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# Office of Educator Licensure

# Emergency License Extension

# Application Package

**March 2023**



**Introduction:** This application is for individuals applying after September 22, 2022, to extend an “old” Emergency English as a Second Language (ESL) and/or special education license. An “old” Emergency license is one issued on/prior to December 12, 2021.

Individuals with an “old” special education or ESL license are eligible to receive a no-cost extension to June 30, 2023, by demonstrating the subject matter knowledge requirements for their respective field. The requirements to obtain one of the no-cost Emergency Extension licenses noted below can be found at: <https://www.doe.mass.edu/licensure/emergency-extension-requirements.docx>

Individuals that are seeking an extension to **June 30, 2024,** will also use this application and there is now a $25.00 fee to obtain an extension to 2024. The requirements for those that received an extension to June 30, 2023, include having participated in or completed an induction program and having demonstrated progress towards obtaining a license. The ways of demonstrating progress are:

* Attempted **or** passed the C&L test
* Attempted **or** passed a required content test
* Enrolling in an approved preparation program
* Having completed coursework within an approved preparation program

Individuals that did not receive an extension to June 30, 2023, would need to demonstrate the subject matter knowledge requirements AND the induction requirement and demonstrated progress towards obtaining a license in order to receive an extension to June 30, 2024.

The $25.00 fee to receive an extension is for each field grade level held so an individual that is looking to extend a moderate disabilities PreK-8 and 5-12 Emergency license would owe $50.00. Payment via this hardcopy license can only be in the form of a certified check or money order (no cash, credit card or personal check). Checks should be made out to **The Commonwealth of Massachusetts** and the completed application, payment and supporting documents can be mailed to:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

135 Santilli Hwy.

Everett, MA 02149

The Office of Educator Licensure has been granted the ability to reissue the Emergency license as of May 26, 2022 (“new” Emergency License) and this “new” Emergency license can be extended up to two additional years. New Emergency licenses and extensions to these licenses may be applied for through ELAR.

As a result of modifications to ELAR in support of the “new” Emergency Extension license applications, it is no longer able to accommodate submission of an online application for the “old” Emergency Extension licenses for these fields (ESL & special education); thus, the need to submit a paper application.

**Emergency Extension License**

**Academic Licenses & Levels**

**TEACHER LICENSES GRADE LEVELS**

English Language Learners (ESL) PreK-6; 5-12

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 (ASL/TC) All

Teacher of the Deaf and Hard-of-Hearing (Oral/Aural) All

Teacher of the Visually Impaired All

*Application For*

*Massachusetts*

*Emergency Extension License*

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| **PART A. APPLICATION INFORMATION – Please Print or Type** |  |
|  |  |        Educator License Number **Or** |       MEPID |
|  |  |        Last Name |       First Name |       MI |
|  |  |       Previous Last Name(s) *if applicable, please attach official documentation validating name change* |
|  |  |        Home Address, Street, and Apartment Number if *any* |  |
|  |  |       City/Town |        State  |       Zip Code  |
|  |  |       E-mail Address |
|  |  | Date of Birth       /      /      (Month/Day/Year): | (      )      -       Telephone Number |
|  | 1. **Please put a checkmark, next to each Emergency Extension License(s) you wish to apply for:**
 | **Emergency Extension License(s) and Levels** |
|  |       | English Language Learners (ESL): PreK-6 |
|  |       | English Language Learners (ESL): 5-12 |
|  |       | Teacher of Students with Moderate Disabilities: PreK-8 |
|  |       | Teacher of Students with Moderate Disabilities: 5-12 |
|  |       | Teacher of Students with Severe Disabilities: All |
|  |       | Teacher of the Deaf and Hard-of-Hearing (ASL/TC): All |
|  |       | Teacher of the Deaf and Hard-of-Hearing (Oral/Aural): All |
|  |       | Teacher of the Visually Impaired: All |
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|  | 1. **Payment and Mailing Information:**

Please enclose with your application a certified check or money order ***(no cash, credit card or personal check)*** payable to: **The Commonwealth of Massachusetts.** Mail the completed application, payment and supporting documents to: **Massachusetts Department of Elementary and Secondary Education** **Office of Educator Licensure 135 Santilli Hwy., Everett, MA 02149**1. **Supporting documents:** Letters to support the participation of an induction program in your school district or enrollment in a state approved educator preparation program can be uploaded to your ELAR account. Following uploading the supporting documents, we suggest you contact our Licensure Call Center to alert them of the information you have uploaded. For information on how to upload documents to ELAR, please visit**:**  [how-to-upload-documents.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.mass.edu%2Flicensure%2Felar%2Fhow-to-upload-documents.docx&wdOrigin=BROWSELINK)
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| **PART B. TRANSCRIPTS, AFFIDAVIT, & SIGNATURE PAGE** | 1. **Transcripts or Other Supporting Documents can be uploaded directly into your ELAR account.** This is the fastest option. For directions, please visit <https://www.doe.mass.edu/licensure/academic-prek12/> and select the *How to Use the ELAR Portal* link in the left navigational bar.
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| 1. **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: |
| **Please clarify reason(s) for any un-checked box(es)** |  |
| **Print Your Full Name** |  |  |  |
| **Your Signature** |  | **Today’s Date** |  |
| **\***The Office of Educator License **no longer sends out hard copies of approved/renewed licenses**. You can view an unofficial copy of your license within your ELAR account. If you would like to obtain a hard copy of your license(s), you may request a copy/duplicate via ELAR for a $25 fee. |