

## Educator Licensure and Recruitment (ELAR) and Massachusetts Education Personnel Identification (MEPID)

### Important Licensure Requirement!

### Set up ELAR

### Find MEPID in ELAR

### Provide Lesley your MEPID through LOIS

All licensure candidates are **REQUIRED** to set up an electronic account (**ELAR**) at the Massachusetts Department of Elementary and Secondary Education at the start of your program, and then let Lesley University know your MEPID number through LOIS (Lesley Online Information System), the system Lesley students use to register for classes, check final grades, etc. Submit your MEPID through LOIS as soon as possible.

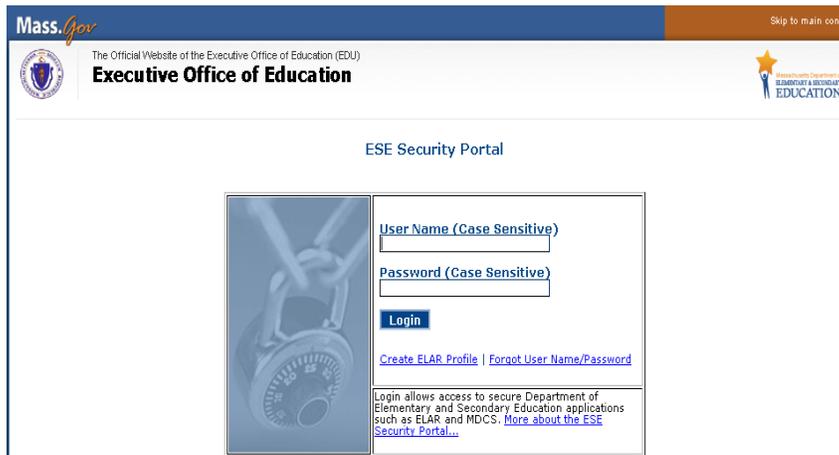
#### What is ELAR and why do I need to set up an ELAR account now?

ELAR (Educator Licensure and Recruitment) is the State's online resource that enables current and prospective Massachusetts educators to complete most licensure-related transactions on the Internet through a secure portal. Through ELAR you can

- store and view MTEL scores and official transcripts
- apply for, advance, or renew a license online
- check the status of a license/application
- make a payment
- view a description of what documents are scanned into your file
- request a hard copy license
- view correspondence from the Office of Educator Licensure
- print unofficial license information

It is essential that we have your MEPID number (assigned to you in ELAR) in order to count you as an enrolled student and to endorse you for a license at program completion. Details about MEPID described below.

#### How can I set up an ELAR Profile?



To set up an Educator Licensure and Recruitment (**ELAR**) account at the Department of Elementary and Secondary Education (DESE), go to

<https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>. You can also access the

security portal by going to <http://www.doe.mass.edu/>, > Educator Services, >



To begin, click on *Create ELAR Profile*. Continue through the prompts to create your profile. **There is no fee for establishing your ELAR account.** When you are ready to apply for your license, you will then pay a licensure application fee (\$100 for first license; \$25 for any additional licenses).

## Inquiry - Activity Summary

### Personal Information

User Name: edillon9 Under Review: No

\*MEPID: 59999999  
 Name: Erin Dillon  
 Date of Birth: September 09 1978  
 Gender: FEMALE  
 Address: 26 Appleton St, Somerville, MA, 02144, USA  
 Telephone Number:

I prefer that the Department of Elementary and Secondary Education communicate with me via email (unless a p  
 The Department of Elementary and Secondary Education strongly encourages you to provide and communicate to us  
 \* A MEPID or Massachusetts Education Personnel ID is a unique identifier assigned to all educators and to school dist  
 individual level from school districts to the Department. For more information on MEPIDs and EPIMS, visit the EPIM

### Education

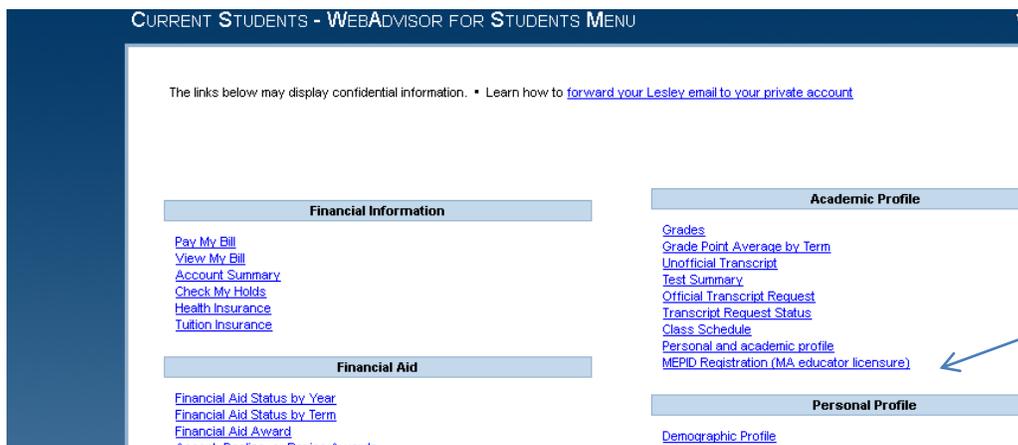
Country	State/Province	College/ University/ Insti

## What is a MEPID and where can I find it?

A MEPID (Massachusetts Education Personnel ID) is a unique 8-digit number assigned in ELAR to all educators. The only way Lesley will be able to endorse and verify program completion to the state will be through your MEPID. You can find the MEPID on your ELAR profile page by selecting 'Update your profile' or 'Check license status and history' from the ELAR Welcome Page. The image to the left is a screen shot of the 'Check license status and history' page with the MEPID circled. Accurately record your MEPID number so that you can report it to Lesley University. **If you set up an ELAR and are not assigned a MEPID in ELAR after 3 days, email [edprep@doe.mass.edu](mailto:edprep@doe.mass.edu).**

## How do I report my MEPID to Lesley?

Log into LOIS, <http://www.lesley.edu/lois>, and find the last listing in Academic Profile section, *MEPID Registration*.

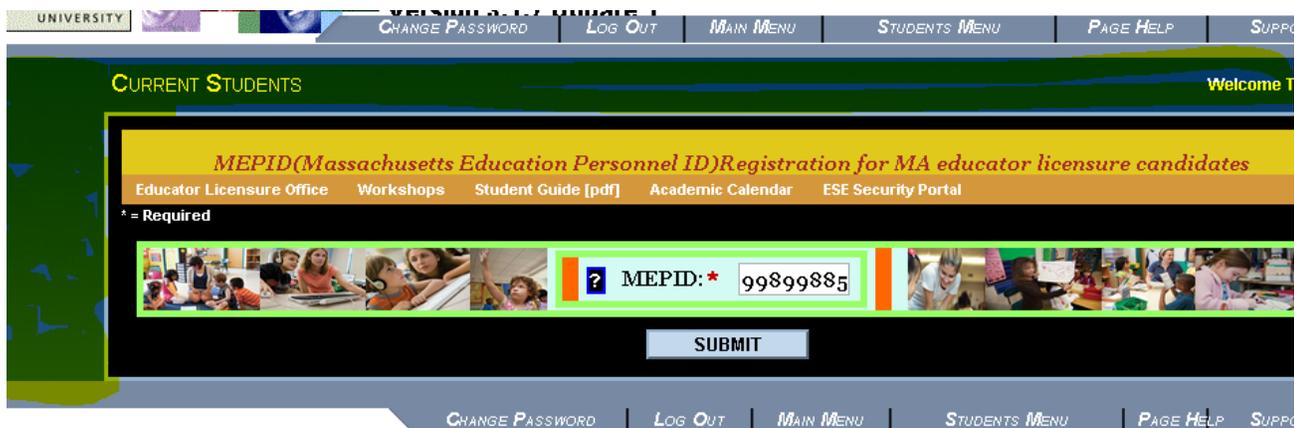


CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The links below may display confidential information. • Learn how to [forward your Lesley email to your private account](#)

Financial Information	Academic Profile
<a href="#">Pay My Bill</a> <a href="#">View My Bill</a> <a href="#">Account Summary</a> <a href="#">Check My Holds</a> <a href="#">Health Insurance</a> <a href="#">Tuition Insurance</a>	<a href="#">Grades</a> <a href="#">Grade Point Average by Term</a> <a href="#">Unofficial Transcript</a> <a href="#">Test Summary</a> <a href="#">Official Transcript Request</a> <a href="#">Transcript Request Status</a> <a href="#">Class Schedule</a> <a href="#">Personal and academic profile</a> <a href="#">MEPID Registration (MA educator licensure)</a>
Financial Aid	Personal Profile
<a href="#">Financial Aid Status by Year</a> <a href="#">Financial Aid Status by Term</a> <a href="#">Financial Aid Award</a> <a href="#">Award Details by Degree Awards</a>	<a href="#">Demographic Profile</a>

Click on *MEPID Registration*, accurately type your 8-digit MEPID number in the box and hit Submit.



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**MEPID(Massachusetts Education Personnel ID)Registration for MA educator licensure candidates**

Educator Licensure Office | Workshops | Student Guide [pdf] | Academic Calendar | ESE Security Portal

\* = Required

? MEPID: \* 99899885

SUBMIT

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Thanks for setting up your ELAR and reporting your MEPID to Lesley. Questions? Contact [cert\\_off@lesley.edu](mailto:cert_off@lesley.edu).