

PROCEDURE FOR OBTAINING A COPY OF YOUR CHRC APPROVAL CERTIFICATE

NOTE: The Department of Education will not mail you a certificate of approval.

You will need to do the following to obtain a copy of your certificate.

1. Go to: www.maine.gov/doe/cert/status
2. It will bring you to: What is My Status
3. Click on I DO NOT have a MEIS Account
4. It will bring you to: Certification Application Lookup
5. Under Personal Details: put in your Last Name (if you put Jr. or Sr. in your application to the state be sure to include that), last four digits of your social security number, and date of birth (month, day, year)
6. Then click submit

The Department of Education will not send any notification that your certificate has been approved. Generally, start checking about five weeks after you have been fingerprinted.

Contact number for Department of Education: 624-6600, Monday-Friday

9:00 am to 3:30 pm.

If you would like for me to check your status just email me your date of birth (month, day, year) and last four digits of your SSN

Please note: Per the MPA contact you will not be assigned games until an up to date CHRC Certificate is on file with the Board Secretary