**What is a MEPID? How do I get a MEPID?**

The Massachusetts Education Personnel Identifier (MEPID) is a unique 8-digit number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Individuals can be assigned a MEPID when they begin working at a Massachusetts public school or when they create a profile in the Educator Licensure and Renewal (ELAR) system.

Most preparation program candidates will be assigned a MEPID when they create a profile in the ELAR system. If a candidate has a MEPID assigned, she can find it on her ELAR profile page by selecting ‘Update your profile’ or ‘Check license status and history’ from the ELAR Welcome Page. Below is a screen shot of the ‘Check license status and history’ page with the MEPID circled:

**How do I collect MEPIDs from preparation program candidates?**

There are many ways to collect a candidate’s MEPID – some programs are including it in enrollment forms, others are collecting MEPIDs through a survey tool and some are asking candidates to report their MEPID in their first courses of the program. Candidates can access their MEPID by logging into the ESE Security Portal (https://gateway.edu.state.ma.us/ResourceList), clicking on the ELAR Welcome Page and viewing their profile by clicking ‘Check license status and history’. The MEPID is listed in the top left hand corner of their profile page.

Program administrators with access to the ‘Administrative Inquiry’ option in the ELAR system can also look up a candidate’s MEPID on the profile page.

**One of our candidates created an ELAR profile but doesn’t have a MEPID assigned. How can she get a MEPID?**

Some candidates will not have a MEPID assigned when they create an ELAR profile. This can be because of a name change, because another person with the same name and date of birth is already in the system, or because the candidate has multiple ELAR profiles and a MEPID has already been assigned under a different profile. Because it can take time for our systems to determine if a candidate already has a MEPID assigned,
please wait four days to see if a MEPID is assigned before contacting ESE. If, after four days the candidate does not have a MEPID, please contact ESE at: edprep@doe.mass.edu. ESE will need to investigate whether a new MEPID should be assigned or if the candidate already has a MEPID under a different name or profile.

**When is a candidate “enrolled” in a program?**
The preparation program approval regulations define enrolled as, “The point at which an individual has met all the sponsoring organization's requirements to be formally admitted into the educator preparation program.” Ultimately, it is up to each organization to determine when a student meets all the requirements for admission and is considered enrolled in a preparation program.

**How is “non–practicum coursework completer” defined?**
Candidates should be submitted as non-practicum coursework completers in the Early ID system when they complete all courses in the preparation program that focus on content, such as academic subject matter, and that do not require individuals to participate in the activities of the practicum experience. The preparation program approval regulations define the practicum as, “A field-based experience within an approved program in the role and at the level of the license sought, during which a candidate's performance is supervised jointly by the sponsoring organization and the supervising practitioner and evaluated in a Performance Assessment for Initial License.”

**Is the program completion date the date the candidate completes the preparation program requirements or the date the candidate receives his degree?**
Regulations state that a program completer is, “An individual who has completed all the requirements of a state-approved preparation program (i.e., instruction/course work and practicum), regardless of whether that person has taken and passed state tests or assessments for licensure or has been endorsed for licensure by the program or its sponsoring organization.” The program completion date for a candidate should be the date that the candidate completes all the requirements of the program (following the definition above), even if the candidate has not yet received the degree. For baccalaureate programs or other programs where receiving a degree is one of the requirements of the program, then the completion date will be the same as or after the date they receive the degree.

The non-practicum coursework completer step does not make sense for our programs. Our candidates’ practicum experiences begin early in the program and are combined with coursework experiences. Therefore, a candidate does not complete all non-practicum coursework until she completes the program.

We realize that some programs do not have a “non-practicum coursework completer” step. In these cases, the non-practicum coursework completion date and program completion date will be the same. Users should first submit candidates as non-practicum coursework completers using the program completion date and then submit them as program completers using the same program completion date.

**How is “program completion” defined?**
The preparation program approval regulations define a “program completer” as, “An individual who has completed all the requirements of a state-approved preparation program (i.e., instruction/course work and practicum), regardless of whether that person has taken and passed state tests or assessments for licensure or has been endorsed for licensure by the program or its sponsoring organization.”
We have a candidate who decided to switch from our English 5-8 Initial license Post-Baccalaureate program to our English 8-12 Initial license Post-Baccalaureate program—how do I record candidates who transfer from one licensure program to another?

First, remove the candidate from his current program by clicking the ‘remove’ action button on the page for the most recent step in which he was submitted. This will take you to a removal screen in which you can enter the transfer reason as “PE Trans diff lic prog same org” or “NONP Trans diff lic prog same org” depending on whether the candidate’s most recent submitted step was as a program enrollee (PE) or non-practicum coursework completer (NONP). These removal codes indicate that the candidate transferred to a different licensure program within the same organization. Once the candidate decides which program he wants to enroll in, you can enroll him in that program.

How can I find a candidate in the Early ID system?

The Early ID system has multiple ways to search for a candidate. If a candidate is already enrolled in a program in the system, you can search for that candidate using their MEPID by clicking the ‘Search’ on the main Early ID screen. You can also search for candidates at each step by their enrollment date (month and year) or enrollment program year (September 1st – August 31st) and status.

Will candidates get a confirmation when they are endorsed?

Yes, candidates will receive an email confirmation when they are endorsed as completing a program or for completing the SEI Endorsement. The email will be sent to the email address provided in the candidate’s ELAR profile. If no email address is provided, the candidate will not receive an email confirmation, but the message will still be saved in the Correspondences section of his profile. Emails are sent overnight, so candidates will not receive the confirmation until the following day.