



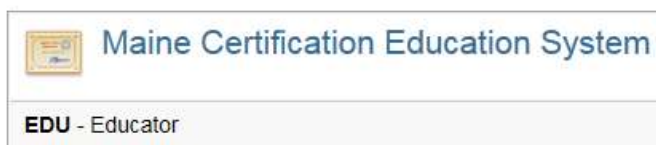
## Maine Educator Information System (MEIS)

### How to Submit my Renewal Application

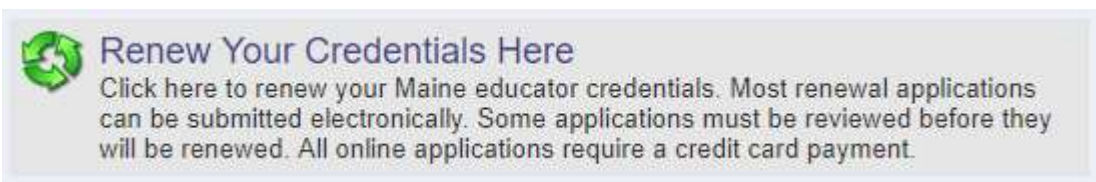
- 1.) Log in to your new account. If you don't yet have an account, please refer to the document entitled "How to Create an Account".
- 2.) Please be sure your account information is complete, including your social security number. You can make many changes or updates by clicking "Your Account" at the top of the screen.



- 3.) To access your MEIS file, please select "EDU - Educator".



- 4.) The next screen will be regarding FERPA. You must select "I agree" to continue.
- 5.) The next screen will be your MEIS landing page. There is a wealth of information here that is all specific to your file. If you are within 6 months of your expiration date of any of your credentials you will see:





## Maine Educator Information System (MEIS)

- 6.) Through the renewal process you will have the opportunity to renew additional credentials early if you choose. This means you may be able to have all credentials on the same renewal cycle if those credentials are all on one year, three year, or five year cycles. (Depends on the type of certificate).

This online application is customized to your current file and the next screen will list all credentials that are eligible for renewal. To proceed click “Renew Endorsements”.

Endorsements Eligible for Renewal				
Certificate	Endorsement	Status	Issue Date	Expire Date
PROVISIONAL	Early Elementary (K-3)	I	7/1/2017	7/1/2018

[Renew Endorsements](#)

- 7.) There are 15 steps to the renewal application, but many of them are incredibly simple and if you do not need to upload documents many of the steps will be skipped. “Step 1” explains all the steps and what you can expect. Please take the time to read this, as it will explain which steps will be skipped. For the purposes of this document, we will include instructions for every step.

Renew Educator License - Step 1 of 15

**Welcome to the automated online renewal application**

Ed Tech renewal requirements - 45 contact hours or 3 semester hours  
Professional Teaching Certificate requirements - 90 contact hours or 6 semester hours  
For other certificates, please see Chapter 115 Part II for specific renewal requirements

**These are the steps in the Maine educator certificate renewal process:**

1. Read the instructions on this page.
2. Verify your information.
3. Verify your address.
4. Verify and complete your contact information.
5. Please answer background questions and select the check box to confirm.
6. This step will appear if you have one or more renewal endorsements not requiring documentation. If your renewal requires documentation, you will not see Step 6.
7. This step will appear if you have one or more renewal endorsements requiring documentation. If it does not require documentation, you will skip Steps 7, 10, 11, & 12.
8. In this step, you can select to align your endorsements to they have one expiration date. (If they are all 5 year professional certificates)
9. This step reviews associated fees and shows you the total amount due for the renewals you selected.
10. Please upload any required transcripts. (Must be official) (PDF documents only)
11. Please upload any required Praxis test score reports. (PDF documents only)
12. Please upload any additional required documentation. (PDF documents only)
13. Please enter credit or debit card information. Pre-paid credit cards often found at retailers will be accepted. Please note online application fees are not refundable.
14. This is your confirmation screen. Please check that all information is accurate.
15. Confirmation and next steps.

Click the Next button when you have all your required documentation scanned and ready for the application process.

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



## Maine Educator Information System (MEIS)

8.) Step 2 – Verify information.

### Renew Educator License - Step 2 of 15

NEO Staff ID:

SSN:

First Name:

Middle Name:

Last Name:

Former Name:

Suffix:

Gender:

Birth Date:  MM/DD/YYYY

Ethnicity:

[Cancel](#)

9.) Step 3 – Verify address.

### Renew Educator License - Step 3 of 15

Mailing Address:

City:

Country Code:

State Code:

Zip Code:

Zip Plus4:

[Cancel](#)



## Maine Educator Information System (MEIS)

10.) Step 4 - Verify contact information.

### Renew Educator License - Step 4 of 15

Home Phone: ( ) - -

Cell Phone: ( ) - -

Email Address: [ ]

Website: [ ]

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

11.) Step 5 - Complete background questions.

### Renew Educator License - Step 5 of 15

Please answer the following required questions of the Criminal History Disclosure Statement.

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?

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)

- 12.) Step 6 and Step 7 – Step 6 will list any credentials to renew that do not require documentation and Step 7 will list any credentials that do require documentation. In either of these steps, check the box for the credentials you would like to renew.

**Renew Educator License - Step 7 of 15**

**Endorsements that Require Additional Documentation**

The endorsement(s) displayed below are eligible to renew but will require additional documentation as part of this renewal process. **You should not continue this renewal wizard unless you have this documentation prepared and ready for upload in Adobe PDF format.**

Please click the check box next to each endorsement you would like to renew and then press the <Next> button.

Include	Area	Grade	Expire Date
<input type="checkbox"/>	Early Elementary (K-3)	GRADES K-3	7/1/2018

Click the **Next** button to continue the renewal process.

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

- 13.) Step 8 – This step will show for you if you have additional endorsements that expire in the future. On this step, you will have the opportunity to align the expiration dates of future renewals. Note that renewal fees do apply on future renewals.

- 14.) Step 9 – This step reviews the credentials selected and the associated renewal fees.

**Renew Educator License - Step 9 of 15**

**Endorsement Renewal Fee Review**

You have selected the endorsements below for renewal and/or alignment. This screen shows a summary of your renewal fees. You may adjust your renewal choices made in previous steps of this wizard by selecting or deselecting the checkbox next to each endorsement.

Please note the following status descriptions and what they mean:

**Renewing - Recommendation On File:** This means you have been recommended for this area or you have been recommended for a different area and are not working in this endorsement area.

**Renewing - Supporting Documentation Needed:** This means you do not have a recommendation for this endorsement area and are renewing directly through the Maine Department of Education. When renewing with the Maine DOE all supporting renewal documentation needs to be uploaded as part of this renewal process. The screens to upload documents will follow this renewal fee review step.

**Aligning:** This means you have chosen to align an endorsement renewing in the future with the other renewing endorsements shown in the list of endorsements.

Please note the following renewal fees (keeping in mind that aligning endorsements requires their renewal fee be paid as well).

Administrator Endorsements: \$200 Each  
 Education Specialist Endorsements: \$100 Each  
 Teacher Endorsements: \$100 For All  
 Education Technician Endorsements: \$25 For All

Please use the check box next to each endorsement to adjust your renewal choices and then press the <Next> button.

Include	Endorsement	Grade	Class	ExpireDate	Status	Amount
<input checked="" type="checkbox"/>	Early Elementary (K-3)	GRADES K-3	Teacher Certificate	7/1/2018	Renewing - Supporting Documentation Needed	100

Total Renewal Amount: **\$100**

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



# Maine Educator Information System (MEIS)

## 15.) Step 10 – Upload Missing Transcripts.

**Renew Educator License - Step 10 of 15**

**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.

If you are unable to upload completed documents, please mail them to the following address for processing. Include your Educator ID Number (EIN) or other identifying information with the documents to ensure they will be matched with your application.

Maine Department of Education  
 Certification Office  
 23 State House Station  
 Augusta, ME 04333-0023

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.

\*

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

## 16.) Step 11 – Upload required Praxis test score reports.

**Renew Educator License - Step 11 of 15**

**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.

If you are unable to upload completed documents, please mail them to the following address for processing. Include your Educator ID Number (EIN) or other identifying information with the documents to ensure they will be matched with your application.

Maine Department of Education  
 Certification Office  
 23 State House Station  
 Augusta, ME 04333-0023

Test Description	Source	Imported	Test Date	Pass/Fail
Education of Young Children - 0021 (Old Active)	ME	Yes	6/13/2009	Yes
Education of Young Children - 0021 (Old Active)	ME	Yes	6/13/2009	Yes

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.

\*

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



## Maine Educator Information System (MEIS)

17.) Step 12 - Upload any additional required information.

Renew Educator License - Step 12 of 15

**You have answered Yes to at least one background question. You MUST submit an explanation of each incident along with all available material relating to each incident (to include all court documentation if applicable). Scan all this material into an Adobe PDF and upload it below as part of your application.**

**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).

If you are unable to upload completed documents, please mail them to the following address for processing. Include your Educator ID Number (EIN) or other identifying information with the documents to ensure they will be matched with your application.

Maine Department of Education  
Certification Office  
23 State House Station  
Augusta, ME 04333-0023

**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:

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

18.) Step 13 - Enter credit card information. The credit card address is your address that is associated with your credit card

Renew Educator License - 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: \$100.00

19.) Step 14 - Verify all information on screen is correct before submitting.

20.) Step 15 - Confirmation and explanation of next steps.