


Steps to Employment with RSU 18

Start the online application by clicking on the red apply box  beside the position you are interested in.

To be employed by a school district, you must complete fingerprinting and a criminal history records check (CHRC) through the Maine Department of Education (MDOE). You will be unable to submit your application without attaching this information.

1. Create an MEIS account using the following link:
https://www.mymainecertification.com/SSO_PROD/Signin.aspx
2. Select EDU – Educator from the landing page.
3. The next screen will be regarding FERPA. You must select “I agree” to continue.
4. The next screen will contain four tiles at the bottom. Click on “Apply for Your New Maine Credential Here”.
5. There are 15 steps to the application, but many steps can be skipped as there are no documents to upload. At the end you will pay \$15.00 and submit the application which authorizes the MDOE to complete your background check.
6. Schedule and pay for a fingerprint appointment using the link below to the MDOE’s fingerprint partner, Identogo, with a processing fee of \$55.00. Fingerprints taken at a police station are not accepted by the MDOE.
<https://www.maine.gov/doe/cert/fingerprinting#who>

If you are applying for an Educational Technician position and need to be certified, you will complete the application process through the MEIS account you created. You will need to upload the required transcripts and pay the \$25.00 fee.

- Educational Technician I requirement – High School Diploma and CHRC
- Educational Technician II requirement – 60 College Credits of approved study in an educationally related field and CHRC
- Educational Technician III – 90 College Credits of approved study in an educationally related field and CHRC

The MDOE no longer sends certifications in the mail. You will need to check your status on their website at <https://neo.maine.gov/doe/neo/TeacherCertification/TeacherCertification> or through your MEIS account then print out your certification. This document will need to be uploaded to your RSU 18 application to submit it.