How to submit an initial application


2.) Your landing page will contain this box:

   Maine Certification Education System
   EDU - Educator

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:

   View Your Credentials Here
   Your credentials are available online. You will be able to see all your current and prior credentials, relevant documents, and degrees on file.

   View Correspondence Here
   Click here to view correspondence. Correspondence to you can be viewed here. This includes all historical letters sent since 11/14/2017.

   Apply With Your College Recommendation Here
   You are eligible to apply for your new Maine credential using your college recommendation. You have recently completed an approved Maine teacher education program. Your application has electronically recommended you for a Maine teaching credential. Click on this link to start your application process.

   Click Here to Upload Documents to MDOE
   Click here to upload documents to MDOE. Most documents can be uploaded to MDOE instead of being mailed. Ensure documents are scanned to PDF and then start the upload process by clicking the link above.

6.) Please select “Apply With Your College Recommendation Here”.

7.) The next screen provides an overview of the process. There are 13 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.
8.) Step 2 – Verify your information.

9.) Step 3 – Verify your address.
10.) Step 4 – Verify your contact information.

11.) Step 5 – Select your credentials to be included in the application.

12.) Step 6 – Review the endorsements and associated fees you have selected. Ensure all changes are made prior to selecting “next”.
13.) Step 7 – Please complete the background questions.

Add Credential Wizard - Step 7 of 13

Please answer the following required questions.

<table>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
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<td>1.) Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it?</td>
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<td>2.) Have you ever received a reprimand or other disciplinary action involving any professional certification or license?</td>
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<td>3.) Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's)</td>
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<td>4.) Have you ever been substantiated by any state's health and human services department for child abuse, either sexual or physical?</td>
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<td>5.) Are you required to register as a sex offender in any state?</td>
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<td>6.) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country?</td>
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<td>7.) Have you ever been investigated by an employer for inappropiate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward?</td>
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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 36 days if in the future the answers to any of these questions change.
14.) Step 8 – Please upload any missing transcripts that are not listed.

15.) Step 9 – Please upload results from Praxis tests that are not already listed.
16.) Step 10 – Please upload any additional required documentation.

17.) Step 11 – Please enter credit card information.

18.) Step 12 – Verify all information on screen is correct before submitting. When ready, select “Submit Application”.

19.) Step 13 – Confirmation and explanation of next steps.