Brandeis University Education Program  
Master of Arts in Teaching - Elementary

Applying for Provisional (and 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 by September 1).
You can complete the process of applying online for a Massachusetts teaching license anytime during your Field Internship. The earlier in spring semester you complete all the steps, the better.

**Complete these steps by September 1:**
2. Click the “ELAR” button in the center 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 Eileen Kell ekell@brandeis.edu

**Complete these steps for your elementary (1-6) provisional license in early spring:**
As soon as you have passed these required MTELs (Communication & Literacy, Foundations of Reading, and General Curriculum Math), and have completed the Moderate Disabilities spring semester workshops, you can apply for a **provisional license**.
Because you will not be able to receive your **initial license** until you complete the MAT Program in early August 2018, having a **provisional license** in the spring will allow you to be more competitive for teaching jobs through the spring and summer. You will need to complete these steps:

**P-1.** Complete the application for a provisional license (academic teacher, elementary, grades 1-6) on ELAR.
**P-2.** Print and save a copy of your payment receipt.
**P-3.** Upload on ELAR an official copy of your undergraduate transcript(s) with the date your bachelor’s degree was conferred.
**P-4.** In May, send to DESE an official letter from the Education Program (signed by Prof. Levenson and Desiree Phillips) confirming that you have completed the 10-hour Moderate Disabilities spring workshops (this will be available when workshops are completed in May)

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 on all documents.

**Complete these steps for your elementary (1-6) initial license in early summer:**
**I-1.** Follow the “User Registration” directions and click “Submit” as you complete each page.
**I-2.** You are applying for an **INITIAL** license for **elementary teacher, grades 1-6**.
**I-3.** Also apply for the SEI (Sheltered English Immersion) Endorsement (there is no cost) – Path 1.
**I-4.** Print and save a copy of your payment receipt.
**I-5.** If you have not already sent your undergraduate transcript(s) to DESE, complete step P-3 (uploading your undergraduate transcript).
**I-6.** Email the Education Program (ekell) confirming the date that you completed your application and paid the application fee.
The application process for your initial license will be complete only after:

a. you have passed all required MTELs
b. the Education Program verifies online in early August that you are a “Program Completer;” we will also verify that you have completed SEI

Note that 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](http://www.doe.mass.edu/news/news.aspx?id=6160)

The following “endorsement” is also added to your MAT transcript by the Registrar per request of the Education Program: *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.*

**Additional initial license in a new field: Moderate Disabilities**

Apply for your Moderate Disabilities initial license only after:

MD-1. you have completed your spring mini-placement in special education and submitted required paperwork
MD-2. you have completed your summer special education course, ED 260a
MD-3. you have received your elementary (1-6) initial license

See below for information on:
- Good Standing Letter
- Program Completion Letter

**Good Standing Letter**

In mid to late May, when you have completed your online initial license application and have passed all MTELs, 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 2/2018