



The Commonwealth of Massachusetts
Department of Elementary & Secondary Education

*Office of Educator Licensure
Application Package*

March 2012

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



Educator Licensure
and Recruitment



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

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The Massachusetts Department of Elementary and Secondary 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, 75 Pleasant Street, Malden, MA 02148, Phone: 781-338-6105.

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The Office of Educator Licensure • Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, Massachusetts 02148 • Call Center: open Mon-Fri 2-5 p.m. • 781-338-6600
www.doe.mass.edu/licensurehelp

Dear Applicant,

Thank you for choosing to become an educator in Massachusetts. Our students routinely lead the nation in national assessments of educational progress, in large measure due to the commitment, dedication and high quality of our educators.



Few professions offer the opportunities that educators have to make a difference in children's lives every day, and no other profession has a greater impact on our state or our nation's future. Whether you are applying for your first license, seeking to advance an existing license, or applying to add another license to your educational credentials, please be assured that your commitment to high-quality instruction and our Commonwealth's students is both commendable and deeply appreciated.

This is an exciting time for education in the Commonwealth. With the impetus of the federal Race to the Top program, Massachusetts is placing unprecedented resources and focus on educational improvement and strengthening teaching, learning, and educator development. The Department of Elementary and Secondary Education is committed to supporting and assisting you as you begin your teaching journey, and throughout your career as an educator in Massachusetts.

Best wishes for success in all your efforts.

Sincerely,

Mitchell D. Chester, Ed.D
Commissioner of Elementary and Secondary Education

FEES

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 the 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 or MEPID 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. Bank check, money order, or credit card payments 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 or MEPID number on the bank check or money order.

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 applicants 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, MEPID number, or Massachusetts Educator 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.

Also please note: if this is your first time applying for an academic educator license in a particular category (teacher, specialist teacher, administrator, professional support personnel), you must pass the Communication and Literacy Skills MTEL test in order to be "Ready for Review."

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, 2-5 p.m.

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 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.

12. Q: Where can I find answers to other questions about the licensure process?

A: Please visit www.doe.mass.edu/licensurehelp and click on the FAQ link for a comprehensive list of frequently asked questions and answers.

**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 licenser, 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: *Please submit a letter signed by a principal, superintendent, or head administrator validating five years of employment under your Initial license for this field and grade level. The letter must be dated and include the length of your experience as well as the specific role in which you were employed. This letter must be on official school letterhead from the school where the employment was gained. Under your license is defined here as meaning employment in the role and at the grade of the Initial license from the date it was issued.*
 2. Submit a letter stating that they plan to complete the requirements for Professional licensure: *"I (insert name) plan to complete the requirements for a Professional (insert field and grade level) license, as noted in the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00, within the five years of employment allowed under the Initial-Extension license."*

*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 beneficial tool for all educators and prospective educators. GEM can help you decide if education is the right career for you, learn about the requirements to become licensed, and select a State Approved Educator Preparation Program. Some of the more exciting aspects of GEM include being able to search for jobs, post your resume, and learn about the various incentives available to current 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) at <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 an **Initial** license 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 23 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 Elementary and Secondary Education. A directory of these programs can be viewed on-line at www.doe.mass.edu/gem. Click “Find a Prep Program”.
- ◆ A traditional or alternative/non-traditional state-approved educator preparation program in a state with which Massachusetts has signed the NASDTEC Interstate Contact. A listing of participating states can be found at <http://www.nasdtec.org>.
**This educational requirement may also be satisfied by applicants who hold the equivalent of at least an initial license issued by a state with which Massachusetts has signed the NASDTEC Interstate Contract and have worked under that valid license for three out of the last seven years.*
- ◆ A program located anywhere in the United States that 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.

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.

*

Endorsements from colleges or universities can be printed on official transcripts or written in the form of a letter, on official letterhead, and signed by a Registrar or Dean.

*

Approved programs in Massachusetts generally have the ability to submit an endorsement to ESE electronically, via the ELAR system.

*

Out-of-state approved programs can endorse applicants by completing the Out-of-state Reciprocal Educator Preparation Program Verification Form, which can be found at <http://www.doe.mass.edu/educators/resources.html>.

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



ACADEMIC LICENSES & LEVELS

TEACHER LICENSES 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 Disabilities	PreK-2
Earth Science	5-8; 8-12
Elementary.....	1-6
English.....	5-8; 8-12
English Language Learners (ESL).....	PreK-6; 5-12
TBL Endorsement (Level depends on ESL license)*	
Foreign Language*.....	PreK-6; 5-12
General Science	1-6; 5-8
Health/Family and Consumer Science.....	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

*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.

SPECIALIST TEACHER LICENSES GRADE LEVELS

Academically Advanced.....	Prek-8
Reading.....	All
Speech, Language, and Hearing Disorders	All

ADMINISTRATOR LICENSES GRADE LEVELS

Superintendent/Assistant Superintendent	All
School Principal/Assistant 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 GRADE LEVELS

School Guidance Counselor	PreK-8; 5-12
School Nurse	All
School Psychologist.....	All
School Social Worker/School Adjustment Counselor.....	All



*APPLICATION FOR
MASSACHUSETTS
EDUCATOR LICENSURE*
Please complete all areas of this form.
Please type or print.

For Official Use Only

PART A. APPLICATION INFORMATION

1. _____
Social Security Number _____ or MEPID _____

2. _____
Last Name _____ First Name _____ MI _____

3. _____
Previous Last Name(s) *if applicable,* _____
please attach documentation validating Daytime Telephone Number _____
name change

4. _____
Home Address, Street, and Apartment _____
Number, *if any* _____ Home Telephone Number _____

_____ City/Town _____ State _____ Zip Code _____

_____ E-mail Address _____

5. Date of Birth (Month/Day/Year): _____/_____/_____ Gender (optional): Male Female

6. a. Have you previously applied for a Massachusetts Educator License?
 YES, cost for each license listed below is \$25.
 NO, cost is \$100 for the first license and \$25 for any additional licenses.

b. Do you currently hold a Massachusetts Educator License? Yes No
Massachusetts Educator License Number, *if applicable*: _____

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 support documents to:
**Massachusetts Department of Elementary and Secondary Education
Office of Educator Licensure, 75 Pleasant 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 any official transcripts 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 Elementary and Secondary 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 Elementary and Secondary 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 never appeared in any federal or state court in the Commonwealth of Massachusetts or any other commonwealth, state, district, territory or country as a defendant for any criminal offense. (You must leave this blank and provide an explanation regardless of the outcome of the case if you appeared as a defendant. Generally speaking, any process before a court where you are required to enter a plea or where you could be placed on probation prior to entering a plea is considered an appearance as a defendant. Failure to disclose criminal court appearances will be grounds for license denial or revocation.)
- 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. Note: If you have not resided or earned income in Massachusetts, in most cases, you do not owe any Massachusetts income tax and can answer the above question in the affirmative. If you are unsure about the correct answer, please consult a tax professional before you leave this question blank.
- 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 Elementary and Secondary 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

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 (section #7 on the application form; e.g. Elementary, 1-6, Initial).
- If applicable, I am submitting proof of name change, e.g. marriage certificate, court order, or social security card.
- 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.)
- If applicable, 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, MEPID, or educator license number. Applicants seeking licensure on the basis of foreign (non-U.S.) coursework and/or diplomas must provide the Office of Educator Licensure with a detailed equivalency report or course-by-course evaluation of any college-level credit completed. Independent evaluations must be made by a nationally recognized agency, such as those listed at www.doe.mass.edu/educators/foreignequivalence.html.
- If I am applying for a license that requires prerequisite experience (Specialist Teacher, Administrator, Professional Support Personnel Licenses), 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 (section #7 on the application form).
- I read and checked off all questions in the affidavit (section #10 of the application), and I have signed and dated it.
- I printed my social security number, MEPID, or educator license number on the face of every document I am submitting 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.
- I have addressed all correspondence to the attention of:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148



www.doe.mass.edu/licensurehelp