Lesley UNIVERSITY

February 2014

HOW TO APPLY FOR A MASSACHUSETTS INITIAL EDUCATOR LICENSE

Lesley's Certification website, www.lesley.edu/certification, contains this information under "apply for a license," and has links to many useful resources.

IF YOU ARE SEEKING A LICENSE, YOU MUST INITIATE THE PROCESS BY TAKING THE FOLLOWING STEPS NOW: Steps 1 & 2 are through Department of Elementary and Secondary Education via ELAR

1. Apply and pay for the Initial license online at the MA Department of Elementary and Secondary Education (ESE), through your Educator Licensure and Recruitment (**ELAR**) account, https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser, which you should have set up**. Be sure you have submitted your MEPID number (found in ELAR) to Lesley through LOIS.**

2. Graduate students must mail an **Official Undergraduate Transcript** with registrar's signature in a sealed envelope to the ESE at 75 Pleasant St, Malden, MA 02148. Although you sent Lesley an undergraduate transcript during admissions, you must send the Department an official copy. If you earned your Baccalaureate degree from Lesley, both the undergraduate and graduate transcripts will be sent to the Department at the time of endorsement.

- If your undergraduate degree was issued under a different name, submit a copy of either a marriage license or social security card showing name change to ESE.

- If your undergraduate degree was completed in a country outside of the US, the transcript must be evaluated by an agency, http://www.doe.mass.edu/educators/foreignequivalence.html, and sent to ESE.

ONCE YOU COMPLETE ALL PROGRAM REQUIREMENTS: Step 3 is through Lesley Certification Office

3. Submit the **Endorsed Transcript Request Form** online at the Certification website, http://www.lesley.edu/endorsed-transcript-request/, after all program requirements are complete, and grades and credits posted to LOIS, including the practicum. Do not request an Official Transcript from the Registrar because it will not have the endorsement language on it.

- The Endorsed Transcript Request triggers an academic audit. Once program requirements are met, endorsement language is placed on your transcript and remains part of the permanent official transcript. In order to be endorsed, **undergraduates** must have completed all requirements for the bachelor's degree (including filing the intent to graduate if not already graduated), and graduate students **in School Guidance and School Adjustment Counseling** must have the degree conferral on the transcript before we submit the endorsed transcript to ESE.

- **The Certification Office mails the Endorsed Transcript to the ESE in a batch transmittal for an expedited review** (usually within 7 – 10 business days) **and submits electronic endorsements to the ESE.**

- **Beginning January 1, 2014, we will NOT be able to endorse you for a license unless you have submitted your MEPID number (found in ELAR) to Lesley through LOIS.**

- Candidates receive a confirmation email from the Department with the date that Lesley submitted the electronic endorsement to ESE, with the *subject/grade level* of the endorsement. Check the email you listed in ELAR for the confirmation and save a copy for your files. Check your ELAR account for license approval. Print copies of licenses are no longer mailed; duplicate (print) licenses can be ordered through ELAR for $25.

If you have questions, please send an email to cert_off@lesley.edu, call 617.349.8427, or drop in to see us on the second floor of University Hall.