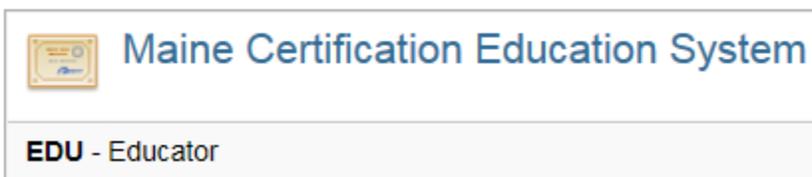




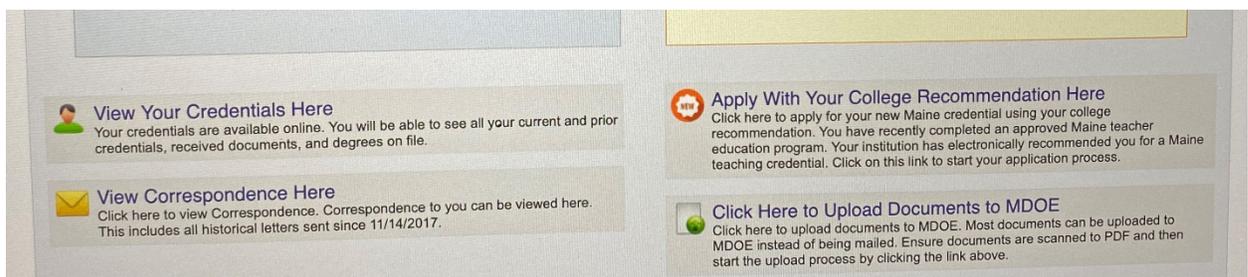
Maine Educator Information System (MEIS)

How to submit an initial application

- 1.) Log in to your MEIS account at https://www.mymainecertification.com/SSO_PROD/Default.aspx.
- 2.) Your landing page will contain this box:



- 3.) Click on "EDU – Educator".
- 4.) The next screen will be regarding FERPA. You will need to answer the questions in your account, but can also select "I agree."
- 5.) The next screen will contain tiles that look like this:



- 6.) Please select "Apply With Your College Recommendation Here".
- 7.) The next screen provides an overview of the process. There are 13 steps to the initial application, but many of them are incredibly simple. Step 1 explains what you can expect. For the purposes of this document, we will include instructions for every step.



Maine Educator Information System (MEIS)

Add Credential Wizard - Step 1 of 13

Welcome! Thank you for teaching in Maine and applying for a new Maine credential.

A series of steps will walk you through the application process. Please answer the questions on the following screens to submit your application with the required documents to qualify for certification. If you are not yet ready to apply, and have questions about what is required please visit <http://www.maine.gov/dae/cert> to see a list of requirements for each endorsement.

As you proceed through the application, please keep in mind that steps may be skipped depending on the credential(s) selected.

For more information on Maine credentials and the various paths to certification please refer to the following link: [Maine Certification Requirements](#).

PLEASE NOTE: CHRC Approvals, Educational Technicians, and Career and Technical Education credentials do not require a Bachelor's Degree. All other credentials require a transcript showing the degree and date conferred. If this is not already on file you must upload it as part of the online application process. If your application requires a Bachelor's Degree and the degree is not already on file, and a degree transcript is not uploaded as part of the application process, then your application will not be reviewed until one is submitted, and your fees will not be refunded.

[Cancel](#) [Next](#)

8.) Step 2 – Verify your information.

Add Credential Wizard - Step 2 of 13

NEO Staff ID:

First Name:

Middle Name:

Last Name:

Former Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

[Cancel](#) [Previous Step](#) [Next](#)

9.) Step 3 – Verify your address.

Add Credential Wizard - Step 3 of 13

Address ID: 100568

Mailing Address:

City:

Country Code:

State Code:

Zip Code:

Zip Plus4:

Updated: IMPORT - 11/13/2017 6:13:10 AM

Created: IMPORT - 11/13/2017 6:13:10 AM

[Cancel](#) [Previous Step](#) [Next](#)



Maine Educator Information System (MEIS)

10.) Step 4 – Verify your contact information.

Add Credential Wizard - Step 4 of 13

Home Phone: () - -

Cell Phone: () - -

Email Address:

Website:

[Cancel](#) [Previous Step](#) [Next](#)

11.) Step 5 – Select your credentials to be included in the application.

Add Credential Wizard - Step 5 of 13

Adding New Credentials to Your Cart

Add New Credentials to Your Cart

Use the "Add Credentials to Cart" button to select the desired Maine credential(s) for your application. If your selected certificate has multiple endorsements you will be prompted to select one or more endorsements. You may add endorsements of different certificates (Administrator, Specialist, Teacher) by selecting the "Add Credentials to Cart" button multiple times. The Approval application (CHRC/Fingerprinting) and Educational Technician application options are stand alone applications that cannot be combined with Administrator/Specialist/Teacher applications. Please keep in mind that if you are applying for any educator certificate, you do not also have to complete an additional Approval application (CHRC/Fingerprinting).

You can remove selected endorsements by selecting "Delete" to the right of the undesired endorsement.

Once you have selected all the desired credentials for this application select "Next".

Your Selected Credentials

Your Selected Credentials - Press Next Below When Your List is Complete

Class	Type	Endorsement	Grade

[Add Credentials To Cart](#)

[Cancel](#) [Previous Step](#) [Next](#)

12.) Step 6 – Review the endorsements and associated fees you have selected. Ensure all changes are made prior to selecting “next”.



Maine Educator Information System (MEIS)

Credential/Endorsement Application Fee Review

This is your final chance to review the credentials you are applying for.

You have selected the endorsements below for initial application. This screen shows a summary of your fees. You may adjust your endorsement choices made in previous steps by selecting or deselecting the checkbox next to each endorsement. Please note the following initial application fees.

Administrator Endorsements: \$200 Each
Education Specialist Endorsements: \$100 Each
Teacher Endorsements: \$100 For the First, \$35 for Subsequent
Education Technician Certificate: \$25
CHRC Approval: \$15

Please use the check box next to each credential/endorsement to adjust your application choices and then select "Next".

If you would like to add additional endorsements please use the previous button to back up to the previous step.

PLEASE NOTE: CHRC Approvals, Educational Technicians, and Career and Technical Education credentials do not require a Bachelor's Degree. All other credentials require a transcript showing the degree and date conferred. If this is not already on file you must upload it as part of the online application process. If your application requires a Bachelor's Degree and the degree is not already on file, and a degree transcript is not uploaded as part of the application process, then your application will not be reviewed until one is submitted, and your fees will not be refunded.

Credential/Endorsement Selection

Your Selected Credentials - Use the check boxes to select/deselect choices

Include	Class	Type	Endorsement	Grade	Amount
<input checked="" type="checkbox"/>	Teacher Certificate	Teaching	Gifted/Talented - GRADES K-12	GRADES K-12	100

Total Application Amount: \$100

13.) Step 7 – Please complete the background questions.

Add Credential Wizard - Step 7 of 13

Please answer the following required questions.

Yes No	Question
<input type="radio"/> <input type="radio"/>	1.) Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it?
<input type="radio"/> <input type="radio"/>	2.) Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
<input type="radio"/> <input type="radio"/>	3.) Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's)
<input type="radio"/> <input type="radio"/>	4.) Have you ever been substantiated by any states health and human services department for child abuse, either sexual or physical?
<input type="radio"/> <input type="radio"/>	5.) Are you required to register as a sex offender in any state?
<input type="radio"/> <input type="radio"/>	6.) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country?
<input type="radio"/> <input type="radio"/>	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?

Explanation: Required if any answer is marked Yes above.

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.

[Cancel](#) [Previous Step](#) [Next](#)



Maine Educator Information System (MEIS)

14.) Step 8 – Please upload any missing transcripts that are not listed.

Add Credential Wizard - Step 8 of 13

Upload Missing Transcripts

If your application requires supporting documentation and some of your evidence is in the form of college transcripts, you should upload them now.

Only transcripts that have been uploaded via this new educator portal will appear in the list below. Transcripts submitted previously may be on file, but will not display below. Uploaded forms must be provided in Adobe Portable Document Format (PDF). Please include the transcript key which is usually located on the reverse side of transcripts.

Uploaded Transcript Images on File

Document	Description	Page_Count	Create Info
No Results To Display			

Upload Official Transcript Details

If all your transcripts are not shown above then you can scan the missing transcripts to a PDF document and upload them below. Please select the Browse button and then select your scanned official transcripts. Then click the Upload Official Transcripts button to upload them to your official record.

No file chosen

PLEASE NOTE: CHRC Approvals, Educational Technicians, and Career and Technical Education credentials do not require a Bachelor's Degree. All other credentials require a transcript showing the degree and date conferred. If this is not already on file you must upload it as part of the online application process. If your application requires a Bachelor's Degree and the degree is not already on file, and a degree transcript is not uploaded as part of the application process, then your application will not be reviewed until one is submitted, and your fees will not be refunded.

Once you have uploaded all documents click on the Next button.

15.) Step 9 – Please upload results from Praxis tests that are not already listed.

Add Credential Wizard - Step 9 of 13

Upload Required Test Results

You may now upload any test results for passed tests that are not displayed below. Uploaded forms must be provided in Adobe Portable Document Format (PDF).

If tests are not required for your requested certificate or service, please click next to continue.

Passed Tests on File

Test Description	Source	Imported	Test Date	Pass/Fail
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Uploaded Test Result Images on File

Document	Description	Page_Count	Create Info
No Results To Display			

Upload Test Result Details

If you currently have passing test results that are not displayed in either of the above sections, please scan a PDF photocopy. Select the Browse button, and select your scanned PDF document. Click the Upload Test Result button to upload it to your official record.

No file chosen

Once you have uploaded all documents click on the Next button.



Maine Educator Information System (MEIS)

16.) Step 10 – Please upload any additional required documentation.

Add Credential Wizard - Step 10 of 13

Upload Additional Documentation
You may now upload additional documentation that may be required for your application. Uploaded forms must be provided in Adobe Portable Document Format (PDF).

Your Previously Scanned and Uploaded Documents

Document	Description	Page Count	Create Info
No Results To Display			

Upload Additional Document Details

To upload any missing additional required documentation please select the type of document that you are uploading. After selecting the document type, please select the Browse button and then select your scanned PDF file. After selecting your file click the Upload Additional Documents button to upload it to your official record.

Document Type:

No file chosen *

Once you have uploaded all documents click on the Next button.

17.) Step 11 – Please enter credit card information.

Add Credential Wizard - Step 11 of 13

ID:

Credit Card Number: *

Expiration Date: (Example: 08/2025) *

Verification Code: *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

First Name on Credit Card: *

Last Name on Credit Card: *

Credit Card Address: *

Credit Card City: *

Credit Card Zip: *

Total Application Fee: \$100.00 *

18.) Step 12 – Verify all information on screen is correct before submitting. When ready, select “Submit Application”.

19.) Step 13 – Confirmation and explanation of next steps.