



Maine Educator Information System (MEIS)

How to Find and Manage my Renewal List (for Chairpersons)

- 1.) Go to https://www.mymainecertification.com/SSO_PROD/Signin.aspx. Please sign in with your credentials.
- 2.) Click on “DSTCHAIR – Chairperson”.

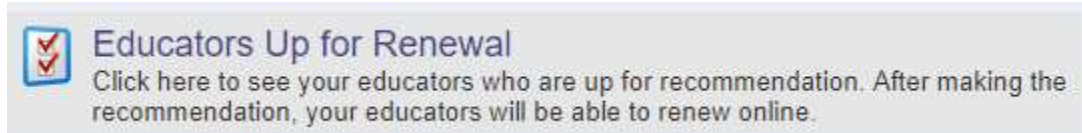


- 3.) Some districts assign Support Chairs to both teachers and ed techs, some to just teachers, and some have a different person for each. There are also administrative support chairs at regional administrative groups that are assigned to administrators. If you would like to check your assignment you can click on “District Chairperson Assignment”.



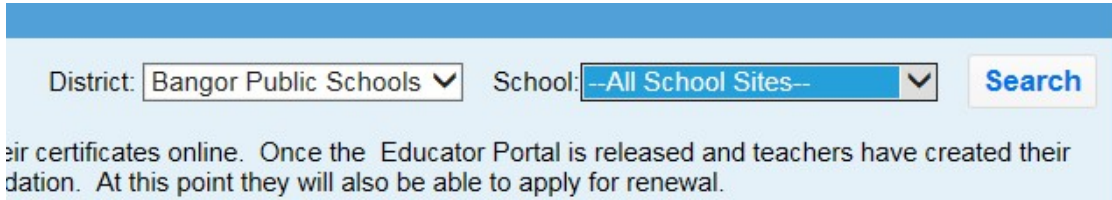
Only the Superintendent can make changes to who is assigned and which group they are assigned to.

- 4.) To find your renewal list, please select “Educators Up for Renewal”.



Educators may apply up to 6 months prior to their expiration date. This means that they will populate in your account once they have hit the six-month mark. Additional guidance and instructions are provided on this page as well.

- From the drop-down menu please select your District. Once the District is selected, you can also select a school if you would like. Then click "Search".

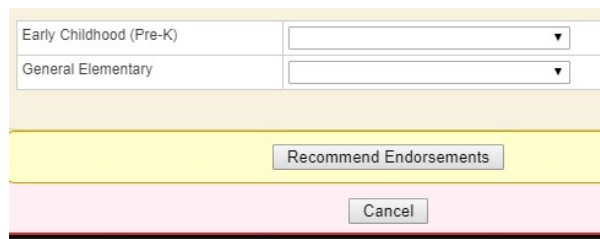


If you work in a large district, this will allow you to work on one school site at a time. If you prefer to work on all at once, just search by "All School Sites".

- This will populate your renewal list.
- On the right-hand side of your renewal list, you will see a hyperlinked "Recommend". Please select this link if you are ready to recommend the associated educator. Please remember that teaching certificates require either 6 semester hours or 90 contact hours for renewal and ed tech certificates require 3 semester hours or 45 contact hours. These are minimum requirements. Your local district may have additional or specific requirements above the legal requirements.

Certificate	Start Date	Expires	Recommend
3-YR PROFESSIONAL	7/1/2016	7/1/2019	Recommend
Professional	7/1/2014	7/1/2019	Recommend
Professional	7/1/2014	7/1/2019	Recommend
Professional	7/1/2014	7/1/2019	Recommend

- Next, select appropriate certifications from the drop-down menu and select "Recommend Endorsements".



9.) You will now see the recommended educator move from your “Educators Up for Renewal” list to your “Educators Recommended for Renewal” list. As educators apply online, their name will disappear from the “Educators Recommended for Renewal” list as well. In this way, you can track who has been recommended, but has not yet applied.

Things to Know:

- Support Chairs can only recommend for certificates under which the educator is employed. If the educator is not employed as one of the listed endorsements, simply select “not recommend”. This is in no way a negative reflection on their file and simply ensures the certification team will work on the application when it is entered.
- If an educator is moving from a Conditional to a Professional certificate, the certification department still must have all documentation for the completed deficiencies and will doublecheck the file before issuing the professional. It is up to the educator to upload this documentation as part of the online renewal application.
- Support Chairs do recommend for Educational Specialists along with teacher endorsements. (Except for school psychologists) This includes Library/Media Specialist, Guidance Counselor, Special Ed Consultant, Literacy Specialist, Vocational Ed. Evaluator, Athletic Director, Speech & Hearing Clinician, and School Nurse. All specialists also fall under the 6 semester / 90 contact hours renewal requirements.
- There has been a significant disconnect where educators seem to be unaware they must apply online after being recommended by their support chair. This has quite a few consequences.
 - Once a certificate is expired for 6 months, it becomes “lapsed”. When this happens, the support chair recommendation is now null and void, the certification department must receive documentation of all renewal requirements, the educator will need to get new fingerprints, and they will need to complete any new requirements for the endorsement that have been added in law.
 - Communication Best Practices –
 - Please ensure your teachers do not apply prior to receiving your recommendation. If they do, they will receive a letter saying they need recommendation.
 - Once you recommend a teacher please be very clear in your communication that it is now their responsibility to apply online. The document entitled “How to Submit Your Renewal Application” should help them navigate the process.
- Thank you for all your assistance in ensuring our Maine teachers retain continuous certification. It is greatly appreciated!