How to Apply for the SEI Endorsement

Step 1) Visit www.doe.mass.edu/educators and click on the ELAR logo on the right-hand side of the screen.

Step 2) Enter your User Name and Password. If you are not sure of your User Name and Password, click on Forgot User name/Password (for instructions, see below).
Step 3) After logging into ELAR, you may be asked to update some information or you may be directed right to the welcome screen. Please select “apply for a new license, or advance to the next level license”.

![Welcome to ELAR](image)

Welcome to ELAR

Hello Lorraine - What would you like to do today?

- Apply for a new license, or advance to the next level license
- Apply to renew your professional level license
- Renew a standard license
- Request a duplicate license
- Check license status and history, make a payment
- Update your educational background
- Update your professional development plan
- Update your profile | Change Your Password
- Learn more | Educators Career Center
- Create and find your Career Plan
- Apply to be a program reviewer
- Improve your effectiveness

Step 4) Review the steps to apply for a license and click “next”. Verify your profile information and click “next”. On the following page, select “Endorsements” from the drop-down list and then select the appropriate SEI Endorsement (teacher or administrator), select the “Level” and “Type: and then and click “add”.

Step 5) Select the path to earn the endorsement and click “next”. For Administrators there is one path and for teachers there is either path 1 (for those taking the ESE course, that have an ESL/ELL license, will pass the SEI MTEL, etc.) or path 2, which will be a transcript review based on a related degree or graduate level training.
Applying for Graduate Credit

Applying for graduate credit is up to the individual course participant. To facilitate the acquisition of graduate credit, the Department of Elementary and Secondary Education has gotten pre-approval for credit with a number of colleges and universities. Information on these schools can be found at [http://www.doe.mass.edu/retell/credit.html](http://www.doe.mass.edu/retell/credit.html).

Anyone seeking graduate credit must complete the registration requirements and payment for the college or university.

If additional assistance is required, please contact the Licensure Call Center (Monday-Friday, 2:00-5:00 p.m.) at (781) 338-6600.