

The Bottom Line

A monthly newsletter brought to you by the Business Office.

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SPECIAL EDITION

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Quick Links to Important Information



[Business Office
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Educator Licensure and Renewal (ELAR) System



Do you know when your license expires? The responsibility for maintaining a valid DESE license, with appropriate endorsements, rests with the individual and not the district. The [ELAR](#) system is used to:

- Apply for or renew an educator/administrator license;
- Obtain a Education Personnel Identification (MEPID) number;
- Apply for the Sheltered English Immersion (SEI) Endorsement;
- Recover a user name and/or password; and
- Print out your license.

If you have a question about your Massachusetts Department of Elementary and Secondary Education issued license, please call the Licensure Call Center at 781-338-6600. The hours of the call center is Monday through Friday 9 AM – 12 PM and 2 PM – 5 PM.

Sheltered English Immersion Endorsements (SEI)



Who must hold the endorsement?

Core Academic Teachers (early childhood, elementary, teachers of students with moderate and severe disabilities, English, reading, language arts, mathematics, science, civics and government, economics, history, and geography)

Academic Administrators (principal/assistant principal or supervisor/director only)

Each employee must apply for the endorsement via the Educator Licensure and Renewal (ELAR) system. Once you have received your [endorsement](#), please send a copy of your license to Human Resources.

Important Licensure Information



[Academic PreK-12 Forms, Guidelines, and Licensure Regulations](#)

[DESE License Types and Working Titles](#)

[Verification of School Based Employment / Induction and Mentoring](#)

[Frequently Asked Questions \(FAQs\) & Glossary of Terms](#)

Send a Copy of Your License to Human Resources



When there is a change to your license, please log into your ELAR account and print out a copy of your license. A hard copy of the license should be sent to Susan Conzo in Human Resources for inclusion in your personnel file.

Information taken from the Massachusetts Department of Elementary and Secondary Education (DESE) web site.

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