

## **How to Create A Profile in ELAR (Educator Licensure and Recruitment System) and Obtain a MEPID (Massachusetts Education Personnel ID)**

### **Who should create a profile in ELAR?**

Students enrolled in an education program leading to a license from the Department of Elementary and Secondary Education (ESE) should create a profile in ELAR.

### **When should I create a profile in ELAR?**

Once you enroll in an education program leading to a license from ESE and before you meet with your academic program to discuss your first practicum or pre-practicum experience.

### **Why do I need to create an ELAR Profile?**

ELAR is the State's online resource for teacher licensure and recruitment that enables current and prospective Massachusetts educators to complete most licensure-related transactions on the Internet through a secure portal. Through ELAR you can:

- store and view MTEL scores and official transcripts
- apply for or advance a license online
- check the status of a license/application
- make a payment
- view a description of what documents are scanned into your licensure file
- request a hard copy license
- renew a Professional license
- view correspondence from the Office of Educator Licensure
- print unofficial license information
- post a resume and search for jobs posted by districts through the aMAzing Educators CareerCenter

**What is a MEPID?** A MEPID (Massachusetts Education Personnel ID) is a unique identifier assigned in ELAR to all educators. The only way that BU Wheelock will be able to endorse and verify program completion for licensure to ESE will be through your MEPID. A MEPID is also now required on your CAP Form.

### **Does it cost money to create a profile in ELAR?**

No. Creating a profile is free and is a state requirement in order to apply for a DESE license.

### **What if I already have a profile in ELAR?**

- Follow the directions on the next page to retrieve your MEPID
- Inform your program supervisor to ensure that the MEPID is included on the CAP cover page

## How do I create a profile in ELAR?

Visit <https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>

To begin, click on *Create ELAR Profile*. Continue through the prompts to create your profile. **There is no fee for establishing your ELAR account.** When you are ready to apply for your license, you will then pay a licensure application fee.



The screenshot shows the 'ESE Security Portal' login interface. It features a header with the 'Mass.gov' logo and the 'Executive Office of Education' name. The main content area contains a login form with two input fields: 'User Name (Case Sensitive)' and 'Password (Case Sensitive)'. Below these fields is a blue 'Login' button. There are also links for 'Create ELAR Profile' and 'Forgot User Name/Password'. A small text box at the bottom explains that the login provides access to secure Department of Elementary and Secondary Education applications like ELAR and MDCS, with a link to 'More about the ESE Security Portal'.

## How do I find my MEPID?

Once you have created an ELAR profile, you can find your MEPID by logging in to ELAR. On your ELAR profile page select 'Update your profile' or 'Check license status and history' from the ELAR Welcome Page. The image below is a screen shot of the 'Check license status and history' page with the MEPID circled.

### Inquiry - Activity Summary



The screenshot displays the 'Personal Information' section of a user profile. The 'User Name' field is circled in red and contains the value '09999999'. Other fields include 'Name' (Erin DeLan), 'Date of Birth' (September 09, 1978), 'Gender' (FEMALE), and 'Address' (20 Appleton St, Somerville, MA, 02144, USA). A checkbox is checked, indicating a preference for email communication. Below this is a note about the MEPID (Massachusetts Education Personal ID) and a link for more information.

Country	State/Province	College/ University/ Insti
---------	----------------	----------------------------

**\*\*If you have questions, please contact BU Wheelock's Licensure Officer, Zara Nizami at [znizami@bu.edu](mailto:znizami@bu.edu)\*\***