



Leadership Academy **How to Apply for Massachusetts Initial Administrator License**

Please follow all the steps below in order to apply for your MA administrator license. In addition to successful completion of the Leadership Academy, DESE already requires passing scores on the Communication & Literacy MTEL and the Performance Assessment for Leaders (PAL), <http://ma-pal.com>.

1. **Log in to your** MA Educator Licensure and Recruitment (ELAR) account:
<https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>

2. **Apply** for your Initial administrator license **AND** your Sheltered English Instruction (SEI) endorsement* and **pay** the license application fee on ELAR **before** you complete the Leadership Academy program.

!!Be sure to apply for the correct license and grade level!!

3. While on campus during the final summer residency, you will be asked to complete the Request for Licensure Recommendation. This information is required for MCLA to recommend you for licensure.

4. **Complete** all requirements of the Leadership Academy program at MCLA.

5. The endorsement statement is placed on your transcript permanently after you have completed all requirements successfully. Once the statement appears on your transcript (you can check in Self-Service Banner), **request** that the Registrar's Office send an official transcript to DESE. The instructions are online at <http://www.mcla.edu/Academics/registrar>.

!!Do not request a transcript before the endorsement statement is placed on it!!

*If you already have an SEI endorsement in ELAR, you do not have to apply for this endorsement.

Once the above requirements are met, the Education Office will process your electronic endorsement in ELAR. While waiting for DESE to process your license, you can provide a print-out of your pending license status from ELAR and/or your transcript to show employers that your licensure requirements have been completed.

NOTE: You need complete all the above steps for your license to be approved.

For more information contact Nancy Pearlman, Coordinator of Educator Licensure and Placement,
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