Applying for Preliminary (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 in the final semester of your Field Internship. The earlier in spring semester you complete all the steps, the better.

Everyone should complete these five steps by September 1:
1. Go to http://www.mass.gov/edu/gateway/
2. Click the “ELAR” button on the right side 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: ekell@brandeis.edu

Complete these steps for your preliminary license in early spring:

As soon as you have passed the required MTELs (Communication & Literacy and subject test), you can apply for a preliminary license in your subject area.

Please note, if you are applying for a preliminary license in one of the sciences, you will have to wait until the end of fall semester and the completion of your pedagogy class.

Because you will not be able to receive your initial license until your MAT degree is awarded on August 31, 2017, having a preliminary license will allow you to be more competitive for teaching jobs through the spring and summer. You will need to complete these three steps:

P-1. Complete the application for a preliminary license in your subject area & current grade level (5-8 or 8-12 for example) on ELAR.
P-2. Print and save a copy of your payment receipt.
P-3. Send to DESE an official copy of your undergraduate transcript(s) showing the 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 on all documents.

Complete these steps for your 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 in your subject area & grade level and you are completing an approved program.
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 above.
I-6. Email the Education Program (ekell@brandeis.edu) 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
c. the Education Program sends to DESE your official, final Brandeis transcript with an endorsement * (available after August 31)

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.

Additional initial license in a new field: Moderate Disabilities

Apply for your initial license in 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 module, ED 260b
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 or late May, when you have completed your online license application and have passed all MTELs, but have not yet completed the MAT program and received your initial 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.”

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