

**Brandeis University Education Program
Undergraduate Teacher Education**

**Applying for Initial License
from Mass. Department of Elementary & Secondary Education**

The Dept. of Elementary & Secondary Education recommends that you create your licensure (ELAR) profile early in your teacher education career (complete steps 1-5 in your junior year).

You can complete the process of applying online for a Massachusetts teaching license while you are student teaching or anytime after you have completed the Education Program.** The earlier in your student teaching semester you complete all nine steps the better.

Complete these steps early in junior year:

1. Go to www.doe.mass.edu/educators/e_license.html
2. Click the “ELAR” button at the upper right of the page which opens the “ESE Security Portal.”
3. If you are logging on for the first time, select the “Create ELAR Profile” under the login button.
4. Write down your user name, password and MEPID for future log ins.
5. Email your MEPID number to the Education Program (ekell@brandeis.edu)

Complete these steps early in your student teaching semester:

6. Follow the “User Registration” directions and click “Submit” as you complete each page.
7. You are applying for an **INITIAL** license in your subject area.
8. Print and save a copy of your payment receipt.
9. **Email the Education Program confirming the date that you completed your application and paid the application fee.**

You will be able to complete the process only after:

- a. you graduate;
- b. you have taken and passed required MTEs;
- c. the Education Program verifies online, after graduation, that you are a “Program Completer;”
- d. you have an **official final transcript** with an endorsement * (available after graduation);
- e. the official, final, endorsed transcript is sent by the Education Program to the Mass. Department of Elementary & Secondary Education. We send transcripts in a batch so they are processed more speedily.**
- f. the DoESE no longer issues hard copy licenses. You or a potential employer can verify your license by any of the steps listed at www.doe.mass.edu/news/news.aspx?id=6160

* An “endorsement” is added to your transcript by the Registrar per request of the Education Program. It says: *This student has completed a State approved and NASDTEC recognized program for licensure in (license field, type & level) and is endorsed for initial licensure in this field.*

The earlier you complete the online application and pay the fee, the sooner your application will be processed by the DoESE.

** *If you choose to apply for licensure at a later date, **you** will need to request a copy of your transcript from the Registrar and send it directly to the DoESE.*

** *If you will be applying for licensure in another state using reciprocity, please familiarize yourself thoroughly with that state’s requirements.*

See next page for information on Good Standing Letter.

Good Standing Letter

In March or April, when you have completed your online license application and have passed all MTEs, but have not yet completed student teaching or received your official license, you should request a letter of good standing from Prof. Levenson. This letter can accompany job applications, and it will let potential employers know that you will be eligible for your initial license as of the May graduation date.