

## MASSACHUSETTS EDUCATOR LICENSURE – QUICK REFERENCE GUIDE

All educators in Massachusetts public schools, educational collaboratives and Horace Mann charter schools are required to hold an active license for the field and level in which they are employed. Licensure is the responsibility of the individual educator. For more information, go to [www.massteacher.org/license](http://www.massteacher.org/license) or [www.doe.mass.edu/educators](http://www.doe.mass.edu/educators).

### EDUCATOR LICENSURE - STAGES

**PRELIMINARY LICENSE:** For educators who have not yet met the requirements of an approved educator preparation program. Valid for five years of employment, may not be renewed.

**TEMPORARY LICENSE:** Available to educators who hold an out-of-state license and have three years of experience. May teach for one year only. Employment under a Temporary License counts toward PTS.

**INITIAL LICENSE:** For educators who have completed an approved preparation program. Valid for five years of employment. May be extended one time for five additional years.

**PROFESSIONAL LICENSE:** Teachers are eligible for a Professional License only after teaching under an Initial License for at least three years. Additional requirements apply. Must be renewed every five calendar years.

**ENDORSEMENT:** A supplementary credential indicating satisfactory knowledge and skills in a specific area.

### GENERAL LICENSURE TERMS

**APPROVED PROGRAM:** An educator preparation program approved by DESE for a specific license field and level.

**CORE ACADEMIC TEACHER:** For the purposes of SEI, early childhood and elementary teachers, teachers of students with moderate and severe disabilities as well as teachers of English, reading or language arts, mathematics, science, civics and government, economics, history, and geography.(603 CMR 7.02)

**ELAR:** Online portal for educator licensing, [www.mass.gov/edu/gateway](http://www.mass.gov/edu/gateway)

**FIELD:** Subject content or position for a license.

**INDUCTION AND MENTORING:** A formal program for new teachers provided by the district. New teachers are required to participate in an induction program in the first year of employment and receive at least 50 hours of mentoring in the second year.

**LEVEL:** Grade span approved for a license.

**MTEL:** Massachusetts Tests for Educator Licensure.

**OCCUPATIONAL LICENSE OR CERTIFICATION:** Professional credential required for certain licenses. Example: Master Plumber License, Registered Nurse, Educational Psychologist.

**SEI:** Sheltered English Immersion is the delivery of academic content and skills in English using materials and instructional strategies that make the content comprehensible to ELLs. SEI is one part of a language acquisition program for ELLs.

**PROFESSIONAL TEACHER STATUS (PTS):** Awarded to licensed educators who have completed three years in a district in the role of the license. Educators should check their local collective bargaining agreement for any additional local requirements for PTS, including, but not limited to, performance on evaluations and completion of specific coursework or trainings.

**WAIVER:** A district wishing to assign an educator who does not hold the appropriate license must apply to DESE for a one-year waiver after the educator has applied for the appropriate license. Employment under a waiver does not count toward a Professional license or toward PTS.

### PROFESSIONAL LICENSE RENEWAL

**DOCUMENTATION** of 150 PDPs for the Primary License and 30 PDPs in the content area for each additional license.

Completed **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)** that has been **APPROVED** and signed by a supervisor within three months of Professional License issue or renewal date; **REVIEWED** every two years; **SIGNED** for completion prior to renewal application.

**ADVANCED ACADEMIC STUDY:** Upper-level undergraduate course where content is new to the educator, graduate course or DESE-approved course. Also known as “super PDPs” and counts 1.5 times clock hours.

**AUDIT:** Any license is eligible for an audit during the active validity period of the license. The educator must produce all documents related to the license including (but not limited to) the signed IPDP and documentation of PDPs.

**CONTENT AREA AND SUBJECT MATTER KNOWLEDGE AND SKILLS:** Academic or vocational discipline, skills or subject matter of the license.

**DISTRICT PROFESSIONAL DEVELOPMENT PLAN:** Delineates district goals; includes School Improvement Plan goals; sets forth a professional development budget; includes district’s professional development offerings.

**IPDP:** The educator’s five-year plan outlining professional goals and activities for purposes of license renewal.

**INACTIVE LICENSE:** A Professional License that has not been renewed in the past five years. To renew an inactive Professional License, the educator needs to apply for renewal and document the same distribution of PDPs as required to renew an active license.

**INVALID LICENSE:** A license that has been in inactive status for five years or longer. To renew an invalid Professional License an educator must apply for renewal and document 150 PDPs in the content area of the license.

**NO-COST OPTION:** Massachusetts law requires that educators have a no-cost way to renew a license. Districts are responsible for providing sufficient professional development for teachers.

**OBSERVABLE DEMONSTRATION OF LEARNING:** Evidence that PDPs have resulted in the educator’s increase in knowledge or skills. Evidence may include assessments, course grades, curriculum units, written reports, papers or projects.

**PEDAGOGY:** Teaching skills and instructional knowledge.

#### MULTIPLE PROFESSIONAL LICENSES:

*Primary License:*

Designed by the educator at the time of renewal, usually the one under which the educator is working.

*Additional Licenses:*

Second or more active license(s) the educator is not working under.

**PDP:** Unit measuring professional development activities:

1 clock hour = 1 PDP      1 semester hour = 15 PDPs

1 CEU = 10 PDPs      Advanced Academic Study = 1.5 PDPs

**SUPER PDPs:** See *Advanced Academic Study*

**TOPIC:** A single or tightly integrated area of study within an academic discipline or related to a particular method of teaching or administration.

Name	School/District
Position(s)	License Number
<input type="checkbox"/> I have created an ELAR Account (keep user name and password separate from this document)	Your license number can be found in your ELAR account at <a href="http://www.mass.gov/edu/gateway">www.mass.gov/edu/gateway</a>

## MASSACHUSETTS LICENSES AND ENDORSEMENTS

LICENSE FIELD AND LEVEL	PRELIMINARY	INITIAL	EXTENSION	PROFESSIONAL	WAIVER	TEMPORARY	PERSONAL NOTES (Example: issue date, expiration, requirements)
Example: English 8-12		X					Issued 9/7/13

### ACADEMIC EDUCATOR LICENSURE

#### STEPS TO A PRELIMINARY LICENSE

*Valid for five years of employment. May not be extended.*

- Created ELAR account and applied for appropriate license.
- Submitted copies of college transcripts to DESE.
- Passing score on Communications and Literacy MTEL exam.
- Passing score on additional MTEL exams.
- If necessary, submitted any additional requirements to DESE.

#### STEPS TO AN INITIAL LICENSE

*Valid for five years of employment. The Preliminary License is not a prerequisite for an Initial license. May be extended one time for five years.*

- Created ELAR account and applied for appropriate license.
- Submitted copies of college transcripts to DESE.
- Passing score on Communications and Literacy MTEL exam.
- Passing score on content MTEL exam(s).
- Completed the requirements and applied for the SEI Endorsement (Core Academic Teachers only).
- If necessary, submitted additional requirements to DESE.

#### STEPS TO A PROFESSIONAL LICENSE

*Valid for five calendar years and must be renewed. An Initial License is a prerequisite for a Professional License.*

- Teacher induction and mentoring.
- Completed three full years of employment under the Initial License.
- Completed one of the following:
  - Approved master’s program in a school of education.
  - Master’s or other graduate program relevant to the license.
  - Twelve graduate credits in the appropriate academic discipline for those who hold a master’s in a different content area.
  - National Board certification.
  - Approved district-based program.

#### PROFESSIONAL LICENSE RENEWAL

*See pages two and three for more information.*

- Approved Individual Professional Development Plan
- 150 Professional Development Points

### VOCATIONAL TECHNICAL EDUCATOR LICENSURE

*Valid for employment in a Ch. 74 Vocational Technical Education program. The specific requirements for each stage and field can be found at [www.doe.mass.edu/cte](http://www.doe.mass.edu/cte).*

#### STEPS TO A VTE PRELIMINARY LICENSE

*Valid for five years of employment. May be extended one time for an additional five years.*

- Recent full-time experience in the license field.
- Required occupational licenses/certifications.
- Vocational Technical Literacy Skills Test or Communications and Literacy MTEL.
- Passing score on written and performance area tests specific to the field of the license.

#### Steps to a VTE Professional License

*Valid for five calendar years and must be renewed on the educator’s birthday. A Preliminary License is a prerequisite for a Professional License.*

- Completion of three years of employment with Preliminary license.
- Completion of a one-year induction program.
- Completion of 21-credit professional education program for VTE teachers.
- 18 college credits in English, math and science.
- Required occupational licenses/certifications.

#### Professional License- Renewal

*See pages two and three for more information.*

- Approved Individual Professional Development Plan
- 150 Professional Development Points

#### WHAT IS A “YEAR OF EMPLOYMENT”?

Employment in the role of a license at a Massachusetts public school, Horace Mann Charter School or educational collaborative, including employment as a long-term substitute for over 90 days.

- 0 – 25 percent of a school year = ¼ year
- 26 – 50 percent of a school year = ½ year
- 51 – 100 percent of a school year = 1 year

*Note: The information in this document is for reference purposes only. Please check the specific requirements for your license(s) at [www.doe.mass.edu/amazingeducators](http://www.doe.mass.edu/amazingeducators). © 2014 Massachusetts Teachers Association*

**PROFESSIONAL DEVELOPMENT ACTIVITY TRACKER FOR PROFESSIONAL LICENSE RENEWAL**

These activities include courses, in-service training, workshops or conferences during the school day; in-service training after the school day, on weekends, during the summer; curriculum work and/or educator-designed activities. Use the letter code from Page 3 to reference your own professional development goal(s). (Use additional pages as needed)

ACTIVITY	PROFESSIONAL GOAL	DATE COMPLETED	PDP AREA					
			CONTENT OR SUBJECT MATTER	PEDAGOGY	ESL/SEI OR CURRICULUM INTEGRATION (VTE)	SPED OR SAFETY & HEALTH (VTE)	ELECTIVE	ADDITIONAL CONTENT
Example: <i>Strategies for Teaching Academic Language</i>	1	5/27/13		15				
<b>TOTAL</b>								

**HOW MANY PROFESSIONAL DEVELOPMENT POINTS DO I NEED?**

<p><b>ACADEMIC EDUCATORS:</b> <i>Renewals before July 1, 2016</i></p> <p>150 PDPs for Primary License 90 content 30 content/pedagogy 30 elective</p>	<p><b>ACADEMIC EDUCATORS:</b> <i>Renewals after July 1, 2016</i></p> <p>150 PDPs for Primary License 60 content 30 content/pedagogy 15 ESL or SEI 15 SPED 30 elective</p>	<p><b>VOCATIONAL TECHNICAL EDUCATORS:</b></p> <p>150 PDPs for Primary License</p> <p><i>A minimum of 10 PDPs in each:</i></p> <ul style="list-style-type: none"> <li>■ Subject content knowledge and skills</li> <li>■ Pedagogy</li> <li>■ Academic and technical curriculum integration</li> <li>■ Safety and health</li> </ul>
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- The educator must have a minimum of 10 PDPs in a topic area in order to use the PDPs toward license renewal. PDPs from multiple activities may be grouped together to form groups of 10 PDPs.
- SEI Endorsement PDPs and rollover: Educators who complete a DESE-approved SEI Endorsement course between January 2013 and August 2016 are permitted to "roll over" any excess PDPs from the DESE SEI Endorsement courses for one time. Educators must retain documentation of PDPs that are carried over. All PDPs earned as part of completing a DESE-approved course for the SEI Endorsement may be counted as content PDPs.
- Educators may include PDPs earned from professional development or other professional activities related to the Professional Learning Goals or Student Learning Goals as part of their educator evaluation plan. Application of PDPs is based on the content of the professional learning.

**PROFESSIONAL LICENSE - RENEWAL**

- Log in to ELAR account and review current Professional licenses. Determine Primary license.
- Review school and district goals and identify goals that are appropriate to your Primary License.
- Review district professional learning opportunities – including professional development days, curriculum development & trainings.
- Identify any other professional development activities (seminars, conferences, courses, etc.) that will increase your professional knowledge and improve student learning. Examples of professional development options can be found at [www.doe.mass.edu/pd/educators.html](http://www.doe.mass.edu/pd/educators.html) and [www.massteacher.org/licensure](http://www.massteacher.org/licensure).
- The educator and supervisor may determine that the same professional learning goals and/or activities may be used to satisfy both 603 CMR 44.00 (educator license renewal) and 603 CMR 35.00 (educator evaluation plan).

**INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**

Educators should identify at least one professional development goal and activity that is specific to the license but is flexible enough to allow educators to modify their activities as needed. Proposed activities in the plan should be designed to improve student learning and professional practice. At least 80 percent of the PDPs from the activities must be consistent with and aligned to school, district and/or educator evaluation plan goals (including Professional Learning Goals or Student Learning Goals).

**GOAL AND ACTIVITIES EXAMPLE:**

- Enhance instruction in teaching academic language by developing a curriculum unit with my grade-level colleagues to include academic language for ELLs.
- Increase skills in writing instruction by participating in seminars on writing across the curriculum.
- Increase proficiency in using spreadsheets in my lessons through participating in workshops and online learning for using Excel.

Primary License: \_\_\_\_\_ Additional License(s): \_\_\_\_\_

Professional Goal(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

The school, district and/or educator evaluation plan goal(s) that my plan addresses:

A. \_\_\_\_\_

B. \_\_\_\_\_

*The district must provide each teacher with a copy of the district goals and school goals. The educator – not the supervisor – selects the goals s/he will address in the IPDP. ([www.doe.mass.edu/pd/01guideline/standard.html](http://www.doe.mass.edu/pd/01guideline/standard.html))*

**IPDP REVIEW AND APPROVAL**

Educators who are currently employed in a district are required to obtain signatures for approval, review and final endorsement of their IPDP. Educators who are retired or not employed in the role of the license do not need to obtain signatures.

**INITIAL REVIEW AND APPROVAL BY SUPERVISOR** – *The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FIRST TWO-YEAR REVIEW**– *The signature below indicates that this educator's IPDP was reviewed. The plan remains consistent with the educational needs of the school and/or district or it has been amended.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECOND TWO-YEAR REVIEW** – *The signature below indicates that this educator's IPDP was reviewed. The plan remains consistent with the educational needs of the school and/or district or it has been amended.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FINAL ENDORSEMENT** – *The signature below indicates the supervisor has reviewed this educator's Professional Development activities and the reported activities are consistent with the approved professional development plan.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_