



The Commonwealth of Massachusetts Department of Education

Office of Educator Licensure Application Package

March, 2006

- ❖ Application
- ❖ Charge Card Authorization Form
- ❖ Checklist



Educator Licensure
and Recruitment

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The Massachusetts Department of Education, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation.

Inquiries regarding the Department’s compliance with Title IX and other civil rights laws may be directed to The Human Resources Director, 350 Main Street, Malden, MA 02148, phone: 781-338-6105.

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The Office of Educator Licensure • Massachusetts Department of Education
350 Main Street, Malden, Massachusetts 02148
Call Center: open Mon-Fri 8:45 am - 4:45 pm 1-781-338-6600
www.doe.mass.edu/licensurehelp

Dear Applicant,

Congratulations for choosing to become an educator in Massachusetts! From personal experience I can assure you that a career in education will provide many challenges, rewards, and opportunities for personal and professional growth. I am pleased to say that Massachusetts has been ranked among the most promising and exciting places for educators working in both public and private schools. Applying for educator licensure is the first step into the profession, and the Department of Education is committed to supporting and assisting you through this beginning, as it will throughout your career as an educator in Massachusetts.



Also, I would like to thank those of you who already hold educator licenses and are now applying to advance a license or to add another license to your educational credentials. Please be assured that your continued effort to provide high quality service to the students of Massachusetts is commendable and appreciated.

Candidates for educator licensure in Massachusetts will be licensed in accordance with regulations mandated by the Education Reform Law, which has three major purposes:

- ◆ To strengthen the quality of teaching and other educational services students receive in Massachusetts public schools;
- ◆ To upgrade the teaching profession, providing opportunities and incentives for on-going professional development; and
- ◆ To further the goals of the Commonwealth and the Department of Education to provide the students of Massachusetts the highest quality of educational services possible.

Thank you for taking this first step to becoming an educator in Massachusetts. Best wishes for success in all your efforts.

Sincerely,

A handwritten signature in black ink that reads "David P. Driscoll". The signature is fluid and cursive, with a large initial "D" and "P".

David P. Driscoll
Commissioner of Education

GENERAL QUESTIONS & ANSWERS

FEEES

1. Q: What is the cost to apply for a license?

A: First time applicants must pay a \$100 fee for the first license area/level applied for. Any additional license areas/levels will cost \$25 each.

Example 1: Applying for first time license in Mathematics (8-12) and English (8-12) = \$100.00 + \$25.00 = \$125.00.

Example 2: Applying to add an additional license in History (5-8), General Science (5-8), and History (8-12) = \$25.00 + \$25.00 + \$25.00 = \$75.00

2. Q: Will my fee be refunded if I do not yet qualify for the license?

A: No. The fee is non-refundable and non-transferable once the evaluation service has been provided. If you do not qualify, you will receive a detailed evaluation letter from the Department that outlines any remaining requirements, and how they can be satisfied. Upon completion of these requirements, simply mail in the necessary documentation, labeled with your social security number, and the application will be re-evaluated. You will not need to pay another application fee to have an existing application re-evaluated. The application will remain on file until all requirements have been satisfied.

3. Q: May I pay the fee with cash or personal check?

A: No. A bank check, money order, or credit card payment are the options available. We accept MasterCard and Visa.

4. Q: How should I make out my bank check/money order?

A: You should make your bank check/money order payable to the Commonwealth of Massachusetts. Also, please write your Social Security Number on the check.

TESTS

5. Q: How can I get more information about the Massachusetts Tests for Educator Licensure (MTEL) ?

A: You can find current information on test registration, objectives for each test, and test preparation, including examples of types of items to expect, as well as other test-related information at www.doe.mass.edu/mtel

GENERAL INFORMATION

6. Q: Can I apply for a license if I haven't completed all of the requirements yet?

A: Yes. Candidates are encouraged to submit licensure applications as soon as they know that they would like to obtain a particular license. Since applications are reviewed in the order they are received, applying earlier means your application gets evaluated earlier. If you have not completely satisfied all requirements at the time of the evaluation, you will receive a detailed correspondence from the Department that outlines any remaining requirements, and how they can be satisfied.

7. Q: How long will it take for the Department to process my application?

A: It is not possible to say exactly how long it will take. The answer depends on several factors, such as the type of license, the volume of applications being processed at the time, and whether the application was filled out correctly and completely. Applicants can call the Licensure Call Center at 781-338-6600 to hear a general progress report of which applications are currently being reviewed by the Department.

8. Q: How can I ensure my application will be processed as quickly as possible?

A: Visit www.doe.mass.edu/educators and click on ELAR to apply online. Applying and paying online does expedite processing. Make sure you have mailed all college transcripts and other required documentation to the Licensure Office to be added to your file, and be sure to write your Social Security Number or Massachusetts Educators License Number on each document you submit. Based on the large volume of documents received by the Licensure Office daily, it is usually a good idea to submit all supporting documentation (official transcripts, letters, other licenses, etc.) all together in one packet, rather than separately.

9. Q: Is there a number I can call if I have any questions about the application process?

A: Yes. You can call (781) 338-6600 to speak to a Licensure representative, Monday through Friday, 9:00 am to 4:45 pm.

10. Q: Can I use this application to renew my Professional level license?

A: No, the application used to renew a Professional level license is different from this application. To learn more about License Renewal, Renewing Online, or downloading a mail-in application form, please visit www.doe.mass.edu/recert.

11. Q: How can I check on the status of my application once I have submitted it?

A: The most convenient way to check on your licensure status is online. Visit www.doe.mass.edu/educators and click on the ELAR icon to log in to your account. This information is accessible 24 hours a day.

Massachusetts educators must understand their responsibilities as "mandated reporters" as stipulated by law. Please read this completely.

G.L.C.119,S.51A

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, fire-fighter or policeman, office for children licensor, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or

neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible thereof, and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

TYPES OF LICENSES

PRELIMINARY License:

An educator license issued to a person who holds a bachelor's degree and has passed the Massachusetts Tests for Educator Licensure (MTEL) and met other eligibility requirements established by the Board of Education. The Preliminary license is valid for five years of employment.

INITIAL License:

An educator license issued to a person who holds a bachelor's degree, passed the Massachusetts Tests for Educator Licensure (MTEL), completed an educator preparation program approved by the Commissioner*, and met other eligibility requirements established by the Board. The Initial license is valid for five years of employment and may be extended at the discretion of the Commissioner for an additional five years.

EXTENSION OF AN INITIAL License

- (a) An educator may extend an Initial license one time for an additional five years of employment.
- (b) In order to be eligible for such extension, upon application, a candidate must:
 1. Have been employed for five years under a valid Initial license.
 2. Submit a signed statement indicating how the candidate will fulfill the requirements for Professional licensure.

*See page 7 for more information about approved programs.

PROFESSIONAL License

An educator's license generally issued to a person who has worked under their Initial Massachusetts license for three full years, and met requirements established by the Board set forth in 603 CMR 7.04(c), 7.09, or 7.11. The Professional license is valid for five calendar years and renewable for additional five-year terms as set forth in 603 CMR 44.00.

License renewal information can be viewed at www.doe.mass.edu/recert

TEMPORARY License

An educator license issued to a person who holds a valid educator's license or certificate of a type comparable to at least an Initial license in Massachusetts from another state or jurisdiction, and who has been employed under such license for a minimum of three years but has not satisfied the testing requirements set forth in 603 CMR 7.04 (2)(a) 2 and 3. It is valid for one year and is nonrenewable.

THE GATEWAY FOR EDUCATORS OF MASSACHUSETTS

<http://www.doe.mass.edu/gem>



The Gateway for Educators of Massachusetts (GEM) is a tool that all educators and prospective educators can benefit from. GEM can help you decide if education is the right career for you, it can help you learn about the requirements to become licensed as well as selecting a State Approved Preparation Program. Some of the more exciting aspects of GEM include being able to search for jobs, posting your resume and learning about the various incentives available to present and future educators.

Be sure to check it out at <http://www.doe.mass.edu/gem>
Also check out our Massachusetts Educators Career Center (MECC)
Visit <http://www.doe.mass.edu/mecc/>

VERIFYING COMPLETION OF AN APPROVED PROGRAM



Completion of an Educator Preparation Program can be accepted to satisfy educational requirements for Initial licensure if it falls into one of the following categories:

NCATE
NCATE has partnerships with 50 states, including the District of Columbia and Puerto Rico. In 17 partnership states, all public teacher education institutions are NCATE accredited. In 31 partnership states, a majority of all the teacher education institutions are NCATE accredited.

- ◆ A program located in the state of Massachusetts and is approved as an Initial licensure program by the Massachusetts Department of Education. A directory of these programs can be viewed on-line at www.doe.mass.edu/gem . Click “Find a Prep Program”.
- ◆ The program is located in a state with which Massachusetts has signed the **NASDTEC** Interstate Contract, and is approved by that state’s Department of Education as a program leading to comparable licensure/certification. A listing of participating states can be found at <http://www.nasdtec.org> *
**This educational requirement may also be satisfied by applicants who hold a comparable license issued by a state with which Massachusetts has signed the NASDTEC Interstate Contract, and have worked under that license for three out of the last seven years. These applicants must submit a copy of their out-of-state license, along with an employment verification letter from the school system, on official letterhead, signed by the superintendent or head administrator.*
- ◆ The program is located anywhere in the United States, and is accredited by **NCATE** as a program leading to comparable licensure/certification. For more information, visit www.ncate.org.

The NASDTEC Mission
The National Association of State Directors of Teacher Education and Certification is dedicated to licensing well-prepared, safe and wholesome educators for our nation’s schools.

NASDTEC represents professional standards boards, commissions and state departments of education in all 50 states, the District of Columbia, the Department of Defense Educational Activity, the U.S. Territories, and the Canadian provinces of Alberta, British Columbia, and Ontario, which are responsible for the preparation, licensure and discipline of educational personnel. Associate members include Canadian provinces and representatives of other constituent groups with an interest in the preparation and certification of educational personnel.

Regardless of which of the above types of Preparation Programs an applicant has participated in, the successful completion of such a program must be documented by the sponsoring organization. This is often referred to as an “endorsement”.

Endorsements can be printed on official transcripts, or they can be detailed in letterform, on official letterhead, and signed by a Registrar or Dean. Approved programs in Massachusetts generally have the ability to submit an endorsement to DOE electronically, via the ELAR system. All endorsements must indicate the subject area and grade level of the applicant’s preparation, and must specify which of the above three categories of approved program applies.

* * *

Applicants who have not satisfied one of the above program options may want to consider applying for the Preliminary license.



ACADEMIC LICENSES & LEVELS

TEACHER LICENSES (FIELDS)	GRADE LEVELS
Biology	5-8; 8-12
Business	5-12
Chemistry	5-8; 8-12
Dance	All
Early Childhood:Teachers of Students With and Without Disabilites	PreK-2
Earth Science	5-8; 8-12
Elementary	1-6
English	5-8; 8-12
English Language Learners (ELL)	PreK-6; 5-12
TBL Endorsement (Level depends on ELL license)*	
Foreign Language*	PreK-6; 5-12
General Science	1-6; 5-8
Health/Family and Consumer Sciences	All
History	1-6; 5-8; 8-12
Instructional Technology	All
Latin and Classical Humanities	5-12
Library	All
Mathematics	1-6; 5-8; 8-12
Middle School: Humanities	5-8
Middle School: Mathematics/Science	5-8
Music: Vocal/Instrumental/General	All
Physical Education	PreK-8, 5-12
Physics	5-8; 8-12
Political Science/Political Philosophy	5-8; 8-12
Speech	All
Teacher of Students with Moderate Disabilities	PreK-8; 5-12
Teacher of Students with Severe Disabilities	All
Teacher of the Deaf and Hard-of-Hearing	All
Teacher of the Visually Impaired	All
Technology/Engineering	5-12
Theatre	All
Visual Art	PreK-8; 5-12
SPECIALIST TEACHER LICENSES	
Academically Advanced	PreK-8
Reading	All
Speech, Language, and Hearing Disorders	All
ADMINISTRATOR LICENSES	
Superintendent/Assistant Superintendent	All
School Principal/Assistant School Principal	PreK-6; 5-8; 9-12
Supervisor/Director*	Depends on Prerequisite License
Special Education Administrator	All
School Business Administrator	All
PROFESSIONAL SUPPORT PERSONNEL LICENSES	
School Guidance Counselor	PreK-8; 5-12
School Nurse	All
School Psychologist	All
School Social Worker/School Adjustment Counselor	All

*Foreign Language, TBL, and Supervisor/ Director applications must specify a particular role. Please visit www.doe.mass.edu/licensurehelp to view available roles for these licenses.



APPLICATION FOR
MASSACHUSETTS
EDUCATOR'S LICENSURE

For Official Use Only

(Please type or print)

PART A. APPLICATION INFORMATION

1. _____ - _____ - _____
Social Security Number
2. _____
Last Name
- _____ First Name
- _____ MI
3. _____ (_____) - _____ - _____
Previous last name(s) (if applicable, please attach documentation Day Telephone Number
validating name change)
4. _____ (_____) - _____ - _____
Home Address, Street and Apartment Number, if any Home Telephone Number
- _____ City/Town
- _____ State
- _____ Zip Code
- _____ E-mail Address, if any
5. Date of Birth: _____ - _____ - _____ Gender: Male Female
Month Day Year
6. a. Have you previously applied for a Massachusetts Educator License?
 If YES, cost for each license listed below is \$25.
 If NO, cost is \$100. for the first license and \$25. for any additional.
- b. Do you currently hold a Massachusetts Educator License? Yes No
If yes, Massachusetts License Number _____
7. List the License Field, Grade Level, and Type of EACH License you are applying for:

Field (i.e. "Elementary", see page 8)	Grade Level (i.e. "1-6", see page 8)	Type (i.e. "Initial", see page 6)
a.		
b.		
c.		

8. **Payment and Mailing Information:** *

Please enclose with your application a certified check or money order (no personal checks or cash) payable to: **The Commonwealth of Massachusetts.**
See page 4 for fee information

Mail the completed application and supporting documents to:
Office of Educator Licensure
350 Main Street, Malden, MA 02148

Amount enclosed:

\$ _____.

*If paying by credit card, check here: and complete charge card authorization form on page 11.

9. Transcripts

Please indicate the official transcripts which you are submitting with your application as well as those that may be coming under separate cover.

These documents are enclosed with this application:

These documents will follow:

10. Affidavit/Applicant's Signature

The Massachusetts Department of Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data for the purpose of screening prospective and current holders of educator licenses awarded by the Department of Education, and for access to CORI conviction data in the context of proceedings relative to the decertification process. A criminal record check may be conducted for criminal and pending or criminal case information only, as authorized, and it will not necessarily disqualify me.

State law requires applicants for licensure to affirm certain information. Please check all of the statements below that apply. If you do not check each statement, please enclose a letter of explanation. We will then contact you and will determine your eligibility for licensure.

Please check all that apply

Since completion of my last licensure or renewal application, I certify that:

- I have not been convicted of any crime or received deferred adjudication (e.g., continued without a finding) or admitted to sufficient facts, nor am I currently charged with any crime (misdemeanor or felony). [Do not include minor traffic violations.]
- I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.
- I have not been dismissed for cause from any position I held.
- I have not been asked to resign from any position or resigned from any position while under investigation or as a result of discipline.
- I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend any professional license or certificate I hold.
- In accordance with MA General Laws Chapter 62C, § 49A, I have filed all state tax returns and paid all Massachusetts taxes required by law, and I am in compliance with all Massachusetts laws relating to payment of child support.
- I have read MA General Laws Chapter 119, § 51A (see page 5), which requires educators and others who are paid to care for or work with children to make a report immediately to the Department of Social Services or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand my obligations under § 51A and the penalties for failure to comply.
- I understand and acknowledge that as a condition of holding an educator license, a criminal background check may be conducted for criminal and pending case information as authorized by the Criminal History Systems Board and that a criminal record will not automatically disqualify me.
- This application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause foR denial or revocation of my educator license.
- I understand that I must notify the Commissioner of the Massachusetts Department of Education in writing within ten days if in the future the answers to any of these questions change.

Signed under the penalties of perjury:

Print Your Full Name

Your Signature

Today's Date



Educator Licensure
and Recruitment

Charge Card Authorization Form

MASTERCARD and VISA Accepted

Please complete all areas of this form so that we may process your payment in a timely manner.

1. Applicant Information

Applicant's Name _____

Applicant's Social Security Number _____ - _____ - _____

2. Card Holder Information

Card Holder's Last Name

Card Holder's First Name & Middle Initial (if any)

Card Holder's Address, Street and Apartment Number, *if any*

Card Holder's City/Town

State

Zip Code

3. Credit Card Information

Please CIRCLE the credit card you are using to process your application

MASTERCARD

VISA

ACCOUNT # _____ Expiration Date: ____/____

FEES

\$100.00 for "First" license/Primary Area

\$ 25.00 for each New Field and Grade Level/Additional Area, or Duplicate License

Please apply payment to: PreK-12 Renewal Vocational ABE Duplicate License

Total Payment: \$ _____

Credit Card Holder's Signature: _____ Date: _____

APPLICANT'S CHECKLIST

To ensure a timely application process, please review your application and refer to this checklist. If your application is incomplete, it will be returned to you.

- I indicated the field, grade level, and type of each license I am applying for. (#7 on the application form) example: Elementary, 1-6, Initial
- If applicable, I am submitting proof of name change: marriage certificate, court order, or driver's license with social security number.
- I am enclosing a bank check, money order, or charge card authorization form for the appropriate fee. (See "Fees" section on page 4, to be sure you have included the correct dollar amount.)
- I am enclosing official copies of transcripts from all colleges I have attended, or they are being forwarded under separate cover, identified by my social security number.
- If I am applying for a license that requires prerequisite experience (i.e. Administrator licenses, School Nurse, Reading Specialist, Academically Advanced), I am enclosing, or forwarding under separate cover, the appropriate employment verification letters, on official letterhead, signed by a head administrator.
- If I am applying for a Foreign Language license, or a Transitional Bilingual endorsement, I have indicated the particular language. If I am applying for Supervisor/Director, I have indicated the role. (#7 on the application form)
- I read and answered all questions in the affidavit (section #10 of the application), and I have signed and dated it.
- I printed my social security number on the face of every document I am submitting to the Office of Educator Licensure, and I understand that failure to do so may result in the need to re-send documents and/or delay the issuance of my license.
- Please address all correspondence to the attention of:

Massachusetts Department of Education

Office of Educator Licensure
350 Main Street
Malden, Massachusetts 02148



www.doe.mass.edu/licensurehelp

