



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

July 2015

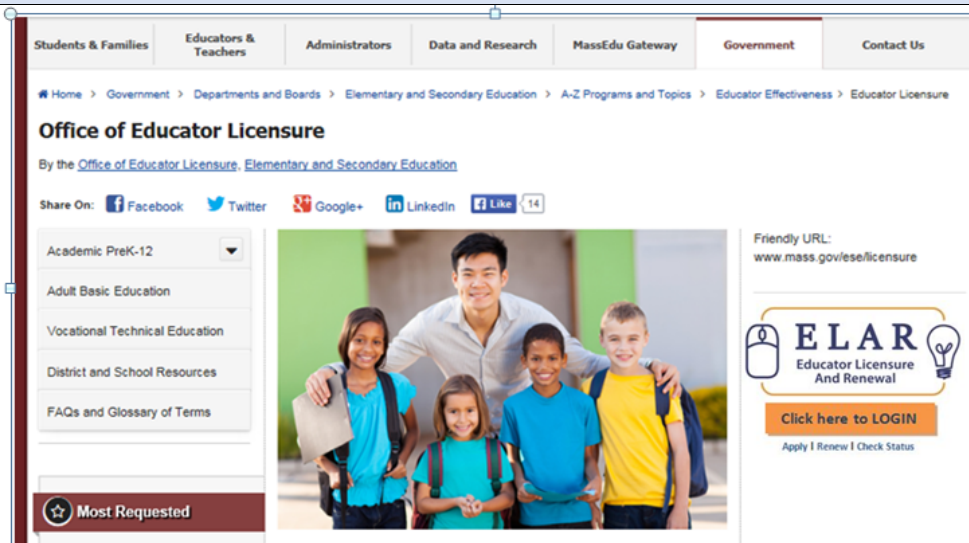


Log-in to ELAR

Instructions

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

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.

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

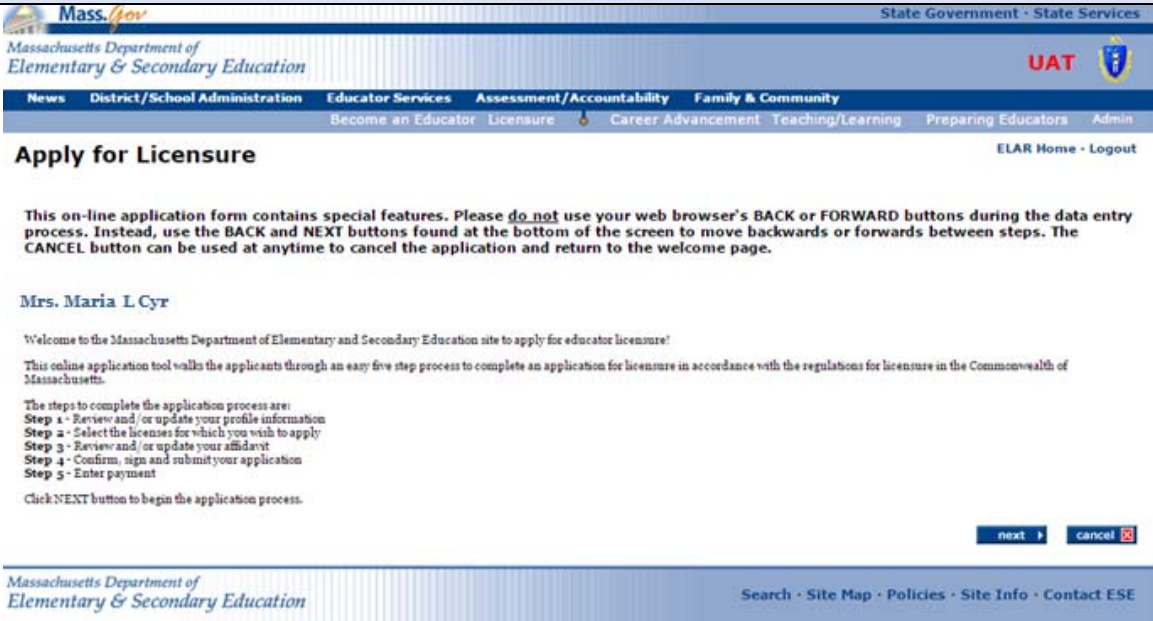
[Accessibility Policy](#) [Site Policies](#) [Contact Us](#)





Apply for SEI Endorsement

Instructions

ELAR Welcome Page	
A. Click on Apply for a new license, apply for an Endorsement, or advance to the next level license	Hello Maria - What would you like to do today? > 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 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](#).

Mass.gov
Massachusetts Department of
Elementary & Secondary Education

State Government • State Services

UAT

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

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

Search • Site Map • Policies • Site Info • Contact ESE





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
 * Type: Voc Tech Administrator
 Voc Tech Cooperative Education Coordinator
 Voc Tech Supervisory
 Voc Tech Teacher: Agriculture and Natural Resources Cluster
 Voc Tech Teacher: Arts and Communication Services Cluster
 Voc Tech Teacher: Business and Consumer Services Cluster
 Voc Tech Teacher: Construction Cluster
 Voc Tech Teacher: Education Cluster
 Voc Tech Teacher: Health Services Cluster
 Voc Tech Teacher: Hospitality and Tourism Cluster
 Voc Tech Teacher: Information Technology Services Cluster

- 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

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).

add...

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 displays the 'Apply for Licensure' web application. On the left is a sidebar with a vertical list of steps: Step 1 (Verify Profile), Step 2 (Enter License Requirements - highlighted in orange), Step 3 (Enter Licenses), Step 4 (Sign Affidavit), Step 5 (Confirm Application), and Step 6 (Enter Payment). The main content area is titled 'Apply for Licensure' and 'Enter License Requirements'. It shows the user's name as 'Mrs. Maria L. Cyr'. Below this, there is a congratulatory message and instructions to select a path. Two paths are listed: 'Path 1 - 2012:Massachusetts general requirements' (selected with a radio button) and 'Path 2 - 2012:Massachusetts general requirements'. Each path has a list of requirements with links to learn more. 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

- 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.

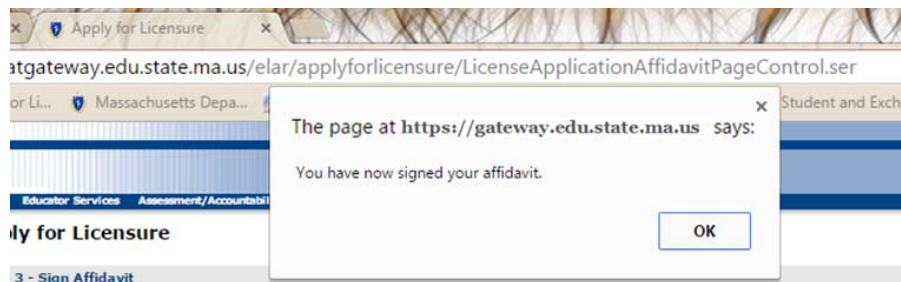
By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.



Apply for SEI Endorsement Instructions

Step 3a: Sign Affidavit

- 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

Field	Level	Type	Application Type
Endorsement, Dual/End 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 certifying 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, CONTINUE

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).

