

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).

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 note: "For a general description of common ELAR statuses, please [Click Here](#)." and another note: "Note to Schools/Districts: Before making employment decisions based on this data, particularly data that indicates a status of revoked, denied, limited or suspended, please confirm its accuracy. If you notice any inaccuracy, please contact the Department sending an email to glatraverse@de.se.ma.us." A red arrow points from the text above to the "Activity History" section. Below the notes is a table with the following data:

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

Below the table, there are several sections with navigation links:

- 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**

The URL at the bottom of the browser window is <https://gateway.edu.state.ma.us/elar/inquiry/InquiryProcess.ser?COMMAND.noSearch>.