

Educator Licensure and Renewal Portal

Renewal Application Guide

This guide is designed to assist applicants through the process of renewing one or more professional license online through ELAR. The guide will help educators navigate the process of selecting a Primary Area, completing a renewal application and renewing multiple licenses. For information about satisfying the renewal requirements, for example, what activities count towards PDPs, how many PDPs is an activity worth and what distribution of PDPs is needed to satisfy the renewal requirements, please review the [Recertification/Renewal Guidelines \(guidelines-recert-ma-educators.docx\)](#).

Contents

Selecting Your Primary Area Professional License	2
Starting and Submitting Renewal Applications	5
Submitting Multiple Renewals at the Same Time	9

Selecting Your Primary Area Professional License

Navigate to your **Profile**. Go to the left-side navigation and click **Licenses** under LICENSES.

The screenshot shows the Dese (Department of Elementary and Secondary Education) profile page. The top navigation bar includes 'Dashboard', 'Profile', 'Administration', 'Licensure', 'District', 'Sponsoring Organizations', 'Investigation', and 'Reports'. The 'Profile' tab is active. On the left, a navigation menu lists 'Profile', 'Account Settings', 'Notifications', 'Profile Access', 'LICENSES', 'Applications', 'Licenses', 'GENERAL', 'Payments', 'Refunds', 'Credits', 'Documents', and 'Examinations'. The 'Licenses' link is highlighted with a red box and a red arrow. The main content area shows a 'Licenses' section with buttons for '+ New', 'Print License History', and 'Print Unofficial License'. Below these are filters for 'Show 10 records' and tabs for 'Licensed', 'Expired', and 'All'. A table lists licenses with columns for CODE, DESCRIPTION, STATUS, and EFFI. The table contains 7 entries, all with a status of 'Approved' or 'Licensed'. Below the table, it says 'Showing 1 to 7 of 7 entries (filtered from 11 total entries)' and 'Original License Issuance Date'.

Under **Description**, you will see a list of your licenses. Click **All** to see a complete list of your Professional licenses, including licenses that are invalid.

The screenshot shows the 'Licenses' page with the 'All' tab selected. The table lists 11 licenses with columns for CODE, DESCRIPTION, STATUS, EFFECTIVE DATE, EXPIRATION DATE, ORGANIZATION, and PRIMARY. The 'STATUS' column is highlighted with a red box, showing various statuses: 'Approved', 'Licensed', 'Invalid', and 'Expired'. The 'PRIMARY' column is also highlighted with a red box, showing 'None' for all entries. Below the table, it says 'Showing 1 to 10 of 11 entries' and 'Original License Issuance Date: 12/23/1996'. A red arrow points to the 'All' tab.

CODE	DESCRIPTION	STATUS	EFFECTIVE DATE	EXPIRATION DATE	ORGANIZATION	PRIMARY
2595	Endorsements_Autism_Level depends on prereq license_Endorsement	Approved	9/9/2016	9/8/2026	None	
	Endorsements_Sheltered English Immersion - Teacher_Level depends on prereq license_Endorsement	Approved	2/2/2016		None	
	Academic Administrator_Special Education Administrator_All Levels_Initial	Licensed	9/17/2003		None	
	Academic Teacher_Intensive Special Needs_All Levels_Initial	Licensed	4/22/2003		None	
	Academic Teacher_Middle School_5-9_Professional	Invalid	11/14/2002	11/11/2012	None	
	Academic Teacher_Elementary_1-6_Professional	Licensed	2/4/2002	1/31/2027	None	
	Academic Teacher_Special Needs_5-12_Professional	Licensed	2/4/2002	1/31/2027	None	
	Academic Teacher_Special Needs_PreK-9_Professional	Licensed	2/4/2002	1/31/2027	None	
	Academic Teacher_Special Needs_5-12_Initial	Expired	12/23/1996	2/4/2002	None	
	Academic Teacher_Special Needs_PreK-9_Initial	Expired	12/23/1996	2/4/2002	None	

Click the license that you want to make your Primary Area Professional license so that you may renew. This will open the license so you may view it. **NOTE: You must have one Professional license designated as your Primary Area in order to complete a renewal application.**

Licenses [+ New](#) [Print License History](#) [Print Unofficial License](#)

Show 10 records Licensed Expired All Filter:

CODE	DESCRIPTION	STATUS	EFFECTIVE DATE	EXPIRATION DATE	ORGANIZATION	PRIMARY
2595	Endorsements, Autism, Level depends on prereq license, Endorsement	Approved	9/9/2016	9/8/2026	None	<input type="checkbox"/>
	Endorsements, Sheltered English Immersion - Teacher, Level depends on prereq license, Endorsement	Approved	2/2/2016		None	<input type="checkbox"/>
	Academic Administrator, Special Education Administrator, All Levels, Initial	Licensed	9/17/2003		None	<input type="checkbox"/>
	Academic Teacher, Intensive Special Needs, All Levels, Initial	Licensed	4/22/2003		None	<input type="checkbox"/>
	Academic Teacher, Middle School, 5-9, Professional	Invalid	11/14/2002	11/11/2012	None	<input type="checkbox"/>
	Academic Teacher, Elementary, 1-6, Professional	Licensed	2/4/2002	1/31/2027	None	<input type="checkbox"/>
	Academic Teacher, Special Needs, 5-12, Professional	Licensed	2/4/2002	1/31/2027	None	<input type="checkbox"/>
	Academic Teacher, Special Needs, PreK-9, Professional	Licensed	2/4/2002	1/31/2027	None	<input type="checkbox"/>
	Academic Teacher, Special Needs, 5-12, Initial	Expired	12/23/1996	2/4/2002	None	<input type="checkbox"/>
	Academic Teacher, Special Needs, PreK-9, Initial	Expired	12/23/1996	2/4/2002	None	<input type="checkbox"/>

Showing 1 to 10 of 11 entries < 1 2 >

Original License Issuance Date: 12/23/1996

Once you are viewing the license, click the **✓ Make Primary** button.

License: Academic: Teacher, Middle School, 5-9, Professional

[Edit](#) [Delete](#) [✓ Make Primary](#)

License	Academic: Teacher, Middle School, 5-9, Professional
Status	Invalid
Is Primary License	No
Reprimanded	No
Organization	Not Restricted
Epp	
Issued On	5/15/2002
Issued By	legacyuser25
Effective Date	11/14/2002

A pop-up will appear: **Confirm Set Primary**. Click: **Confirm**

License: Academic: Teacher, Middle School, 5-9, Professional

[Edit](#) [Delete](#) [Make Primary](#)

License	Academic: Teacher, Middle School, 5-9, Professional
Status	Invalid
Is Primary License	No
Reprimanded	
Organization	
Epp	
Issued On	
Issued By	
Effective Date	11/14/2002

Confirm Set Primary ×

Are you sure you want to set this license as Primary?

[Confirm](#) [Cancel](#)

ELAR now recognizes your designated Primary area with a ✓ symbol next to the license that was made primary. **You will not be able to renew a Professional license without designation of a Primary area.**

Licenses [+ New](#) [Print License History](#) [Print Unofficial License](#)

Show 10 records Licensed Expired All Filter:

CODE	DESCRIPTION	STATUS	EFFECTIVE DATE	EXPIRATION DATE	ORGANIZATION	PRIMARY
2595	Endorsements_Autism_Level depends on prereq license_Endorsement	Approved	9/9/2016	9/8/2026	None	
	Endorsements_Sheltered English Immersion - Teacher_Level depends on prereq license_Endorsement	Approved	2/2/2016		None	
	Academic_Administrator_Special Education Administrator_All Levels_Initial	Licensed	9/17/2003		None	
	Academic_Teacher_Intensive Special Needs_All Levels_Initial	Licensed	4/22/2003		None	
	Academic_Teacher_Middle School_5-9_Professional	Invalid	11/14/2002	11/11/2012	None	✓
	Academic_Teacher_Elementary_1-6_Professional	Licensed	2/4/2002	1/31/2027	None	
	Academic_Teacher_Special Needs_5-12_Professional	Licensed	2/4/2002	1/31/2027	None	
	Academic_Teacher_Special Needs_PreK-9_Professional	Licensed	2/4/2002	1/31/2027	None	
	Academic_Teacher_Special Needs_5-12_Initial	Expired	12/23/1996	2/4/2002	None	
	Academic_Teacher_Special Needs_PreK-9_Initial	Expired	12/23/1996	2/4/2002	None	

Showing 1 to 10 of 11 entries « 1 2 »

Starting and Submitting Renewal Applications

Once you have selected a Primary area license, you are ready to start a Renewal application. You may click on the **Renew** button next to any professional license in its renewal window from the **Dashboard**. All renewal applications are started from the dashboard.

The screenshot shows the 'Dashboard' page with a navigation bar containing 'Dashboard' and 'Profile'. Below the navigation bar, there are two light blue announcement boxes: 'There are no announcements at this time.' and 'You have No unread messages [View Message\(s\)](#)'. The main content area is divided into two sections: 'Applications' and 'Licenses (5)'. The 'Licenses (5)' section contains a table with columns for 'LICENSE', 'STATUS', 'EFFECTIVE DATES', and 'PRIMARY'. The table lists four licenses, each with a 'Renew' button to its right. A red box highlights these 'Renew' buttons. A red arrow points to the 'Dashboard' link in the navigation bar.

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Applications			
LICENSE	STATUS	EFFECTIVE DATES	PRIMARY
Academic Teacher, Special Needs, 5-12, Professional	Inactive/Invalid	7/25/1951 - 5/1/2024	✓
Academic Professional Support Personnel, School Psychologist, All Levels, Professional	Inactive/Invalid	3/13/1997 - 5/1/2024	
Academic Teacher, Elementary, K-8, Professional	Invalid	7/25/1951 - 2/27/2013	
Academic Administrator, Supervisor/Director, Level depends on prereq license, Professional	Invalid	7/25/1951 - 2/27/2013	

Once you click on the Renew button, a renewal application associated with that license will immediately start. Once the application is created, you will be in the **Overview** section of the application, where you will be able to see any licenses you hold as well as any applications you may have already started. To complete the renewal application, you will need to click on the specific Elements of the application either on the left-side navigation under **Elements**, or in the middle section of the screen under the **Requirements** section of the application.

The screenshot shows the 'Academic - Renewal Overview' page. The top navigation bar includes 'Dashboard', 'Profile', and 'Test Applicant'. The left sidebar contains a navigation menu with 'Overview' (highlighted with a red arrow), 'ELEMENTS', and 'APPLICANT'. The 'ELEMENTS' section has 'Licenses Renewal Requirements' (highlighted with a red box) and 'Summary'. The main content area shows a 'Licenses' table with columns for 'CODE', 'DESCRIPTION', 'STATUS', 'EFFECTIVE DATE', 'EXPIRATION DATE', 'ORGANIZATION', and 'PRIMARY'. The table lists one license: 'Academic Professional Support Personnel, School Psychologist, All Levels, Initial' with status 'Expired'. Below the table, there is an 'Applications' section with a table listing three renewal applications: 'Academic Teacher, Special Needs, 5-12, Professional', 'Academic Professional Support Personnel, School Psychologist, All Levels, Professional', and 'Academic Teacher, Elementary, K-8, Professional'. A red arrow points to the 'Overview' link in the sidebar.

You may view each element by clicking on the element links underneath the Requirements section in the application overview or in the left-side navigation of the application. You will need to make sure you check the confirmation box for each element before clicking **Save & Continue**. Once the element is confirmed, you may click **Save & Continue** and move to the next element.

In the Licensure Renewal Requirements section, you will need to note what Renewal Requirement Type your license renewal falls into, for example, Primary Area or Additional Area, as well as answer any other corresponding questions. Once you are done, confirm the element by clicking the box, and then click on **Save & Continue**.

In the summary, click the button that says, **Mark as Ready for Submittal**.

The screenshot shows the 'Application Summary' page. On the left is a sidebar with a user profile for 'Test R Applicant' and a list of elements including 'Academic - Renewal' (with a 'Pending Payment' tag) and 'Licensure Renewal Requirements' (with a checkmark). The main content area has a heading 'Application Summary' and instructions to confirm application elements. Below this is a table with columns for 'ELEMENT', 'SUBMISSION STATUS', 'SUBMITTED BY', and 'REVIEW STATUS'. The table contains one row: 'Licensure Renewal Requirements' with a checkmark in the status column and 'Applicant' in the submitted by column. A red arrow points from the checkmark in the table to a blue button labeled 'Mark as Ready for Submittal'.

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Licensure Renewal Requirements	☑	Applicant	

A pop-up will appear with directions on whether to proceed with the submittal process for any applications or close the pop-up in order to start other applications. If you want to continue with the application, including the completion of the affidavit, click on **Submit Eligible Applications**.

The screenshot shows a 'Next Steps' pop-up dialog box. The text inside the dialog reads: 'Your application has been marked as ready for submittal! Would you like to proceed to submitting all eligible applications or create another one?'. At the bottom of the dialog are two buttons: 'Close' and 'Submit Eligible Applications'. The 'Submit Eligible Applications' button is highlighted with a red rectangular border.

Next, you will see any applications that are ready for submittal. Please click on each application you would like to submit. The invoice summary will appear, and then you will be able to click on **Proceed to Affidavit**.

**Note that if your Primary area license is in the renewal window, that license renewal application must be checked first before checking any other renewal applications. [See this section for info on how to select a Primary License](#). Please see this section [for info on how to submit multiple renewals at one time](#).*

Applications Ready For Submittal
Select the application(s) you'd like to continue the submission process for or click start another application.

Our records indicate that your primary credential is either out of Licensed status or in its renewal window. You will need to either submit any other renewals alongside your primary renewal application or renew your primary before you can submit any other non-primary renewal application.

APPLICATION	LICENSE	STATUS	CREATED DATE
<input checked="" type="checkbox"/> Academic - Renewal - Renewal (Primary)	Academic: Teacher, Special Needs, 5-12, Professional	Ready For Submission	05/08/2024
<input checked="" type="checkbox"/> Academic - Renewal - Renewal	Academic: Professional Support Personnel, School Psychologist, All Levels, Professional	Ready For Submission	05/08/2024

[Start Another Application](#) [Proceed to Affidavit](#)

Invoice Summary
This is the calculation of all fees associated to the selected applications above.

DESCRIPTION	AMOUNT
Renewal Fee (Academic - Renewal - Renewal) • License: Academic: Teacher, Special Needs, 5-12, Professional	\$25.00
Renewal Fee (Academic - Renewal - Renewal) • License: Academic: Professional Support Personnel, School Psychologist, All Levels, Professional	\$25.00
Primary Renewal Fee (Academic - Renewal - Renewal) • License: Academic: Teacher, Special Needs, 5-12, Professional	\$75.00
Invoice Subtotal	\$125.00

From there, you will complete the affidavit and if appropriate, selecting “Yes” to each option. Then, sign it via your PIN (you will need to click on the “Forgot your PIN” link next to the **Sign** button to see the PIN that has been automatically assigned to you) and then clicking “Submit Affidavit.” After successfully submitting your affidavit, you will then be taken back to your checkout page, and the Application Payment modal will open up. Fill out a payment option.

Application Payment

Academic: Teacher, Special Needs, 5-12, Initial
Danaila Lufkin

\$ 25.00

Subtotal \$25.00

Payment
Select a payment method [Privacy policy](#)

Credit Card or Debit Card We accept the following cards.

Card number *

Expiration date * /

Security code *

Name on card *

[Close](#)

After entering in the payment information, scroll down to the bottom of the payment pop-up and click on “Review Payment.” After reviewing the information, click on “Submit Payment.” Once the payment is made, the application is submitted. For specific types of applications, such as professional license renewals, the application will be auto-approved upon submittal.

Submitting Multiple Renewals at the Same Time

If you have more than one license eligible for renewal, you may submit these at the same time as your Primary Area license application. Before paying and submitting on the **Application Ready for Submittal** page, go to your **Dashboard**. On your Dashboard, you will find **Renew** buttons to start applications for any other licenses eligible for renewal.

MASSACHUSETTS Department of Elementary and Secondary Education

ELAR

Albert Argenziano

Dashboard Profile

Dr. Albert F Argenziano (51841079)

Profile
Account Settings
Notifications
Profile Access

LICENSES
Applications
Licenses

GENERAL
Payments
Documents
Assessments
Affidavits

Applications Ready For Submittal

Select the application(s) you'd like to continue the submission process for or click start another application.

Our records indicate that your primary credential is either out of Licensed status or in its renewal window. You will need to either submit any other renewals alongside your primary renewal application or renew your primary before you can submit any other non-primary renewal application.

APPLICATION	LICENSE	STATUS	CREATED DATE
<input type="checkbox"/> Academic - Renewal - Renewal (Primary)	Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional	Ready For Submission	12/23/2024

Start Another Application Proceed

Invoice Summary

This is the calculation of all fees associated to the selected applications above.

DESCRIPTION	AMOUNT
No Applications have been selected. Please select one or more applications from the list above	

Use the **Renew** buttons next to each of your licenses to start an application for each.

*Note that if you have multiple Additional Professional license(s) you wish to renew, an application will need to be started from your Dashboard for each of the license renewals. They may all be submitted and paid for at once along with your Primary license renewal. But you must start an application using the **Renew** buttons for each.

MASSACHUSETTS Department of Elementary and Secondary Education

ELAR

Albert Argenziano

Dashboard Profile

There are no announcements at this time.

You have No unread messages [View Message\(s\)](#)

Applications

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE	ACTIONS
Academic - Renewal Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional Renewal	Ready For Submission	12/23/2024	Not Submitted	Checkout

Quick Links

Activity Feed

NEW Educator License Expiring 04/29/2024 03:12 AM
Your license will expire soon. Please access your [ELAR](#) account to check when your license will expire and to apply to renew your license(s).

NEW Educator License Expiring 04/28/2024 05:30 PM
Your license will expire soon. Please access your [ELAR](#) account to check when your license will expire and to apply to renew your license(s).

NEW Educator License Expiring 04/28/2024 03:12 PM
Your license will expire soon. Please access your [ELAR](#) account to check when your license will expire and to apply to renew your license(s).

NEW Educator License Expiring 04/28/2024 02:09 PM
Your license will expire soon. Please access your [ELAR](#) account to check when your license will expire and to apply to renew your license(s).

[Document Upload - Scan](#) 12/04/2014 12:00 AM

Licenses (11) [Start an Application](#)

LICENSE	STATUS	EFFECTIVE DATES	PRIMARY	ACTIONS
Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional	Inactive/Invalid	12/23/1997 - 6/15/2024	✓	In Progress
Academic Administrator, Principal/Assistant Principal, 5-9, Professional	Inactive/Invalid	12/23/1997 - 6/15/2024		Renew
Academic Administrator, Principal/Assistant Principal, 9-12, Professional	Inactive/Invalid	12/23/1997 - 6/15/2024		Renew
Academic Teacher, History, 5-9, Professional	Invalid	12/23/1997 - 6/16/2014		Renew
Academic Teacher, History, 9-12, Professional	Invalid	12/23/1997 - 6/16/2014		Renew

Once you have started and completed all the Renewal applications you wish to submit, and clicked Mark as Ready for Submittal on each, you will be able to pay for and submit all of them at once.

Applications Ready For Submittal
Select the application(s) you'd like to continue the submission process for or click start another application.

ⓘ Our records indicate that your primary credential is either out of Licensed status or in its renewal window. You will need to either submit any other renewals alongside your primary renewal application or renew your primary before you can submit any other non-primary renewal application.

APPLICATION	LICENSE	STATUS	CREATED DATE
<input type="checkbox"/> Academic - Renewal - Renewal (Primary)	Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional	Ready For Submission	12/23/2024
<input type="checkbox"/> Academic - Renewal - Renewal	Academic Administrator, Principal/Assistant Principal, 5-9, Professional	Ready For Submission	12/23/2024
<input type="checkbox"/> Academic - Renewal - Renewal	Academic Administrator, Principal/Assistant Principal, 9-12, Professional	Ready For Submission	12/23/2024
<input type="checkbox"/> Academic - Renewal - Renewal	Academic Teacher, History, 9-12, Professional	Ready For Submission	12/23/2024

Invoice Summary
This is the calculation of all fees associated to the selected applications above.

DESCRIPTION	AMOUNT
No Applications have been selected. Please select one or more applications from the list above	

[Start Another Application](#) [Proceed](#)

The Primary area License must be selected first, and then you will be able to select any other applications that are ready for submittal. As you select applications, the Invoice Summary for payment will also update.

Once you have selected the applications to pay for and submit, click the Proceed to Affidavit button, where you will follow the same steps as earlier in this guide to complete the affidavit and submit the applications.

Applications Ready For Submittal
Select the application(s) you'd like to continue the submission process for or click start another application.

ⓘ Our records indicate that your primary credential is either out of Licensed status or in its renewal window. You will need to either submit any other renewals alongside your primary renewal application or renew your primary before you can submit any other non-primary renewal application.

APPLICATION	LICENSE	STATUS	CREATED DATE
<input checked="" type="checkbox"/> Academic - Renewal - Renewal (Primary)	Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional	Ready For Submission	12/23/2024
<input checked="" type="checkbox"/> Academic - Renewal - Renewal	Academic Administrator, Principal/Assistant Principal, 5-9, Professional	Ready For Submission	12/23/2024
<input checked="" type="checkbox"/> Academic - Renewal - Renewal	Academic Administrator, Principal/Assistant Principal, 9-12, Professional	Ready For Submission	12/23/2024
<input checked="" type="checkbox"/> Academic - Renewal - Renewal	Academic Teacher, History, 9-12, Professional	Ready For Submission	12/23/2024

[Start Another Application](#) [Proceed to Affidavit](#)

Invoice Summary
This is the calculation of all fees associated to the selected applications above.

DESCRIPTION	AMOUNT
Renewal Fee (Academic - Renewal - Renewal) • License: Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional	\$25.00
Renewal Fee (Academic - Renewal - Renewal) • License: Academic Administrator, Principal/Assistant Principal, 5-9, Professional	\$25.00
Renewal Fee (Academic - Renewal - Renewal) • License: Academic Administrator, Principal/Assistant Principal, 9-12, Professional	\$25.00
Renewal Fee (Academic - Renewal - Renewal) • License: Academic Teacher, History, 9-12, Professional	\$25.00
Primary Renewal Fee (Academic - Renewal - Renewal) • License: Academic Administrator, Superintendent/Assistant Superintendent, All Levels, Professional	\$75.00
Invoice Subtotal	\$175.00