How to submit my renewal application

1.) Log in to your new account. If you don’t yet have an account, please refer to the document entitled “How to Create an Account”.
2.) Your landing page will contain this box:

3.) Click on “EDU – Educator”.
4.) The next screen will look like this:

Please be sure read all instructions prior to beginning your renewal application. Once ready, please select “Renew Your Credentials Here”.

1 | P a g e
5.) This online application is customized to your current file and the next screen will list all credentials that are eligible for renewal. To proceed click “Renew Endorsements”.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Endorsement</th>
<th>Status</th>
<th>Issue Date</th>
<th>Expire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVISIONAL</td>
<td>Early Elementary (K-3)</td>
<td>1</td>
<td>7/1/2017</td>
<td>7/1/2018</td>
</tr>
</tbody>
</table>

6.) There are 15 steps to the renewal application, but many of them are incredibly simple and if you do not need to upload documents many of the steps will be skipped. Step 1 explains all the steps and what you can expect. Please take the time to read this, as it will explain which steps will be skipped. For the purposes of this document, we will include instructions for every step.

Click the Next button when you have all your required documentation scanned and ready for the application process.
7.) Step 2 – Verify information.

8.) Step 3 – Verify address.
9.) Step 4 – Verify contact information.

Renew Educator License - Step 4 of 15

Home Phone: (___)___-___
Cell Phone: (___)___-
Email Address: 
Website: 

10.) Step 5 – Complete background questions.

Renew Educator License - Step 5 of 15

Please answer the following required questions of the Criminal History Disclosure Statement.

<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 it?</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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<tr>
<td>☐</td>
<td>☐</td>
<td>4.) Have you ever been substantiated by any states 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 any state?</td>
</tr>
<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>
</tr>
<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>

☐ Click the check 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 in the future the answers to any of these questions change.

11.) Step 6 and Step 7 – Step 6 will list any credentials to renew that do not require documentation and Step 7 will list any credentials that do require documentation. In either of these steps, check the box for the credentials you would like to renew.
12.) Step 8 – This step will show for you if you have additional endorsements that expire in the future. On this step, you will have the opportunity to align the expiration dates of future renewals. Note that renewal fees do apply on future renewals.

13.) Step 9 – This step reviews the credentials selected and the associated renewal fees.
14.) Step 10 – Upload Missing Transcripts.

15.) Step 11 – Upload required Praxis test score reports.
16.) Step 12 - Upload any additional required information.

17.) Step 13 - Input credit/debit card information.

18.) Step 14 – Verify all information on screen is correct before submitting.

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