



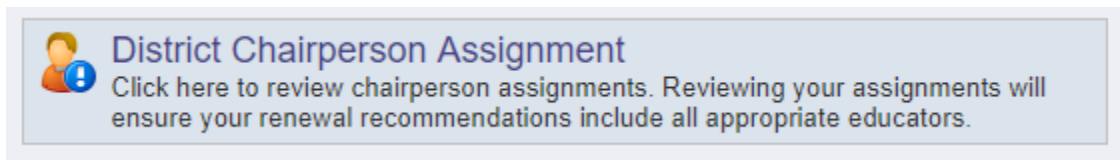
Maine Educator Information System (MEIS)

How to Find and Manage my Renewal List (for Chairpersons)

- 1.) Go to https://www.mymainecertification.com/SSO_PROD/Signin.aspx. Please sign in with your credentials.
- 2.) Click on “DSTCHAIR – Chairperson”.

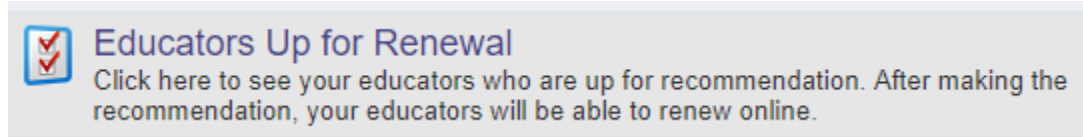


- 3.) Some districts assign Support Chairs to both teachers and ed techs, some to just teachers, and some have a different person for each. There are also administrative support chairs at regional administrative groups that are assigned to administrators. If you would like to check your assignment you can click on “District Chairperson Assignment”.



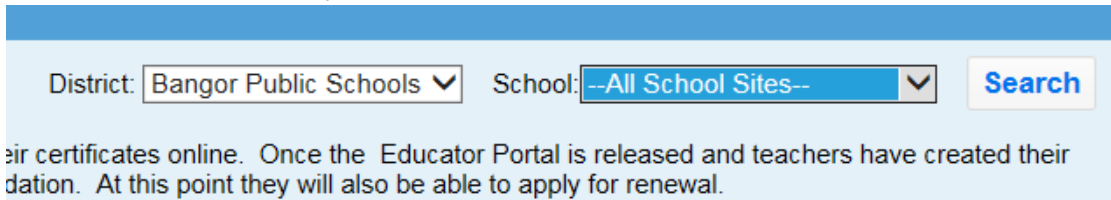
Only the Superintendent can make changes to who is assigned and which group they are assigned to.

- 4.) To find your renewal list, please select “Educators Up for Renewal”.



Educators can only apply up to six months prior to their expiration date. This means that they will populate in your account once they have hit the six month mark. Additional guidance and instructions are provided in your account as well.

- From the drop-down menu please select your District. Once the District is selected, you can also select a school if you would like. Then click "Search".

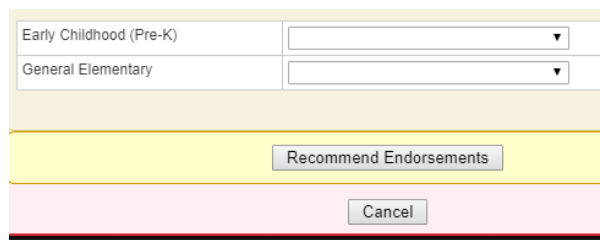


If you work in a large district, this will allow you to work on one school site at a time. If you prefer to work on all at once, just search by "All School Sites".

- This will populate your renewal list.
- On the right-hand side of your renewal list, you will see a hyperlinked "Recommend". Please select this link if you are ready to recommend the associated educator. Please remember that teaching certificates require either 6 semester hours or 90 contact hours for renewal and ed tech certificates require 3 semester hours or 45 contact hours.

Professional	3/12/2015	7/1/2020	Recommend
Professional	7/1/2015	7/1/2020	Recommend
Professional	7/1/2015	7/1/2020	Recommend
Professional	7/1/2015	7/1/2020	Recommend

- Next, select appropriate certifications from the drop-down menu and select "Recommend Endorsements". Please know that there are four divisions of certificates: Administrator, Specialist, Teacher, and EdTech. Support chairs may recommend any number of endorsements that fall under the certificate in which they are employed.



Additionally, there is a difference when an administrator renews through the administrator recommendation, but also holds a teaching certificate. The teaching certificate will then be manually renewed by the certification office. If the administrator's teaching certificate expires in a year different than the administrator certificate, the teacher certificate will be renewed with a new recommendation in the form of an uploaded letter from the administrative support chair, asserting the requirements have been completed within the past five years.

Support chairs can also provide a letter on district letterhead verifying contact hours for those not appearing on their recommendation list. An example might be if an employee holds a teaching certificate but is working in a position not requiring certification. This employee would not appear in the renewal list.

- 9.) You will now see the recommended educator move from your "Educators Up for Renewal" list to your "Educators Recommended for Renewal" list. As educators apply online, their name will disappear from the "Educators Recommended for Renewal" list as well. In this way, you can track who has been recommended, but has not yet applied.

Things to Know:

- If the educator is not employed as one of the listed endorsements, simply select "not recommend". This is in no way a negative reflection on their file and simply ensures the certification team will work on the application when it is entered.
- It is not necessary for a support chair to recommend educators moving from a Conditional to Professional certificate. Therefore, those on Conditional Certificates do not appear in your list.
- Support Chairs do recommend for Educational Specialists along with teacher endorsements. (Except for school psychologists) This includes Library/Media Specialist, Guidance Counselor, Special Ed Consultant, Literacy Specialist, Vocational Ed. Evaluator, Athletic Director, Speech & Hearing Clinician, and School Nurse. All specialists also fall under the 6 semester / 90 contact hour renewal requirements. School Nurse certificate renewals also require an active RN license.
- Communication Best Practices –
 - Please ensure your educators do not apply prior to receiving your recommendation. If they do, they will receive a letter saying they need recommendation.

- Once you recommend an educator please be very clear in your communication that it is now their responsibility to apply online. The document entitled “How to Submit Your Renewal Application” should help them navigate the process.
- If you run into any challenges, please feel free to contact us at cert.doe@maine.gov

Thank you for your hard work in assisting our Maine educators.
It is greatly appreciated!