

# Tips for Applying for your Professional License

## What you will need:

When applying for a professional license you will need to document you've been teaching under your initial license for at least 3 years (although you can teach under it for up to 5 years), completed a teacher induction program, and completed appropriate coursework.

Westborough can provide you with a "Verification of School Employment and Induction" form that will state how many years you've worked in Westborough and that you have completed our induction program. To get a signed copy of that form please contact Donna Latraverse ([latraversed@westboroughk12.org](mailto:latraversed@westboroughk12.org)).

To make sure you are will have completed the appropriate course work to obtain your professional license [click here](#) and carefully review the "Routes to Professional License" document.

## Upload your documents to DESE:

To upload documents, to view documents you think DESE should have on file, and to see correspondence that DESE has sent to you regarding your license follow the following steps:

(1) Log into ELAR and click on "Check license status and history, make a payment."

(2) Scroll to the bottom of the page BELOW where you license status information is located and find the "Correspondence" and "Documents" sections.

The screenshot shows a web browser window with the URL <https://gateway.edu.state.ma.us/elar/inquiry/InquiryProcess.ser?COMMAND.noSearch>. The page title is "Activity History". Below the title, there is a link to "Click Here" for a general description of common ELAR statuses. A table with 7 columns (Application Type, Activity, Credential, Date Applied, Date Issued, Status, Renewal/Expiration Date) lists several applications. A red arrow points from the "Activity History" section down to the "Correspondence" section. Below the table, there are four sections: "Correspondence" (with a "correspondence history" button), "Documents" (with "view documents" and "Upload Documents" buttons), "Affidavit History" (with an "affidavit history" button), and "Payment History".

Application Type	Activity	Credential	Date Applied	Date Issued	Status	Renewal/Expiration Date
ACADEMIC	<a href="#">Licensure</a>	Elementary, 1-6, Professional	**	December 1, 1987	Invalid	June 17, 1999
ACADEMIC	<a href="#">Licensure</a>	Sheltered English Immersion - Administrator, Level depends on prereq license, Endorsement	January 31, 2014	August 28, 2014	Approved	
ACADEMIC	<a href="#">Licensure</a>	Superintendent/Assistant Superintendent, All Levels, Initial	May 15, 2007	August 15, 2007	Expired	November 4, 2011
ACADEMIC	<a href="#">Licensure</a>	Superintendent/Assistant Superintendent, All Levels, Preliminary	March 25, 2004	May 12, 2004	Expired	August 15, 2007
ACADEMIC	<a href="#">Licensure</a>	Superintendent/Assistant Superintendent, All Levels, Professional	November 2, 2011	November 4, 2011	Licensed	November 2, 2016

**Correspondence**  
To view/print correspondence press [correspondence history](#)

**Documents**  
To view documents press [view documents](#)  
To upload documents press [Upload Documents](#)

**Affidavit History**  
To view the affidavit history press [affidavit history](#)

**Payment History**