



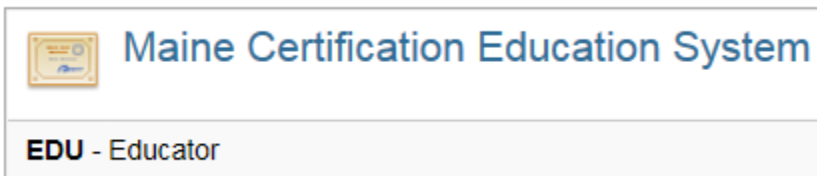
Maine Educator Information System (MEIS)

Education Positions Requiring Background Check Only

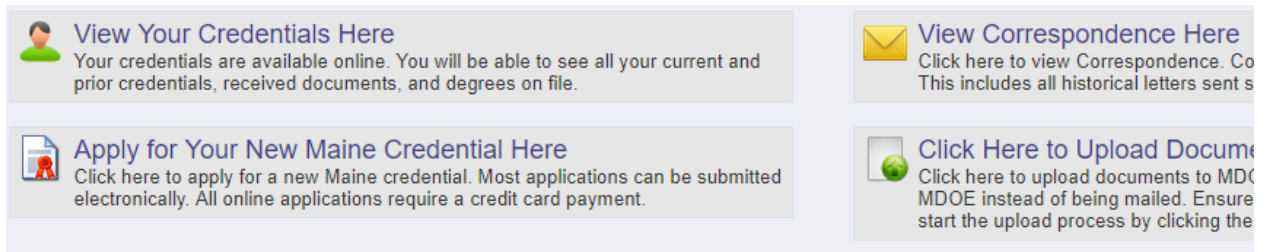
How to Apply Online

1.) Log in to your MEIS account at https://www.mymainecertification.com/SSO_PROD/Default.aspx.

2.) Your landing page will contain this box:



- 3.) Click on "EDU – Educator". For the purposes of this application, please consider yourself an educator if you are seeking employment in Maine schools. This includes bus drivers, janitors, lunch staff, etc.
- 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:



- 6.) Please select "Apply for Your New Maine Credential Here". Even if you are renewing your CHRC (background check) it is still considered a new credential.
- 7.) The next screen provides an overview of the process. There are 15 steps to the initial application, but many of them are skipped over because you are only applying for a CHRC. If you come to any step that asks you to upload information you don't have, just select the "Next" button.



Maine Educator Information System (MEIS)

8.) Step 2 – Verify your information.

Add Credential Wizard - Step 2 of 13	
NEO Staff ID:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Former Name:	<input type="text"/>
Suffix:	<input type="text"/>
Gender:	<input type="text" value="Female"/>
Birth Date:	<input type="text"/> MM/DD/YYYY
Ethnicity:	<input type="text"/>
Cancel <input type="button" value="Previous Step"/> <input type="button" value="Next"/>	

9.) Step 3 – Verify your address.

Add Credential Wizard - Step 3 of 13	
Address ID:	100568
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
Country Code:	<input type="text" value="United States"/>
State Code:	<input type="text" value="Maine"/>
Zip Code:	<input type="text"/>
Zip Plus4:	<input type="text"/>
Updated:	IMPORT - 11/13/2017 6:13:10 AM
Created:	IMPORT - 11/13/2017 6:13:10 AM
Cancel <input type="button" value="Previous Step"/> <input type="button" value="Next"/>	

10.) Step 4 – Verify your contact information.

Add Credential Wizard - Step 4 of 15	
Home Phone:	<input type="text" value="() -"/>
Cell Phone:	<input type="text" value="() -"/>
Email Address:	<input type="text"/>
Cancel <input type="button" value="Previous Step"/> <input type="button" value="Next"/>	



Maine Educator Information System (MEIS)

11.) Step 5 – Please select “No bachelor’s degree”, as a CHRC does not require one. Even if you do have a BA please select you do not because you are only seeking a CHRC background check.

Add Credential Wizard - Step 5 of 15

Later in this wizard you will have the opportunity to upload transcripts for all colleges attended.
Please indicate below if you have earned Bachelor's Degree. This will determine which endorsements you may apply for.

No Bachelor Degree: I have NOT earned a Bachelor Degree at an accredited college or university

Bachelor Degree: I have earned a Bachelor Degree at an accredited college or university

Emergency Certification: I am applying for Emergency Certification

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

12.) Step 6 – Add CHRC to the cart (Non Teaching Approval). The associated fee will only be \$15. If the fee is anything different, the wrong item has been selected.

Adding New Credentials to Your Cart

Add New Credentials to Your Cart

Use the "Add Credentials to Cart" button to select the desired Maine credential(s) for your application. If your selected certificate has multiple endorsements you will be prompted to select one or more endorsements. You may add endorsements of different certificates (Administrator, Specialist, Teacher) by selecting the "Add Credentials to Cart" button multiple times. The Clearance application (CHRC/Fingerprinting) and Educational Application (CHRC/Fingerprinting) are combined with Administrator/Specialist/Teacher Clearance application (CHRC/Fingerprinting).

You can remove selected endorsements by selecting [X] next to the endorsement.

Once you have selected all the desired credentials for your application, click the "Add Credentials to Cart" button.

Your Selected Credentials

Your Selected Credentials - Press Next Below	
Class	Type

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

Endorsement Selection

Select the type of credential you would like to apply for below.

Non Teaching Approval: Examples include coach, custodian, bus driver, secretary, etc.

Educational Technician: This is the Maine paraprofessional certification.

Career and Technical Education (CTE): Examples include Carpentry, Automotive Mechanic, Business and Marketing, etc.

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

13.) Step 7 – On this screen please doublecheck that the fee is \$15.



Maine Educator Information System (MEIS)

Credential/Endorsement Application Fee Review

This is your final chance to review the credentials you are applying for.

You have selected the endorsements below for initial application. This screen shows a summary of your fees. You may adjust your endorsement choices made in previous steps by selecting or deselecting the checkbox next to each endorsement. Please note the following initial application fees.

Administrator Endorsements: \$200 Each
Education Specialist Endorsements: \$100 Each
Teacher Endorsements: \$100 For the First, \$35 for Subsequent
Education Technician Certificate: \$25
CHRC Approval: \$15

Please use the check box next to each credential/endorsement to adjust your application choices and then select "Next".

If you would like to add additional endorsements please use the previous button to back up to the previous step.

PLEASE NOTE: CHRC Approvals, Educational Technicians, and Career and Technical Education credentials do not require a Bachelor's Degree. All other credentials require a transcript showing the degree and date conferred. If this is not already on file you must upload it as part of the online application process. If your application requires a Bachelor's Degree and the degree is not already on file, and a degree transcript is not uploaded as part of the application process, then your application will not be reviewed until one is submitted, and your fees will not be refunded.

Credential/Endorsement Selection

Your Selected Credentials - Use the check boxes to select/deselect choices

Include	Class	Type	Endorsement	Grade	Amount
<input checked="" type="checkbox"/>	Teacher Certificate	Teaching	Gifted/Talented - GRADES K-12	GRADES K-12	100

Total Application Amount: \$100

14.) Step 9 – Please complete all background questions.

Please answer the following required questions.

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?

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 30 days if in the future the answers to any of these questions change.

15.) Step 10, 11, and 12 will either not appear or you can just select "next" and skip them. (Our MEIS system us customized to each individual's file)

16.) Please upload any additional information you would like to provide. If there is nothing you would like to provide, just select "Next".



Maine Educator Information System (MEIS)

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).

Alert! - Many of you have been using the upload feature and uploading transcripts. Please note that those transcripts that are sent digitally from a college/university often must be opened right away on our end or the transcript appears blank when opened. Please be sure to print, scan, and save as a PDF prior to upload into the MEIS system. This will allow us to process faster and avoid additional transcript fees for you. Thank you for your help with this.

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:

No file chosen

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

[Cancel](#)

17.) Step 13 – Please enter credit card information. The credit card address is the physical address that is associated with your credit card account.

Add Credential Wizard - 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: \$35.00

[Cancel](#)

18.) Step 14 – Verify all information on screen is correct before submitting. When ready, select “Submit Application”.



Maine Educator Information System (MEIS)

19.) Step 15 – Confirmation and explanation of next steps. Once you have your fingerprints taken at an IdentoGO location, it takes 2-3 business days for the Department of Education to receive the results. If the background check results are clear, the CHRC will be issued right away. It will take longer to process if anything appears on the background check.

We are no longer mailing credentials. You will need to log back into your MEIS account and you will be able to see if your CHRC has been issued. If a school is requiring a print out, please select “Control -P” and you will be able to print the screen that verifies the credentials you hold.

If you have not yet registered for an appointment with IdentoGO, please visit the following website to set up a date and time at your local site:

<https://www.maine.gov/doe/cert/fingerprinting>