How to Submit an Initial Application


2.) Your landing page will contain this box:

   Maine Certification Education System
   
   EDU - Educator

3.) Click on “EDU – Educator”.
4.) The next screen will be regarding FERPA. You will need to answer the questions in your account, but can also select “I agree.”
5.) The next screen will contain tiles that look like this:

   View Your Credentials Here
   Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

   View Correspondence Here
   Click here to view Correspondence. Correspondence includes all historical letters sent to you from MDOE.

   Apply for Your New Maine Credential Here
   Click here to apply for a new Maine credential. Most applications can be submitted electronically. All online applications require a credit card payment.

   Click Here to Upload Documents
   Click here to upload documents to MDOE instead of being mailed. Ensure that the upload process is complete before clicking the submit button.

6.) Please select “Apply for Your New Maine Credential Here”.

7.) The next screen provides an overview of the process. There are 15 steps to the initial application, but many of them are incredibly simple. “Step 1” explains what you can expect. For the purposes of this document, we will include instructions for every step.
8.) Step 2 – Verify your information.

9.) Step 3 – Verify your address.
10.) Step 4 – Verify your contact information.

11.) Step 5 – Indicate if you have a Bachelor degree or not.

12.) Step 6 - Select your credentials to be included in the application.
13.) Step 7 – Review the endorsements and associated fees you have selected. Ensure all changes are made prior to selecting “next”.

Credentia/Endorsement Application Fee Review

This is your final chance to review the credentials you are applying for.

You have selected the endorsements below for initial application. This screen shows a summary of your fees. You may adjust your endorsement choices made in previous steps by selecting or deselecting the checkbox next to each endorsement. Please note the following initial application fees:

- Administrator Endorsements: $200 Each
- Education Specialist Endorsements: $100 Each
- Teacher Endorsements: $100 For the First, $35 for Subsequent
- Education Technician Certificate: $25
- CHRC Approval: $15

Please use the check box next to each credential/endorsement to adjust your application choices and then select “Next”.

If you would like to add additional endorsements please use the previous button to back up to the previous step.

PLEASE NOTE: CHRC Approvals, Educational Technicians, and Career and Technical Education credentials do not require a bachelor’s degree. All other credentials require a transcript showing the degree and date conferred. If this is not already on file you must upload it as part of the online application process. If your application requires a bachelor’s degree and the degree is not already on file, a degree transcript is not uploaded as part of the application process, then your application will not be reviewed until one is submitted, and your fees will not be refunded.

14.) Step 8 – Update Your Education History and Experience

Update Your Education History and Experience

Additional information is required for your education history and education experience.

Under Education History please add all colleges and degrees that should be considered for this application. Click the Add Education History button for all Education History that should be considered when reviewing this application. In a later step you should review the transcripts that are on file and upload all transcripts for the listed Education History.

Your application will not be reviewed until all of these transcripts are received.

Under Education Experience please include all employment experience that should be considered for this application. We do not need your entire employment history, just the education employment history that is applicable for this application.

Once you have added all appropriate education and experience history press the Next button at the bottom to continue to the next step of the application wizard.
15.) Step 9 – Please complete background questions.

Please answer the following required questions.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1.) Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.) Have you ever received a reprimand or other disciplinary action involving any professional certification or license?</td>
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<tr>
<td></td>
<td></td>
<td>3.) Have you ever been convicted of any misdemeanor or felony offense no matter the age? (This would include OUI’s)</td>
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<td></td>
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<td>4.) Have you ever been substantiated by any state’s health and human services department for child abuse, either sexual or physical?</td>
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<tr>
<td></td>
<td></td>
<td>5.) Are you required to register as a sex offender in your state?</td>
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<tr>
<td></td>
<td></td>
<td>6.) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country?</td>
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<tr>
<td></td>
<td></td>
<td>7.) Have you ever been investigated by an employer for inappropriate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward?</td>
</tr>
</tbody>
</table>

Explanation: Required if any answer is marked Yes above.

Click the box to confirm and agree to the following statements.

I understand that this application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educational credential. I understand that I must notify the Commissioner of the Maine Department of Education in writing within 30 days if I am found to have committed one of these violations.

16.) Step 10 – Please upload any missing transcripts that are not listed.

Upload Missing Transcripts

If your application requires supporting documentation and some of your evidence is in the form of college transcripts, you should upload them now.

Only transcripts that have been uploaded via the new educator portal will appear in the list below. Transcripts submitted previously may be on file but will not display below. Uploaded forms must be provided in Adobe Portable Document Format (PDF). Please include the transcript key which is usually located on the reverse side of transcripts.

Alert! - Many of you have been using the upload feature and uploading transcripts. Please note that those transcripts that are sent digitally from a college/university often must be opened right away on our end or the transcript appears blank when opened. Please be sure to print, scan, and save as a PDF prior to upload into the MEIS system. This will allow us to process faster and avoid additional transcript fees for you. Thank you for your help with this.

Uploaded Transcript images on File

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Page Count</th>
<th>Create Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

No Results to Display

Upload Official Transcript Details

If all your transcripts are not shown above then you can scan the missing transcripts to a PDF document and upload them below. Please select the Browse button and then select your scanned official transcripts. Then click the Upload Official Transcripts button to upload them to your official record.

Choose File: No file chosen

Upload Official Transcripts

PLEASE NOTE: CBEC/Clearance, Educational Technicians, and Career and Technical Education credentials do not require a Bachelor’s Degree. All other credentials require a transcript showing the degree and date conferred. If this is not already on file you must upload it as part of the online application process. If your application requires a Bachelor’s Degree and the degree is not already on file, and a degree transcript is not uploaded as part of the application process, then your application will not be reviewed until one is submitted, and your fees will not be refunded.

Once you have uploaded all documents click on the Next button.
17.) Step 11 – Please upload any required tests that are not listed.

Upload Required Test Results
You may now upload any test results for passed tests that are not displayed below. Uploaded forms must be provided in Adobe Portable Document Format (PDF). If tests are not required for your requested certificate or service, please click next to continue.

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Source</th>
<th>Imported</th>
<th>Test Date</th>
<th>Pass/Fail</th>
</tr>
</thead>
</table>

Uploaded Test Result Images on File

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Page Count</th>
<th>Create Info</th>
</tr>
</thead>
</table>

No Results To Display

Upload Test Result Details

If you currently have passing test results that are not displayed in either of the above sections, please scan a PDF photocopy. Select the Browse button, and select your scanned PDF document. Click the Upload Test Result button to upload it to your official record.

Choose File
No file chosen

Upload Test Result

Once you have uploaded all documents click on the Next button.

18.) Step 12 – Please upload any additional information you would like to provide.

Upload Additional Documentation
You may now upload additional documentation that may be required for your application. Uploaded forms must be provided in Adobe Portable Document Format (PDF).

Alert! Many of you have been using the upload feature and uploading transcripts. Please note that those transcripts that are sent digitally from a college/university must be opened right away on your end or the transcript appears blank when opened. Please be sure to print, scan, and save as a PDF prior to upload into the MEIS system. This will allow us to process faster and avoid additional transcript fees for you. Thank you for your help with this.

Your Previously Scanned and Uploaded Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Page Count</th>
<th>Create Info</th>
</tr>
</thead>
</table>

No Results To Display

Upload Additional Document Details

To upload any missing additional required documentation please select the type of document that you are uploading. After selecting the document type, please select the Browse button and then select your scanned PDF file. After selecting your file, click the Upload Additional Documents button to upload it to your official record.

Document Type: Contact Hours

Choose File
No file chosen

Upload Additional Documents

Once you have uploaded all documents click on the Next button.
19.) Step 13 – Please enter credit card information. The credit card address is your address that is associated with your credit card account.

Add Credential Wizard - Step 13 of 15

ID: 

Credit Card Number: 
Expiration Date: (Example: 08/2025) 
Verification Code: 

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card’s address, not the bank’s address).

First Name on Credit Card: 
Last Name on Credit Card: 
Credit Card Address: 
Credit Card City: 
Credit Card Zip: 

Total Application Fee: $35.00

20.) Step 14 – Verify all information on screen is correct before submitting. When ready, select “Submit Application”.

21.) Step 15 – Confirmation and explanation of next steps.