



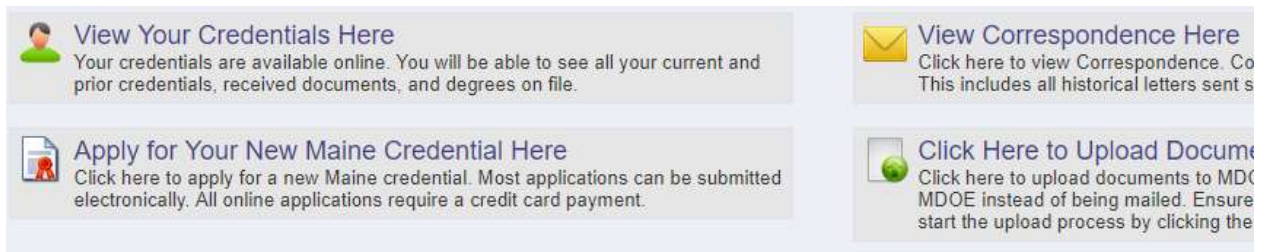
## Maine Educator Information System (MEIS)

### How to Submit an Initial Application

- 1.) Log in to your MEIS account at [https://www.mymainecertification.com/SSO\\_PROD/Default.aspx](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 for Your New Maine Credential Here".
- 7.) The next screen provides an overview of the process. There are 15 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 – Indicate if you have a Bachelor degree or not.

**Add Credential Wizard - Step 5 of 15**

Later in this wizard you will have the opportunity to upload transcripts for all colleges attended.  
Please indicate below if you have earned Bachelor's Degree. This will determine which endorsements you may apply for.

**No Bachelor Degree:** I have NOT earned a Bachelor Degree at an accredited college or university

**Bachelor Degree:** I have earned a Bachelor Degree at an accredited college or university

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

12.) Step 6 - Select your credentials to be included in the application.

**Add Credential Wizard - Step 6 of 15**

**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 Clearance 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 Clearance 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
<a href="#">Add Credentials To Cart</a>			

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

tification.com/MCIS\_PROD/NormalPane/Summary.aspx



# Maine Educator Information System (MEIS)

13.) Step 7 – Review the endorsements and associated fees you have selected. Ensure all changes are made prior to selecting “next”.

**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.

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**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

14.) Step 8 – Update Your Education History and Experience

**Update Your Education History and Experience**

Additional information is required for your education history and education experience.

Under Education History please add all colleges and degrees that should be considered for this application. Click the Add Education History button for all Education History that should be considered when reviewing this application. In a later step you should review the transcripts that are on file and upload all transcripts for the listed Education History.

Your application will not be reviewed until all of these transcripts are received.

Under Education Experience please include all employment experience that should be considered for this application. We do not need your entire employment history, just the education employment history that is applicable for this application.

Once you have added all appropriate education and experience history press the Next button at the bottom to continue to the next step of the application wizard.

**Your Education History and Education Work Experience**

Your Selected Education History

ID	Degree	Year Completed	City and State	College
No Results To Display				

[Add Education History](#)

Your Selected Education Work Experience

ID	From Date	To Date	City and State	District or Entity	Position	Grade Levels
No Results To Display						

[Add Education Experience](#)



# Maine Educator Information System (MEIS)

## 15.) Step 9 – Please complete background questions.

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 answer to any of these questions change.

## 16.) Step 10 – Please upload any missing transcripts that are not listed.

### 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.

**Alert!!** - Many of you have been using the upload feature and uploading transcripts. Please note that those transcripts that are sent digitally from a college/university often must be opened right away on our end or the transcript appears blank when opened. Please be sure to print, scan, and save as a PDF prior to upload into the MEIS system. This will allow us to process faster and avoid additional transcript fees for you. Thank you for your help with this.

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 Clearance, 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.



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17.) Step 11 – Please upload any required tests that are not listed.

**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
No Results To Display				

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.

18.) Step 12 – Please upload any additional information you would like to provide.

**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).  
**Alert!!** - Many of you have been using the upload feature and uploading transcripts. Please note that those transcripts that are sent digitally from a college/university often must be opened right away on our end or the transcript appears blank when opened. Please be sure to print, scan, and save as a PDF prior to upload into the MEIS system. This will allow us to process faster and avoid additional transcript fees for you. Thank you for your help with this.

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.



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19.) Step 13 – Please enter credit card information. The credit card address is your address that is associated with your credit card account.

Add Credential Wizard - Step 13 of 15

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: \$35.00

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

20.) Step 14 – Verify all information on screen is correct before submitting. When ready, select “Submit Application”.

21.) Step 15 – Confirmation and explanation of next steps.