license</small> > 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
Upload Documents Button	
<p>A. Scroll down the Activity Summary Page to find the green button labeled “Upload Documents” – Please note: if you have not paid the license application fee for your first license, the Upload Documents button will not be visible.</p>	 <p>Correspondence To view/print correspondence press Correspondence History</p> <p>Documents To view documents press View Documents To upload documents press Upload Documents</p> <p>Affidavit History To view the affidavit history press Affidavit History</p> <p>Payment History To view the payment history and/or make a payment press View Payment History</p> <p>TEST Results To view the TEST results press View Test Results</p> <p>College Endorsements To view college endorsements press View College Endorsement</p> <p>License Information - View/Print To view your information press View/Print</p>



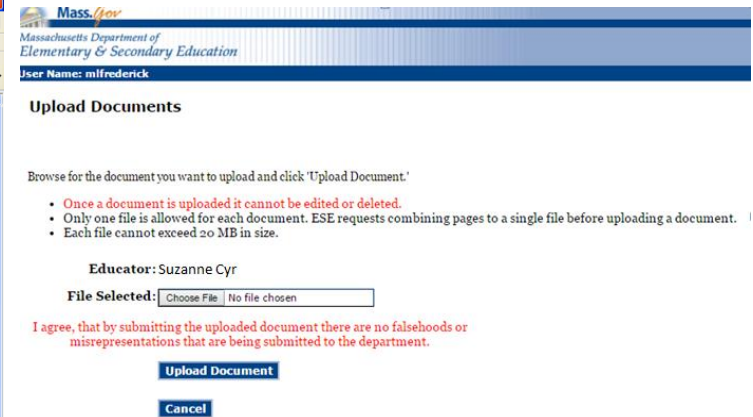
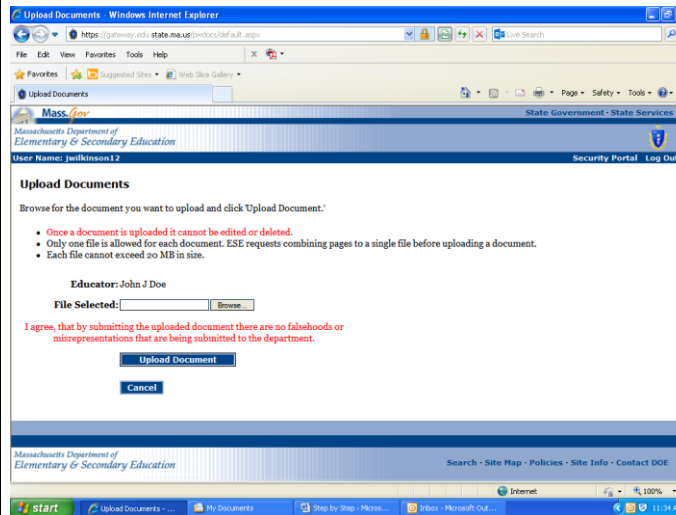


Upload Documents

Instructions

Browse for Document

- A. Click on the **“Browse”** OR **“Choose File”** button (the button may be labeled differently – based upon the type of Administrative access that you have in ELAR).

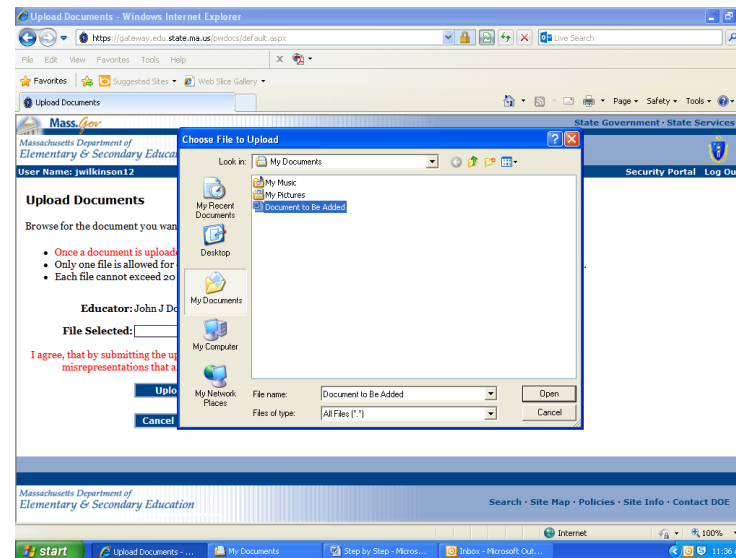


Select Document

- A. Locate the file you have saved to your computer (PDF, JPG), and double click on it (or highlight it and click **“open”**).

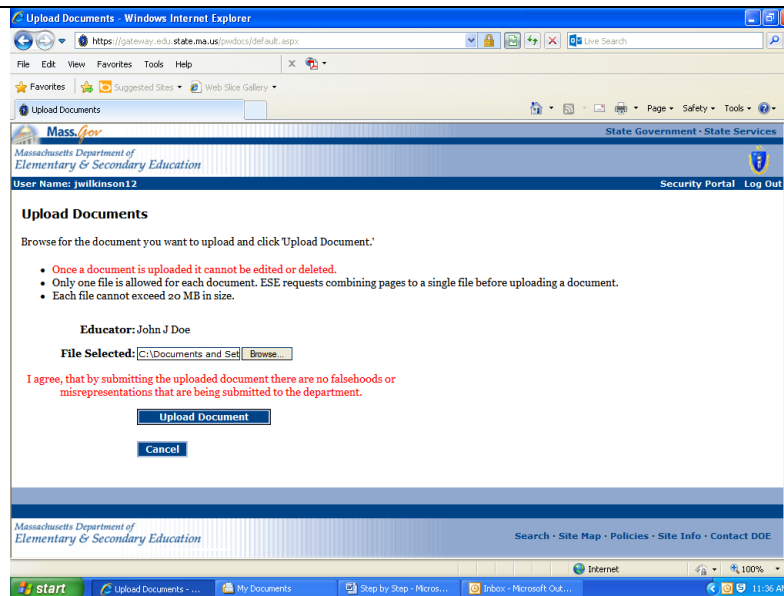
Note:

- **Refer to appendices A-C:** to determine if this is an appropriate method of delivery for the document you wish to upload; to ensure that the transcript you are uploading may be deemed ‘Official’ by ESE; and to ensure that a licensure specialist can verify degree conferral (where applicable).



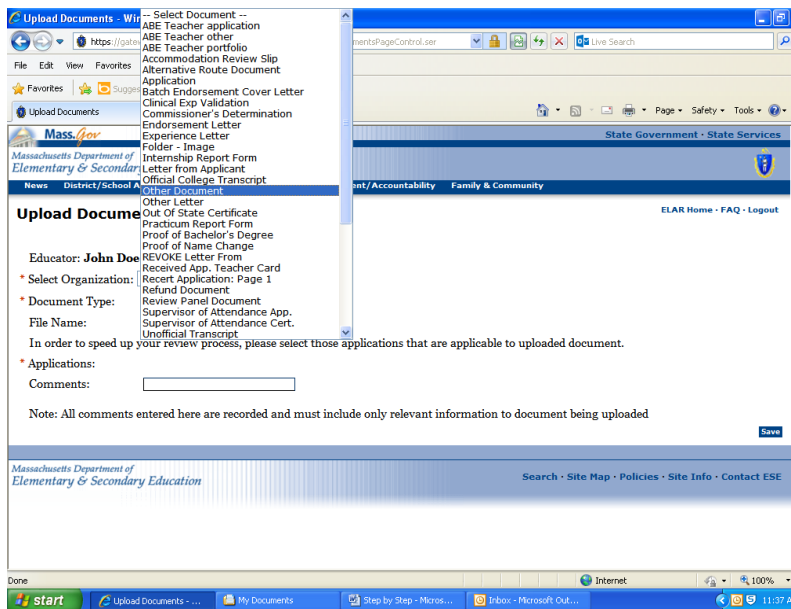
Upload Documents Instructions

B. Click on the **Upload Document** button



Identify Type of Document

A. Select the document type being uploaded from the dropdown menu (please note that types beginning with "Voc" should only be selected when the related license application is for Vocational Licensure).






Upload Documents

Instructions

Choose Licensure Application

- A. Select which open License Application you wish the document to apply to. You may choose “All,” “None” or identify as many individual applications as necessary.

Add Comments if Desired

- A. Type short comment into Comments box (if desired).

For example:

- When uploading transcripts into your file, you could type the name of the organization from which the transcripts are from in the Comments box.
- When uploading an experience/employment letter into your file, you could type the school district/organization's name in the Comments box.





Upload Documents

Instructions

B. Click 'Save'

C. Click "Done" to return to the **Inquiry - Activity Summary** page or click the Upload More Documents button to continue to add documents to the file.





Appendix A: Examples of Documents that Should Not be Uploaded

Overview

Hard copies of licensure applications/renewals and Credit Card Authorization Forms (payment form) should never be uploaded or faxed. Neither should documents that bear an embossed seal and copies of transcripts wherein the Registrar's signature is not visible/legible on the scanned/copied image. These documents should be mailed to the Office of Educator Licensure, 75 Pleasant Street, Malden, MA 02148. Please put one of the following identifiers on all documents mailed in to the office: MEPID or License # (can found in your profile in ELAR), or your social security #.

Example of a scanned transcript with a Registrar's signature on the scanned/copied that is not legible.

ESE would consider this transcript to be unofficial.

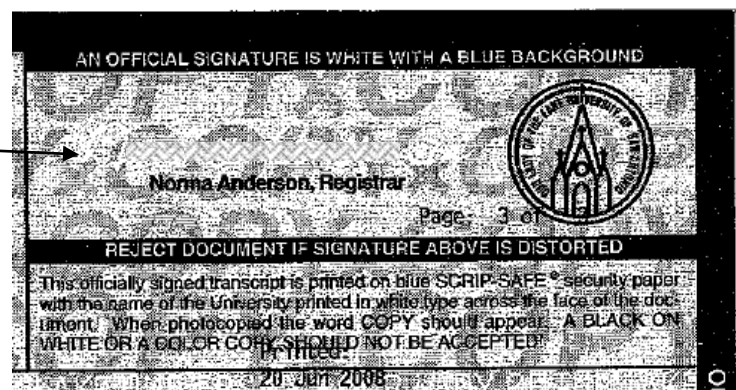


Image 1: Example of an embossed seal on the Out-of-State Approved Program Verification Form. Seal is not visible in the scanned/copied image.

Image 2: Example of a stamped seal on the Out-of-State Approved Program Verification Form.

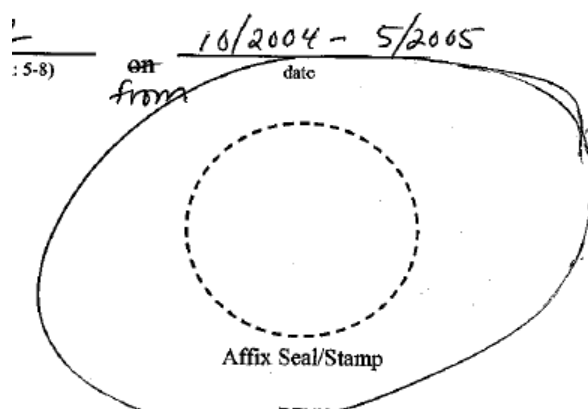


Image 1: Out of State Verification Form

Can't see embossed seal/stamp = Unacceptable



Image 2: Out of State Verification Form

Can see stamped seal/stamp = Acceptable

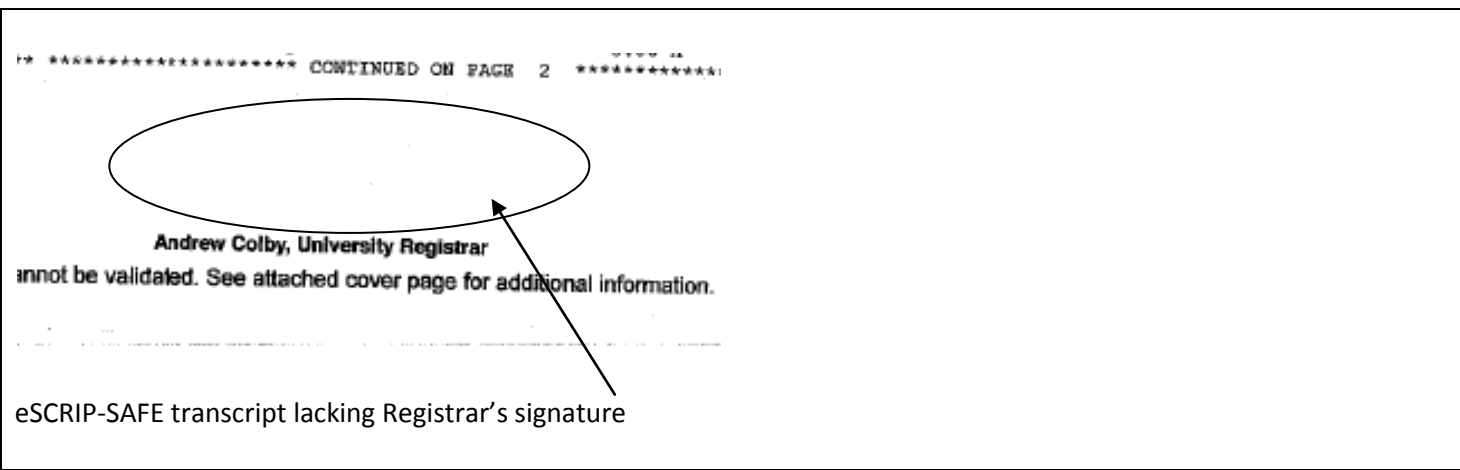
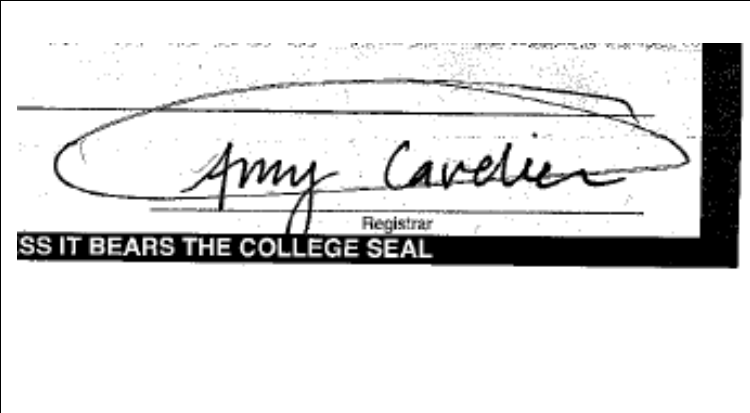
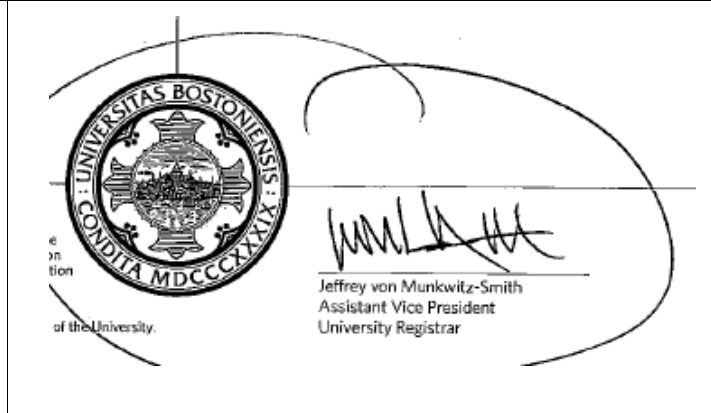


Appendix B: What is Considered an Official Transcript?

Overview

Verifying that the transcript is official:

When reviewing a transcript to verify that it is official a licensure evaluator must be able to see the **Registrar's signature**. This holds true for paper copies of transcripts that are: uploaded by the college/university, applicant, or school district into ELAR; mailed to a recipient in a "sealed envelope"; or faxed to the Department. This also holds true for electronic transcripts that are emailed to a recipient and uploaded into ELAR. A paper transcript that is put into an electronic format and uploaded into ELAR would not be considered as an electronic transcript. Electronic transcripts are transcripts that are electronically delivered (often by a "third party" such as eScrip-Safe, National Student Clearinghouse, Parchment, etc.) to the email address of a designated recipient. Electronic transcripts may or may not include the Registrar's signature but may still be deemed "official" by the provider of the electronic transcript. However, for the purpose of licensure, electronic transcripts that lack a Registrar's signature, are not considered official transcripts unless the Department has received the transcript directly from that third party vendor. See example below.

<p>Example of transcript sent directly to student from eSCRIP-SAFE without Registrar's signature.</p> <p>This transcript would not be considered official even if uploaded by the college/university.</p>	 <p>The image shows a transcript header with "***** CONTINUED ON PAGE 2 *****". Below this, a large oval is drawn around a blank space where a signature should be. An arrow points from the text "eSCRIP-SAFE transcript lacking Registrar's signature" to this oval. Below the oval, the text "Andrew Colby, University Registrar" is visible, followed by "cannot be validated. See attached cover page for additional information."</p>	
<p>Examples of transcripts bearing legible Registrar signatures.</p> <p>These transcripts would be considered official regardless of the manner they were received – uploaded to ELAR as a PDF, mail, fax, etc.</p>	 <p>The image shows a transcript with a signature "Amy Cavellier" written over a line. Below the signature, the word "Registrar" is printed. At the bottom of the image, a black banner contains the text "SS IT BEARS THE COLLEGE SEAL".</p>	 <p>The image shows a transcript with the seal of Universitas Bostoniensis on the left. To the right of the seal is a signature "Jeffrey von Munkwitz-Smith". Below the signature, the text "Jeffrey von Munkwitz-Smith Assistant Vice President University Registrar" is printed.</p>





Appendix C: Verifying Degree Conferral

Overview

Verifying degree conferral:

Along with verifying that a transcript is official, a licensure evaluator may also need to verify conferral of a degree (verification of Bachelor or Master's degree). To verify conferral of a degree, the transcript must note **degree conferred as well as conferral date**. See examples below.

Examples of transcripts indicating degree conferred and conferral date.

Comments:
Completed a state approved teacher education program and recommended for certification in Music Education, K-12.

Degrees Awarded Bachelor of Music 16-MAY-2015
Primary Degree
Major : BMus:Music Education
Inst. Honors: Magna Cum Laude

DEGREE AWARDED

Master of Social Work
Major: Social Work
May 22, 1994

COURSES	TITLE	CREDIT GRADE	HONOR	GPA
			POINTS	SEM
				CUM

