

Steps for Certification Renewal with Department of Education

You should do this about 2-3 months prior to expiration

1. Go to your MECDHH email, go to google drive, go to HR folder, go to Certification folder, go to contact hours log, fill in 45 hours (Ed Tech) or 90 hours (Teacher) of professional development
2. Email me when you are done with it, I will approve it, then you can download it to your computer from google
3. Go to your MEIS account online with Department of Education and submit a renewal application for your certification, the link is below
4. Within the application, you have an option to upload documents, this is where you would upload your approved contact hours log that I approved

https://www.mymainecertification.com/SSO_PROD/Signin.aspx