Teaching License – First Steps

Creating Your ELAR Profile

The Brandeis Education Program is required to report to the Massachusetts Department of Elementary and Secondary Education (DESE) names of students enrolled in our teacher preparation program whether or not they complete the program and apply for a teaching license.

Please follow the steps below to create your ELAR (Educator Licensure and Recruitment) profile. Once your profile has been created, you will have a MEPID (Massachusetts Education Personnel ID), an 8-digit ID for educators. Please email your MEPID to Eileen, ekell@brandeis.edu. We use this number, rather than your social security #, in our reports to the state. You will also need a MEPID to register for MTELs.

If you are an international student who does not have a US social security #, you will need to contact DESE. Email Minerva Rodriguez (mrodriguez@doe.mass.edu) to request a temporary SSN. You can also use this # when you register for MTELs.

b. Under the blue “Login” box, select “Create Profile” which takes you to the User Registration page.

c. Complete the page and when you log in again, select the “Check License Status” link to retrieve your MEPID. If you see a note at the top of the page asking you to “complete your profile,” follow the required steps and again select “Check License Status” for your MEPID, then email it to Eileen (ekell@brandeis.edu)

d. If your MEPID number does not appear, select the “edit” box above the MEPID space and complete the signature page. Then select the “Check License Status” link again and you should see the number.