

Maine Online Initial Teacher Certification For UMF Students

Application for Maine Certification is achieved through the following Department of Education website:
https://www.mymainecertification.com/SSO_PROD/Default.aspx

You will need to:

1. Set up your online account in the DOE database, MEIS
2. Apply for certification through MEIS

Outline of the process:

1. You apply for graduation through MaineStreet at least a semester prior to your graduation date
2. You complete all of your coursework and meet all of the requirements
3. The Registrar will conduct a final review of transcripts once grades are in and will then award your degree
4. Once we have received notification from the Registrar that your degree is awarded, we will:
 - a. Mark your MEIS record as complete and recommend you for certification
 - b. Notify you by email to check your MEIS account
5. At this point, you will be able to see the box 'Apply With Your College Recommendation Here' and follow the guidelines. **Please note: You will not see this box as a choice, nor be able to apply online for certification until UMF recommends you for certification.**

Transcripts:

1. To expedite the process, you can order an official transcript for \$4.00 from the National Clearinghouse: www.getmytranscript.org. When you receive the document via email, please be sure to print, scan, and save as a PDF prior to upload into the MEIS system. These transcripts have an expiration date and will 'self-erase' and disappear on a specified date.
2. You should also request official paper transcripts from the Registrar. We suggest at least five. These can be used for job or grad school applications, etc. Choose 'Official UMF Transcript' on MaineStreet – Student Center/My Academics/Request Official Transcript. Fill in, choosing 'Degree Confer Date'

IMPORTANT!

1. Please be sure we have a current email address **that you check often, or that you have forwarded your UMF email to your personal email address.**
2. We recommend that you apply for Maine Certification, even if you plan to teach out of state.

If you have any questions, please feel free to contact:

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