Batching is a way for Sponsoring Organizations (SO) to expedite the licensure process for their program completers. SOs are not required to batch, it is simply an available option. In the past, batching has helped to expedite the licensure process for program completers from an approved SO. As the licensure office has significantly reduced wait times on processing, the need for batching has somewhat decreased. Now, the most effective route for expediting licensure is through submitting an electronic batch. This advisory provides an overview of the entire batch process and requirements.

**Batch Processing**

Applicants, SOs and school districts have the ability to [upload supporting licensure documents](http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/elar-how-to-upload-documents.pdf), including official transcripts, directly into the applicants ELAR profile. Batches that are received by the Office of Educator Licensure (OEL) that have supporting documents **uploaded** directly to ELAR will likely be processed in a **matter of days.** Organizations that submit hard-copy (mail/drop-off) supporting documents will experience a longer processing time (2-3 weeks).

*Important to Note: Effective July 1, 2017 OEL will no longer accept paper documentation. From this point forward, all documentation must be uploaded electronically.*

**Preparing to Batch**

* Endorse all candidates electronically in ELAR. See the [Early ID](http://www.doe.mass.edu/edprep/earlyid) resources for guidance on endorsing candidates electronically. As a reminder, paper endorsements are not accepted by OEL.
* Make sure that all candidates have applied and made full payment for the correct field, grade level(s), and type of license.

**Batch Options**

Electronically endorse and then upload supporting documents directly in ELAR. Email a coversheet to [edprep@doe.mass.edu](mailto:edprep@doe.mass.edu).

 Electronically endorse and then mail/drop-off all supporting documents with coversheet.

OEL Mailing Address:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

Attn: Batch Processing

75 Pleasant Street

Malden, MA 02148

* Make sure that all core academic candidates have applied for the Sheltered English Immersion (SEI) Endorsement.
* Tip – for faster processing, have your program completers upload official transcripts from other institutions and any other necessary supporting documents when they apply for their license in ELAR.

**Batch Requirements**

A batch consists of:

1. A coversheet on the Sponsoring Organization’s official letterhead with the following information:
   * + - Candidate first and last name
       - Candidate MEPID
       - Program completed (ex. English, 5-8, Initial Post-Baccalaureate)
2. When applicable, official transcripts. Please see below, this is not applicable for all licenses.
3. When applicable, additional documentation for specific licenses. Again, please see below.

Make sure that any additional documents submitted include the candidates’ identifier (MEPID, MA Educator License number, or SSN) to ensure they are matched to the appropriate candidate file.

**Official Transcript Requirements**

* For all first-time licensure applicants, official **undergraduate** transcripts must be included or already on file in the Office of Educator Licensure in order for the application to be approved. If submitting an undergraduate transcript on behalf of the candidate, please ensure that there is a date of conferral for the bachelor’s degree. (If the course work is from a foreign institution, the applicant will need an equivalency evaluation from [one of the agencies approved by the Department](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html).)
* For completers of post-baccalaureate initial programs, **graduate** transcripts are NOT required to be submitted.
* For completers of post-baccalaureate professional programs, official **graduate** transcripts must be included or already on file in the Office of Educator Licensure in order for the application to be approved. If submitting a graduate transcript on behalf of the candidate, please ensure that there is a date of conferral for the master’s degree (if applicable).
* Note: An endorsement printed on an official transcript is not needed in order for the license to be awarded. OEL will only issue a license to a candidate as a result of an electronic endorsement. If the candidate applies for other grade levels and/or fields, the transcript may be helpful to determine if “add license requirements” have been satisfied through the program. While not required for licensure, all Sponsoring Organizations should retain a record of the candidate’s transcript, with the official endorsement statement, on file at your organization. ESE may request to review this documentation during a review.

**Additional documentation required for specific licenses**

The documents outlined below are not required for completion of an approved program; however, they are documents required to obtain the license. Failure to include these additional documents may result in a delay for your candidate obtaining their license.

* For *Reading Specialist* include the letter(s) of prerequisite experience.
* For *Teacher of Speech, Language and Hearing Disorders* include a signed statement from the candidate verifying adherence to the Code of Ethics of the American Speech-Language-Hearing Association.
* For *Administrator* licenses, include the letter(s) of prerequisite experience.
* For *School* *Guidance Counselor, School Psychologist,* and *School Social Worker/Adjustment Counselor* official graduate transcripts that include the date of conferral for the masters degree or higher.