

**Brandeis University Education Program
Master of Arts in Teaching**

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

The Dept. of Elementary & Secondary Education, DESE, recommends that you create your licensure (ELAR) profile early in your MAT career (steps 1-5 in September).

You can complete the process of applying online for a Massachusetts teaching license anytime in the final semester of your Field Internship. The earlier in spring semester you complete all ten steps, the better.

Complete these steps by September 15:

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. You will want to check on the progress of your application.
5. Email your MEPID number to your MAT program coordinator. (tuan@brandeis.edu, dlauffer@brandeis.edu, or ekell@brandeis.edu)

Complete these steps early in spring 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 (ekell) or DeLeT (dlauffer) confirming the date that you completed your application and paid the application fee.**
10. **Send to DESE an official copy of your undergraduate transcript(s) showing date your bachelor's degree was conferred.**

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

To ensure proper identification, please include your name and MEPID or SSN on all documents.

The application process will be complete only after:

- a. you have passed all required MTELEs
- b. the Education Program or DeLeT verifies online in early August that you are a "Program Completer;"
- c. the Education Program or DeLeT sends to DESE your official, final Brandeis transcript with an endorsement * (available after August 31)
- d. the DESE 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.*

See the next page for information on:
Good Standing Letter
Program Completion Letter

Good Standing Letter

In April or May, when you have completed your online license application and have passed all MTEs, but have not yet completed the MAT program and 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 August 31 graduation date.

Program Completion Letter

In the month between the end of summer classes (late July) and the August 31 final transcript date, if you need official confirmation for an employer that you will be completing the MAT program and receiving your initial license, you should email Prof. Levenson to request a "program completion letter."

updated 5/2012