

How to Apply for the SEI Endorsement in ELAR: A Step by Step Guide

October 2015



Instructions

Access ELAR System

A. Go to www.mass.gov/ese/licensure

B. Click on ELAR Login Image









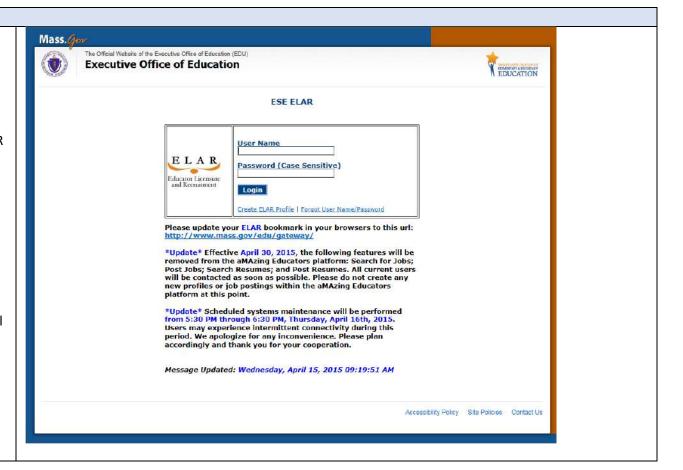
Instructions

Log-in to ELAR Portal

A. Input your User Name and Password (please note: these are case sensitive)

Note:

- If you do not have an ELAR account yet, or are not sure, click on the Create ELAR Profile link and create a new profile/account. If you do have a profile the system will locate it and notify you.
- If you do not know if you have an account, or have forgotten your ELAR User Name or Password, click on the Forgot User Name/Password link and follow prompts. Again, if you already have a profile, you will be alerted.
- You will be required to provide an email address in your ELAR account. It is important that you keep your contact information in ELAR up to date. Most especially your email and mailing addresses.







Instructions

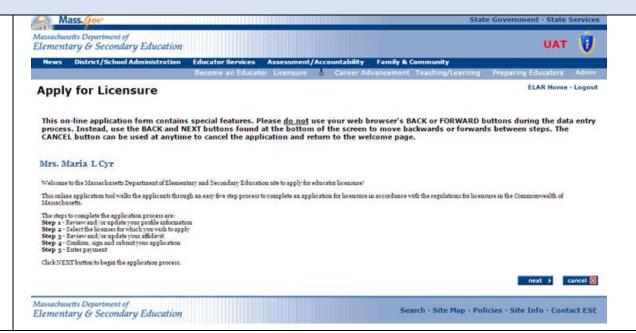
ELAR Welcome Page

A. On your ELAR Welcome page, click on <u>Apply for a new license, apply for an</u> <u>Endorsement, or advance to the next level</u> <u>license</u> link Hello Maria - What would you like to do today?

- > Apply for a new license, apply for an Endorsement, or advance to the next level license
- Apply to renew your professional level license formerly standard stage license
- Request a duplicate license
- > Check license status and history, make a payment
- > Update your educational background
- > Update your professional development plan
- > Update your profile | Change Your Password
- > Apply to be a program reviewer
- > Update your affidavit

Apply for Licensure - Introduction Page

- A. Review instructions for how to navigate within the ELAR system.
- B. Click **Next** button







Instructions

Step 1: Verify Profile

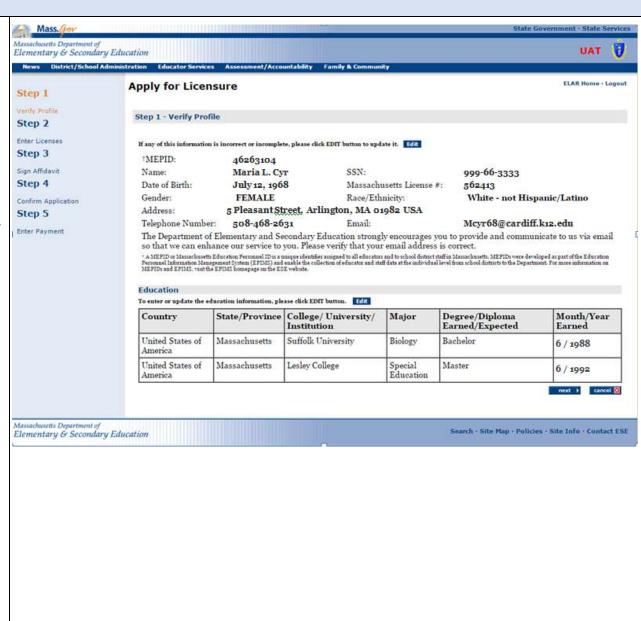
- A. Verify profile information.
- B. Click **Next** button

Note:

- The Department of Elementary and Secondary Education will communicate with you regarding your application via email so please ensure that you have provided a current and valid email address.
- You cannot update your name, birth date, or social security number.

To update your name, please follow the instructions on and upload the: Request for Name Change form into your ELAR account.

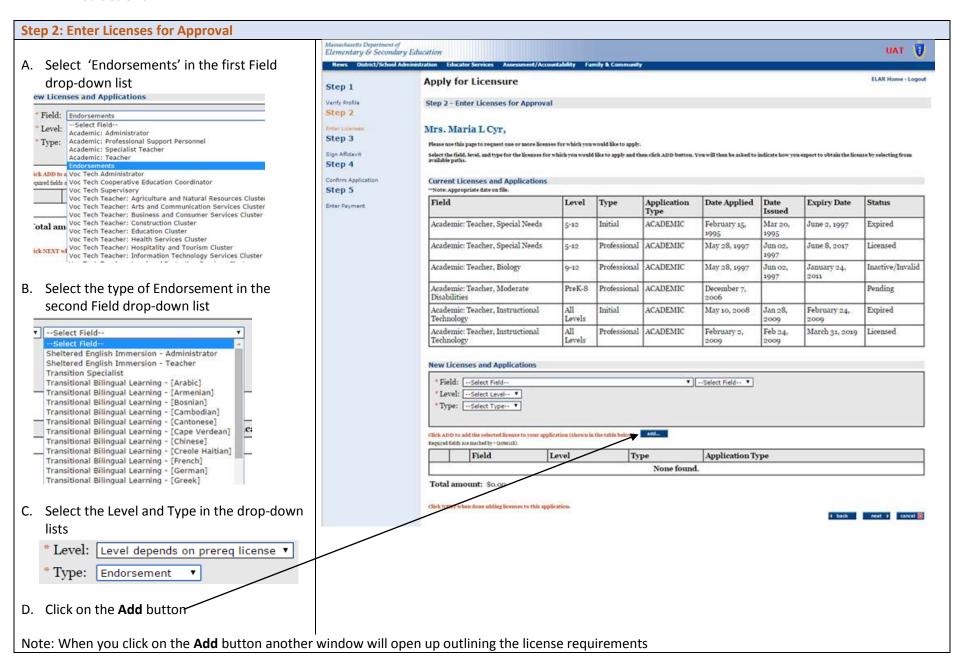
To update your social security number, please upload a copy of your social security card into your ELAR account.







Instructions





Instructions

Step 2a: Enter License Requirements

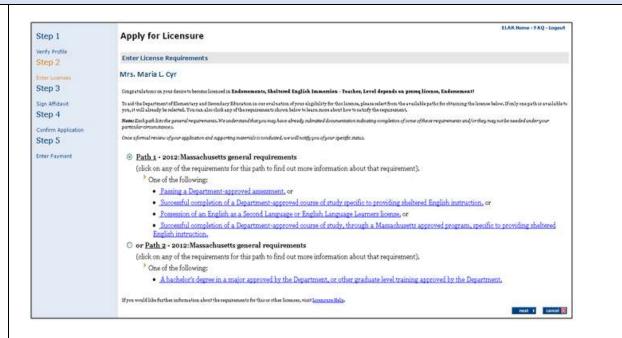
Most licenses/endorsements have multiple paths and requirement sets that lead to the license/endorsement. The path that is most appropriate for you will depend upon your educational background, experience, and license(s) already held.

Shown on this page are examples of some common paths to the license/endorsement you seek. You can click on any of the requirements that make up a path to learn more about how to satisfy that particular requirement.

A. Select the path that bests fits how you have or how you plan to earn the SEI endorsement, and click "next". For Administrators there is one path and for teachers there is either path 1 (for those who have done/will do one of the following: taken the ESE course, have an ESL/ELL license, passed the SEI MTEL) or path 2 (a transcript review based on a related degree or graduate level training).

Please note that should you choose a path <u>that</u> <u>is not</u> the most appropriate path for you, you will be placed upon the proper path during the evaluation of your license application.

B. Click on the **Next** button



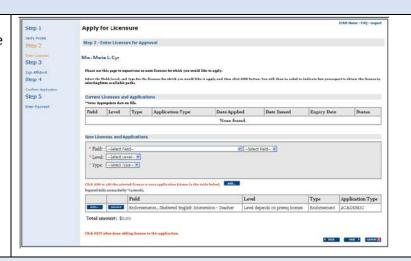




Instructions

Step 2: Enter Licenses for Approval (cont.)

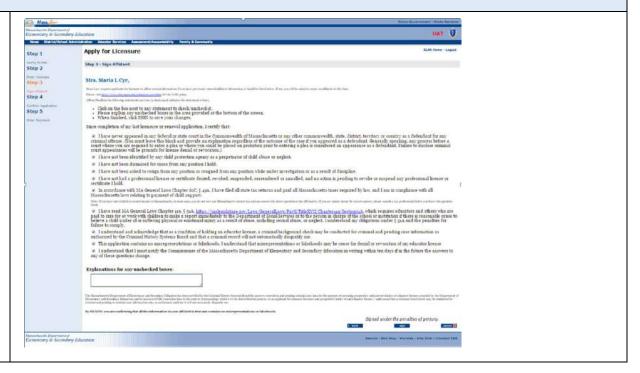
- A. At this point in the application you can edit the endorsement you are applying for or remove the endorsement that you selected to apply for.
- B. Click the **Next** button when you are ready to move forward with your application.



Step 3: Sign Affidavit

- A. Carefully read and affirm that the following statements are true (a check mark indicates the statement is true).
 - Click on the box next to any statement to check/uncheck it.
 - Please explain any unchecked boxes in the area provided at the bottom of the screen or mail in a separate written explanation pertaining to your "Affidavit" attached to your application.
 - If you wish to exit without saving, click CLOSE.
 - When finished, click SIGN button to save your changes.

By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.







Instructions

Step 3a: Sign Affidavit × / O Apply for Licensure A. You will see a pop-up window confirming atgateway.edu.state.ma.us/elar/applyforlicensure/LicenseApplicationAffidavitPageControl.ser that you have successfully signed your or Li... V Massachusetts Depa... Student and Exchar affidavit. The page at https://gateway.edu.state.ma.us Says: B. Click on the **OK** button You have now signed your affidavit. ly for Licensure OK 3 - Sign Affidavit **Step 4: Confirm Application** A. You will now be prompted to sign your application. Apply for Licensure B. Click on the Sign button Step 2 C. A window will pop-up verifying that you Mrs. Maria L Cyr Step 3 have signed your application. D. Click on the **OK** button Signed under the penalties of perju-Mountain Dipotent of Elementary & Secondary Education

Applying for Graduate Credit

Applying for graduate credit is up to the individual course participant. To facilitate the acquisition of graduate credit, the Department of Elementary and Secondary Education has gotten pre-approval for credit with a number of colleges and universities. Information on these schools can be found at http://www.doe.mass.edu/retell/credit.html.

Anyone seeking graduate credit must complete the registration requirements and payment for the college or university.

If additional assistance is required, please contact the Licensure Call Center (Monday-Friday, 9:00am-12:00pm and 2:00pm-5:00 pm) at (781) 338-6600).

