Four Steps to Massachusetts Licensure

Lynch School of Education
Office of Practicum Experiences and Teacher Induction

**STEP 1**
Create a Profile on the DOE Website
- Go to: [http://www.doe.mass.edu/educators](http://www.doe.mass.edu/educators)
- In the upper right hand corner, click Select Program Area.
- Drop down menu, select “ELAR”.
- At the “DOE Security Portal”, click on “Create ELAR Profile” and follow instructions.
  You can create your profile before you apply for your license.
  You can do this today!

**STEP 2**
Take the MTEL
- Register for the Massachusetts Test for Educator Licensure at [http://www.doe.mass.edu/mtel/](http://www.doe.mass.edu/mtel/)
- You take the MTEL in Literacy and Communication and all required content areas.
- Testing dates and locations are available at: [http://www.doe.mass.edu/mtel/](http://www.doe.mass.edu/mtel/) or by calling 413-256-2829

**STEP 3**
Apply for your Licensure Online after Graduation- having completed the BC “Approved Program”
- Return to your ELAR login. Choose “Apply for a new license” and then:
  - Select the License for which you wish to apply:
    Academic: Teacher
    Academic: Professional Support Personnel
    Academic: Administrator
  - Select Field (Elementary, Math, etc.)
  - Select Level (Grades 1-6, 8-12, etc.)
  - Select Type (All BC programs lead to Initial License unless otherwise stated.
  - Select the path for which you are obtaining your License (Pathway 2)
  - Review and/or update your affidavit (You attest to your moral and ethical character).
  - Confirm, sign and submit your application.
  - Enter Payment (You will need a credit card for payment: $100 for First Initial License; $25 for each additional license)

**STEP 4**
Mail Materials to the DOE after Graduation
- Undergraduate Students: Send official undergraduate transcript.
- Graduate Students: Send BOTH official undergrad and graduate transcripts.
- All information should be sent certified mail to:
  Massachusetts Department of Education
  Educator Certification and Licensure
  75 Pleasant Street
  Malden, MA 02148-9140

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