

Guide to Renewing Your Educators License Online Using ELAR

This guide is intended to assist you in making the online recertification process as simple as possible. You may find that the best way to utilize this document is to print it and have it next to you as you complete the online application. This online recertification process can be done on any computer from school or home. Note: This process may be more efficient using Internet Explorer instead of Netscape.

Items to have on hand before beginning this process:

- Social Security Number (needed to create an ELAR account or if you have forgotten your password)
- License Number (needed to create an ELAR account)
- Copies of your PDP documentation.
- Credit card information should you wish to pay online by credit card (MasterCard or VISA only.)

Once you begin the online application, you must complete the entire process during that session. If you log out or cancel the application, none of the information entered will be saved. Do **not** use the Back or Forward arrows from the top menu bar at any time during this process.

For your convenience a link to the DOE Security Portal (www4.doemass.org) has been provided on the Arlington Public School website.

For further assistance, please contact Josephine Antonellis x772109.

Logging into the DOE Security Portal www4.doemass.org

- If you know your **USER ID** and **PASSWORD**, go ahead and enter it to log in. Please remember that User Names and Passwords are “case sensitive.”
- If you have problems logging in or are new to this system and need some assistance, click on the links under the log-in box (“**Create new ELAR Account or Forgot User Name/Password**”). *If you continue to have problems logging in, please contact Josephine Antonellis at x772109 for assistance.*

Accessing the ELAR Welcome Page

From the Personalized DOE Security Portal Screen, select **ELAR Welcome Page**.

Accessing the Application from the ELAR Welcome Screen

APPLY ONLINE – The two “Apply” functions enable you to apply for a new license and renew any professional (standard) level license(s).

To renew your license, select “**Apply to renew your professional level license**”

Other areas of interest on this screen include:

- Check license status and history – enables you to view the status of your license requests and the licenses you hold. Also, if you need to pay for a license you can pay online from this selection.
- Update your professional development plan – this will allow you to keep your plan current.

Begin the Application Process for License Renewal (Recertification)

Read through this page to understand the 6-Step process involved in renewing online.

When ready to move on, click on the “**NEXT**” tab. Do **not** use the Back or Forward arrows from the top menu bar at any time during this process.

Step 1 – Verify Your Personal Profile

Use this page to make any changes to your Profile. For example, if you need to update your address, click on the “**EDIT**” tab and make the necessary changes. Some edits, such as a name change, must be sent to the Department of Education with appropriate documentation. Be sure to click on “**SAVE**” at the bottom of the page before proceeding. This will bring you back to the page you were on prior to selecting “**EDIT.**”

When ready to move on, click on the “**NEXT**” tab.

Step 2 – Select License(s) for Renewal

This frame will only show you those licenses you hold at the “*Professional*” level since these are the only ones affected by the renewal process.

Note:

If you hold either a Preliminary (Provisional) level license, or an Initial (Prov/Adv Standing) level license and do not hold any at the Professional level, you should go back to the ELAR Welcome Page and select “**Apply for a new license.**” (To return to the ELAR Welcome Page, select “**ELAR HOME**” in the upper right hand corner of the page.)

Otherwise:

Select the Professional level license(s) that you wish to renew. If you are renewing a “*Primary*” license, select both the “**Renew**” column and the “**Primary Area**” column. After making your selection, the page will update. Note that you are still on the same page. Scroll to the bottom to continue.

When you have selected all the areas you wish to renew, click “**NEXT**”

Step 3 – Confirm your PDP’s (Professional Development Points)

For Educators that Renewed in 1999

The next two screens are for educators that renewed in 1999. All other educators should skip to SCREEN 3 below to continue.

SCREEN 1

- In order to calculate how many of the Professional Development Points (PDPs) must be in content and or pedagogy, please enter the amount of points you earned prior to the plan approval.
- Please note that no more than 60 “other” PDP activities are allowed prior to 7/1/00.
- Click on “Calculate PDP” or “NEXT” to view the minimum point distribution necessary to renew.

SCREEN 2

- The top portion of this page tells you what the minimum number of points is necessary based on the points you entered in the previous page.

- **OPTIONAL:** If you would like to record your Professional Development Activities, you may select the “**Download or Print PDP document.**” (Please note: This is a printable form to record your Professional Development activities for your record.)
- Please answer any and all questions that appear on this page (to answer yes or no, simply click on the appropriate response.) Please note: Page will update as you answer each question.
- When you have answered all the questions, click “**NEXT.**”

SCREEN 3

This screen is for Educators that were issued a Professional Level License between 10/1/94-6/17/99 or that were issued or are being renewed for the first time after 12/1/99.

- The top portion of the screen will indicate the number of points necessary to renew.
- Please answer any and all questions that appear on this page (to answer yes or no, simply click on the appropriate response.) Please note: Page will update as you answer each question.
- When you have answered all the questions, click “**NEXT.**”

Step 4 – Sign Your Affidavit

Read through the affidavit section carefully and check off all statements that apply or make any edits as necessary.

- Sign the affidavit.

Step 5 – Confirm Your Application

Click the “**SIGN**” button to verify that you wish to apply for renewal in the areas and grade levels indicated on this page.

Step 6 – Payment

You may choose to pay online with a credit card or check.

- By choosing to pay online with a credit card your status should be approved almost instantly, unless you have been selected as part of the random auditing process.
- You may choose to mail in your credit card payment or check (bank check, money order, or personal check.)

Tip: You may check your payment status at a later date by going to the ELAR Welcome Page and selecting “**CHECK LICENSE STATUS HISTORY, MAKE A PAYMENT**” **FUNCTION.**”

If you choose to pay online with a credit card, you will enter information into the following 2 screens.

SCREEN 1

- Please enter your credit card information (MasterCard and VISA only.)
- Fill in the bottom section, which includes cardholder’s name and address.
- When all the information is entered, click “**NEXT.**”

SCREEN 2

- Check the box authorizing the Department of Education to charge your account the amount indicated.
- Click the “**SUBMIT**” button.

After you hit the “**SUBMIT**” button, your transaction begins to be processed. During this time, do **not** touch your keypad or mouse until your screen updates and then scroll down to view your confirmation number (receipt.)

Confirmation

This page provides you with a receipt number. It is highly recommended that you print this page and save it for your records.

- Click “**DONE**” after printing your receipt. This will return you to the ELAR Menu. Click “**Logout**” on the top right hand corner.

Your application is now complete. Congratulations!