



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/>

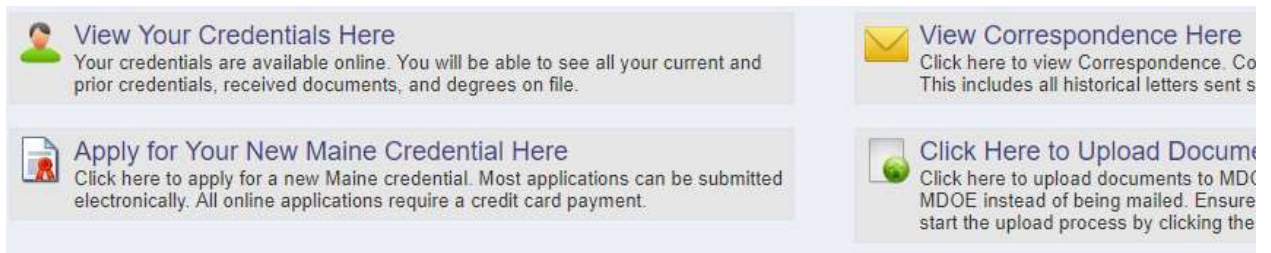
2.) Your landing page will contain this box:



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.

Maine Educator Information System (MEIS)

7.) The next screen provides an overview of the process and is considered Step 1. There are 16 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.

8.) Step 2 – Verify your information.

Add Credential Wizard - Step 2 of 16

NEO Staff ID:

First Name:

Middle Name:

Last Name:

Former Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

[Cancel](#)

9.) Step 3 – Verify your address.

Add Credential Wizard - Step 3 of 16

Mailing Address:

City:

Country Code:

State Code:

Zip Code:

Zip Plus4:

[Cancel](#)

10.) Step 4 – Verify your contact information.

Add Credential Wizard - Step 4 of 16

Home Phone:

Cell Phone:

Email Address:

[Cancel](#)

Maine Educator Information System (MEIS)

11.) Step 5 – This is an information only page. It will let you know if we have a current background check or 5 years of continuous employment on file. Please hit next to go to the next page.

Add Credential Wizard - Step 5 of 16

You have a current background check on file and your certificate can be issued if you meet all requirements.

Maine Educator Employment History

School Years: ☐ 2019-2020 ☐ 2020-2021 ☐ 2021-2022 ☐ 2022-2023 ☐ 2023-2024 ☐ 2024-2025

*Substitute Teaching and Coaching are not considered continuous employment for background purposes.

*Only years with complete employment history are selected above. If you are missing a year of employment above, please contact your district to submit a letter with verification of employment.

*The above employment information is for internal certification team use only. It is not associated with any outside agencies, such as MainePERS.

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

12.) Step 6 - 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 6 of 16

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 or Higher:** I have NOT earned a Bachelor Degree or better at an accredited college or university

☐ **Bachelor Degree or Higher:** I have earned a Bachelor Degree or better at an accredited college or university

☐ **Emergency Certification:** I am applying for Emergency Certification

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

13.) Step 7 – 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 Ed applications. Please keep in mind that if you are applying for Emergency Certification, you must select the "Emergency Certification" endorsement combined with Administrator/Specialist/Teacher endorsement application (CHRC/Fingerprinting).

You can remove selected endorsements by selecting the "Remove" button.

Once you have selected all the desired credentials for your application, click the "Next" button.

Your Selected Credentials

Your Selected Credentials - Press Next Below

[Class](#) [Type](#)

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](#)

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

Maine Educator Information System (MEIS)

14.) Step 8 – On this screen please doublecheck that the fee is \$15.

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
☒	Teacher Certificate	Teaching	Gifted/Talented - GRADES K-12	GRADES K-12	100

Total Application Amount: \$100

15.) Step 10 – Please complete all background questions.

Add Credential Wizard - Step 10 of 16

Please answer the following required questions.

Yes	No	Question
☐	☐	1.) Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it?
☐	☐	2.) Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
☐	☐	3.) Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's)
☐	☐	4.) Have you ever been substantiated or indicated by any state health and human services department?*
☐	☐	5.) Are you required to register as a sex offender in any state?
☐	☐	6.) Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country?
☐	☐	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?
☐	☐	8.) Do you currently have any charges against you that have been placed on a deferred disposition?

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.

☐ Click the check box to confirm and agree to the following statements.
I confirm that I am completing this application, and it has not been completed for me by another party, or, if I have received assistance with the application, I acknowledge that I have reviewed the full application before submission.

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

Maine Educator Information System (MEIS)

- 16.) Step 11, 12, and 13 will either not appear or you can just select “next” and skip them. (Our MEIS system is customized to each individual’s file and may look different depending if you already hold a credential with us) Please upload any additional information you would like to provide. If there is nothing you would like to provide, just select “Next”.

Add Credential Wizard - Step 11 of 16

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. Please upload the front and back of the transcript, which will include the transcript key.

Only transcripts that have been uploaded via this new educator portal will appear in the list below. If you have submitted a transcript previously you will not need to submit it again, please click next to continue.

Please note that we cannot accept picture of transcripts. By scanning, creating a PDF, and uploading we will be able to accept official transcripts online.

Uploaded Transcript Images on File

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.

No file chosen

PLEASE NOTE: CHRC Clearance, 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.

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

[Cancel](#)

- 17.) Step 14 – 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 14 of 16

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:

Billing Address:

Billing City:

Billing Zip:

Total Application Fee: \$15.00

[Cancel](#)

Maine Educator Information System (MEIS)

- 18.) Step 15 – Verify all information on screen is correct before submitting. When ready, select “Submit Application”.
- 19.) Step 16 – 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>