



How to Renew a License in ELAR: A Step by Step Guide

August 2021



Access ELAR System

A. Go to www.doe.mass.edu/licensure

May 11, 2020 10:00 AM EDT - COVID-19: Guidelines

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Office of Educator Licensure


Office of Educator Licensure

In Massachusetts, we are committed to excellence in our schools and further committed to supporting and developing our educational workforce. Educators serve a critical role in preparing the future of our students. We continue to be a national leader in education and are looking for inspired, innovative, and nurturing individuals to join our educator workforce.

The Office of Educator Licensure's website provides a wealth of information that is aimed at answering most applicants' general licensure questions. In addition, you will find tools, guides, and forms designed to help you navigate the licensure process as a well-informed applicant as quickly and efficiently as possible.




Login to ELAR
Apply, renew or check status of a license application



Licenses Offered

Find out more about licenses and endorsements offered, including general requirements by selecting one of the license areas below


- Academic PreK-12
- Vocational Technical
- Adult Basic Education



Licensure Requirements

Learn about licensure requirements, as well as testing information, required documents and helpful guides and forms by selecting one of the topic areas below

- License Requirements
- Testing Requirements
- "How To" Videos



B. Click on ELAR Login Image





Log-in to ELAR

Instructions

Log-in to ELAR Portal

A. Input your Username 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 Username or Password, click on the Forgot Username/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.

Mass.gov
The Official Website of the Executive Office of Education (EDU)
Executive Office of Education

DESE ELAR

User Name
Password (Case Sensitive)
Login
Create ELAR Profile | Forgot User Name | Forgot Password

Please update your ELAR bookmark in your browsers to this url:
<http://www.mass.gov/edu/gateway/>

Message Updated: Thursday, March 19, 2020 06:45:53 PM

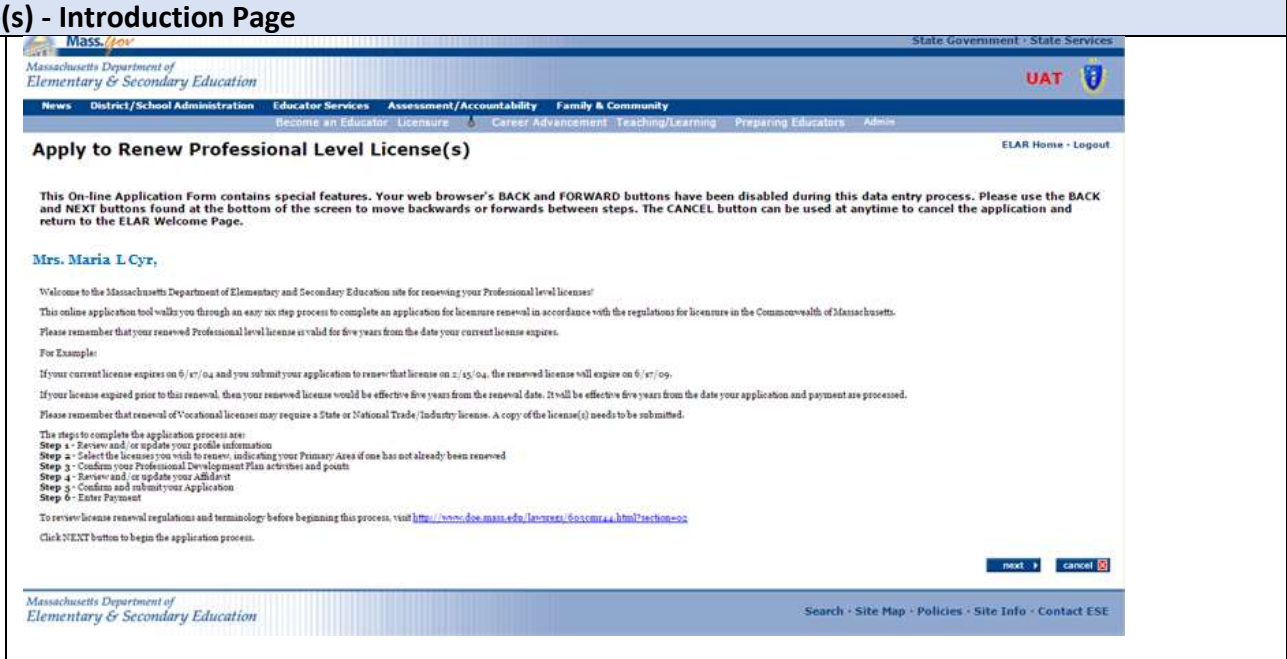
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Apply to Renew Professional Level License(s)

Instructions

ELAR Welcome Page	
<p>A. On your ELAR Welcome page, click on Apply to renew your professional level license or endorsement link</p>	<p>Hello Maria - What would you like to do today?</p> <ul style="list-style-type: none"> > Apply for a new license, apply for an Endorsement, or advance to the next level license > Apply to renew your professional level license or endorsement <small>formerly standard stage license</small> > Apply - Hard Copy Certificate Request > Check license status and history > Make a payment > Update your educational background > Update your professional development plan > Update your profile Change Your Password > Enter aMAzing Educators Career Center <small>Create and track your Career Plan</small> > Update your affidavit > Upload Documents
Apply for Renew Professional Level License(s) - Introduction Page	
<p>A. Review instructions for how to navigate within the ELAR system.</p> <p>B. Click Next button</p>	 <p>Apply to Renew Professional Level License(s)</p> <p>This On-line Application Form contains special features. Your web browser's BACK and FORWARD buttons have been disabled during this data entry process. Please use the BACK and NEXT buttons found at the bottom of the screen to move backwards or forwards between steps. The CANCEL button can be used at anytime to cancel the application and return to the ELAR Welcome Page.</p> <p>Mrs. Maria L. Cyr,</p> <p>Welcome to the Massachusetts Department of Elementary and Secondary Education site for renewing your Professional level licenses!</p> <p>This online application tool walks you through an easy six step process to complete an application for licensure renewal in accordance with the regulations for licensure in the Commonwealth of Massachusetts. Please remember that your renewed Professional level license is valid for five years from the date your current license expires.</p> <p>For Example:</p> <p>If your current license expires on 6/17/04 and you submit your application to renew that license on 2/15/04, the renewed license will expire on 6/17/09.</p> <p>If your license expired prior to this renewal, then your renewed license would be effective five years from the renewal date. It will be effective five years from the date your application and payment are processed.</p> <p>Please remember that renewal of Vocational licenses may require a State or National Trade/Industry license. A copy of the license(s) needs to be submitted.</p> <p>The steps to complete the application process are:</p> <ul style="list-style-type: none"> Step 1 - Review and/or update your profile information Step 2 - Select the licenses you wish to renew, indicating your Primary Area if one has not already been renewed Step 3 - Confirm your Professional Development Plan activities and points Step 4 - Review and/or update your affidavit Step 5 - Confirm and submit your Application Step 6 - Enter Payment <p>To review license renewal regulations and terminology before beginning this process, visit http://www.doe.mass.edu/licensure/602cmr44.html?action=02</p> <p>Click NEXT button to begin the application process.</p> <p style="text-align: right;">next cancel</p>





Apply to Renew Professional Level License(s)

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 submit the: [Request for Name Change/Hard Copy form](#).

To update your social security number, please send a copy of your social security card to the [Office of Educator Licensure](#).

Apply to Renew Professional Level License(s)

Step 1 - Verify Profile

If any of this information is incorrect or incomplete, please click EDIT button to update it. [EDIT](#)

MEPID: 50127832
 Name: Mrs. Maria L. Cyr SSN: 999-33-6600
 Date of Birth: April 21, 1968 Massachusetts License #: 304721
 Gender: FEMALE Race/Ethnicity: White - not Hispanic/Latino
 Address: 33 Butterfield Lane, Georgetown, MA 01964
 Telephone Number: 508-468-3151 Email: Meyr33@cardiff.k12.edu

The Department of Elementary and Secondary Education strongly encourages you to provide and communicate to us via email so that we can enhance our service to you. Please verify that your email address is correct.

Education

To enter or update the education information, please click EDIT button. [EDIT](#)

Country	State/Province	College/ University/ Institution	Major	Degree/Diploma Earned/Expected	Month/Year Earned
United States of America	Massachusetts	Suffolk University	Biology	Bachelor	6 / 1990
United States of America	Massachusetts	Lesley College	Special Education	Master	6 / 1997

[next](#) [cancel](#)





Apply to Renew Professional Level License(s)

Instructions

Step 2: Select Professional Level Licenses for Renewal

- A. Select the License you wish to renew by checking the box next to the license.
- B. If this is not your primary area and you wish to change this license to your primary area license, select the radial button in the Primary Area column.
- C. The fee for renewing your primary license is \$100, additional licenses are \$25
- D. Click on the **Next** button.

Provisional or Initial level licenses are not eligible for renewal, thus are not shown below. To upgrade licenses held at these levels, you may visit, <http://www.doe.mass.edu/educators/>.

Field, Level	Application Type	Status	Expiration Date	Renew	New Expiration Date	Primary Area
Biology, 9-12	ACADEMIC	Pending Renewal	January 24, 2011	<input type="checkbox"/>	03/26/2025	<input type="radio"/>
Special Needs, 5-12	ACADEMIC	Pending Renewal	June 8, 2017	<input type="checkbox"/>	03/26/2025	<input type="radio"/>
Instructional Technology, All Levels	ACADEMIC	Inactive/Invalid	March 31, 2019	<input checked="" type="checkbox"/>	03/26/2025	<input checked="" type="radio"/>

Total amount:

Note: In order to renew any Additional Area licenses alone, you must have already renewed a Primary Area previously that has not yet expired and the renewal of that Primary Area must be greater than twelve months from today. Otherwise, you would have to renew and designate a Primary Area along with your Additional Areas.

Note: Licenses due for renewal, can be renewed up to one year prior to the renewal expiration date. For example if your license expires December 27, 2019, it can be renewed any time after December 27, 2018. It cannot be renewed before December 27, 2018. If your Primary license is less than one year from the renewal expiration date, you will be unable to renew one or more Additional licenses. For example, if your Primary license expires on July 22, 2019, and your Additional license expired or is due to expire before July 22, 2019, you will not be able to renew the Additional license without designating and renewing one of your Professional licenses as the Primary license.





Apply to Renew Professional Level License(s)

Instructions

Step 3: Confirm PDP	
<p>A. Respond to Q #1 – Are you currently employed in the role of your professional level license in a MA public school. Choose yes or no (click on circle next to answer).</p> <p>B. If you choose yes, you will be asked to verify that your supervisor approved your professional development plan. Again, select yes or no.</p>	<p>You are requesting renewal in a Primary Area of Instructional Technology, All Levels which requires: 150 total professional development points</p> <ul style="list-style-type: none"> • 15 PDPs must be in pedagogy • 15 PDPs must be in content related to the area of the license • 15 PDPs must be in English as a Second Language and/or Sheltered English Immersion • 15 PDPs must be in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles • The remaining 90 PDPs can be in content related to the license, pedagogy or in a subject area not directly related to the license elective and must be included in the Individual Professional Development Plan (IPDP) <p>Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for the renewal of the selected license(s).</p> <p>For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form. Download or Print PDP document</p> <p>1. Are you currently employed in the role of your Professional level license in a Massachusetts public school? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>2. I hereby state that I have satisfied all of the requirements for license renewal. Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>← back next → cancel ✕</p>
<p>C. Q #2 - Verify that you have satisfied all of the requirements for license renewal. Again, select yes or no.</p> <p>Note: If you are renewing a primary license upon attesting to having satisfied the requirements of license renewal, you are attesting to having the correct number and types of PDP's.</p> <p>D. Click on the Next button.</p>	<p>You are requesting renewal in a Primary Area of Instructional Technology, All Levels which requires: 150 total professional development points</p> <ul style="list-style-type: none"> • 15 PDPs must be in pedagogy • 15 PDPs must be in content related to the area of the license • 15 PDPs must be in English as a Second Language and/or Sheltered English Immersion • 15 PDPs must be in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles • The remaining 90 PDPs can be in content related to the license, pedagogy or in a subject area not directly related to the license elective and must be included in the Individual Professional Development Plan (IPDP) <p>Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for the renewal of the selected license(s).</p> <p>For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form. Download or Print PDP document</p> <p>1. Are you currently employed in the role of your Professional level license in a Massachusetts public school? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>2. I hereby state that I have satisfied all of the requirements for license renewal. Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>← back next → cancel ✕</p>





Apply to Renew Professional Level License(s)

Instructions

Step 4: 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.

Step 5: Confirm Application

- A. Confirm your application by clicking on the Submit button. A new window will pop up confirming that you have successfully signed your application. Click OK button.

Level	Type	App
5-8	Initial	ACT





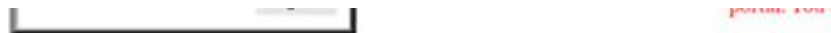
Make Payment

Instructions

Step 6: Enter Payment

- A. Acceptable forms of payment are: credit card, electronic check, cashier's check, money order, or personal check.
- B. Select the Pay with a **Credit Card or Electronic Check** link to make a payment using a credit card
- C. Select the **Cashier's Check / Money Order Payment** to make a payment using a cashier's check, money order, or personal check.
 - a) Fill in all required information on the new page
 - b) Print out page and mail it along with the check/money order to the [Office of Educator Licensure](#)

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



A processing fee is required before the Department can process your application. If this is an application for a new license, payment does not guarantee licensure (*Licensure is based on an evaluation of the applicant's qualifications relative to the requirements of the license sought*).

If you have not paid for the first license you applied for (the \$100 license), your application cannot be reviewed in its entirety until payment is received, although your application may be reviewed to determine your character and fitness.

Please select one of the links below to indicate how you wish to pay.

- > [Pay with a Credit Card or Electronic Check](#)
- > [Mail in a Cashiers Check or Money Order](#)

