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|  | ***The Commonwealth of Massachusett****s*Massachusetts Department of Elementary & Secondary EducationOffice of Educator Licensure |

# VOCATIONAL TECHNICAL EDUCATOR LICENSURE APPLICATION PACKAGE

* Application
* Checklist



##  Department of Elementary and Secondary Education

[**http://www.doe.mass.edu/licensure/**](http://www.doe.mass.edu/licensure/)

Massachusetts Department of Elementary & Secondary Education

Attention: Vocational Technical Educator Licensure

135 Santilli Highway ▪ Everett ▪ MA▪ 02149-1962

Tel: (781) 338-3000

## January 2023Massachusetts educators must understand their responsibilities as “mandated reporters” as stipulated by law. Please read this completely.

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| **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, abuse maltreatment, 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 that 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.

General Questions & Answers

1. **FEES**

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

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

 *Example 1*: Applying for first time license in Electronics (9-14) preliminary and General Science (8-12) = $100 + $25 = $125.

 *Example 2*: Applying to add an additional license in Electronics (9-14) professional, and General Science (8-12) = $25 + $25 = $50.

**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.

**Q. May I pay the fee with cash?**

A. No. A certified check, money order, personal check or credit card payment are the options available. We accept MasterCard and VISA.

 \****Please note that credit card payments are only accepted online via the ELAR system.***

1. **MA TESTS FOR EDUCATOR LICENSURE (MTEL)**

**Q. Which test is required for licensure in vocational technical education?**

A. For a vocational technical teacher license, vocational supervisor/director license or vocational cooperative education coordinator license, the Department will accept passing either the Communication and Literacy Skills Test OR the Vocational Technical Skills Test. For individuals seeking licensure as a vocational superintendent/assistant superintendent or vocational principal/assistant principal, you must pass the Communication and Literacy Skills test.

**Q. How can I register for the MA Voc. Tech Literacy Skills Test?**

A. Registration can be completed online or by hard copy. To apply online, visit [**www.mtel.nesinc.com**](http://www.mtel.nesinc.com/). Paper registration forms can be found inside the MTEL Registration Bulletin, which you can obtain by calling the testing company, National Evaluation Systems, Inc. (NES) at 413.256.2892.

**Q. What is the cost to register for the MTEL?**

A. All fees associated with taking the MTEL exam are paid to the testing company, National Evaluation Systems, Inc. (NES). For the most current and accurate fee schedule, refer to the MTEL Registration Bulletin, or visit [**www.mtel.nesinc.com**](http://www.mtel.nesinc.com/). Currently, the cost for the Communication and Literacy Skills is $125 (test is $70, a $30 registration fee and a $25 computer-based testing fee). Additional fees (i.e., late registration fees, etc.) may be charged.

**Q. When will the tests be offered?**

A. Many of the MTELs are offered by appointment, year-round, Monday through Saturday (excluding some holidays). Please refer to the MTEL website: [www.mtel.nesinc.com](http://www.mtel.nesinc.com) for more information.

1. **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION’S TECHNICAL TEACHER COMPETENCY TESTING (Written and Performance Subject Area Tests)**

**Q. Who is required to take the examinations?**

A. All candidates applying for vocational technical teacher licensure are required to pass written and performance examinations in their area of expertise. Technical competency examinations are required in the vocational technical areas listed below: [[1]](#footnote-1)\*

|  |  |
| --- | --- |
| **Advanced Manufacturing** | **Environmental Science & Tech** |
| **Agricultural Mechanics** | **Fashion Technology** |
| **Animal Science** | **Graphic Communication** |
| **Auto Collision Repair & Refinish** | **Health Assisting** |
| **Auto Technology** | **Heating, A/C & Refrigeration** |
| **Aviation Technology** | **Horticulture** |
| **Baking** | **Hospitality Management** |
| **Biotechnology** | **Information Support Services & Networking** |
| **Building & Property Management** | **Major Appliance Install/Repairing** |
| **Business Technology** | **Marine Service Technician** |
| **Cabinetmaking** | **Marketing** |
| **Carpentry** | **Mason & Tile Setting** |
| **Construction Craft Laborer** | **Medical Assisting** |
| **Cosmetology** | **Metal Fabrication & Joining Tech** |
| **Criminal Justice** | **Painting & Design Tech** |
| **Culinary Arts** | **Plumbing** |
| **Dental Assisting** | **Power Equipment Technology** |
| **Design & Visual Communication** | **Programming & Web Development** |
| **Diesel Technology** | **Radio & TV Broadcasting** |
| **Drafting** | **Sheet Metal Working** |
| **Early Education & Care** | **Stationary Engineering** |
| **Electronics** | **Telecommunications** |
| **Electricity**  | **Welding** |
| **Engineering Technology** |  |

**Q. How can I register for the Technical Teacher Competency Testing?**

A. You may visit the website: <https://www.nocti.org/credentials/state-programs/massachusetts/.for> information on how to register for the test.

**Q. When will the tests be offered?**

A. Presently the written examinations may be taken remotely and may be scheduled on a day/time that is convenient for the applicant. Applicants will be informed about their options for taking the performance exam once they have passed the written test.

1. **GENERAL INFORMATION**

**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. 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.

**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. Generally, applications are reviewed within two weeks. You may check the status of your application online by visiting [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and logging into your **ELAR** account.

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

A. Visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) 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 Vocational Technical 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 (transcripts, letters, other licenses, etc.) all together in one packet rather then separately.

**Q. Is there a number I can call if I have any questions about the vocational technical application process?**

A. Yes. You can call the Licensure Help Line at 781.338.6600 to speak to a Vocational Technical Licensure representative, Monday through Friday – 9am-1pm. and 2-5pm.

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| **TYPES OF LICENSURE** |
| ELAR Logo**PRELIMINARY VOCATIONAL TECHNICAL** **TEACHER LICENSE:**A Vocational Technical Educator license issued to a person who has met the requirements established by the Board of Education for the Preliminary Vocational Technical Teacher license. The Preliminary Vocational Technical Teacher license is valid for five years of teaching and may be renewed at the discretion of the Commissioner for one additional five-year term pursuant to 603 CMR 4.11. |
| **PRELIMINARY-EXTENSION**The Preliminary Vocational Technical Educator license is valid for five years and may, for a showing of extreme hardship such as serious illness or other catastrophic circumstances that are beyond the control of the educator, be renewed at the discretion of the Commissioner for one additional five-year term. In order to be eligible, the candidate shall:* present evidence of sound moral character, and
* submit a plan that outlines how the candidate will fulfill requirement for the professional license.

**INITIAL VOCATIONAL TECHNICAL EDUCATOR LICENSE**A Vocational Technical Educator license issued to a person who has met the requirements established by the Board of Education for an Initial Vocational Technical Administrator or Cooperative Education Coordinator license. The Initial Vocational Technical Educator license is valid for five years and is not renewable.**PROFESSIONAL VOCATIONAL TECHNICAL TEACHER LICENSE:**A Vocational Technical Educator license issued to a person who has met the requirements established by the Board of Education for a Professional Vocational Technical Teacher Administrator or Cooperative Education Coordinator license. The Professional Vocational Technical Educator license is valid for five years and is subject to license renewal for additional five-year terms pursuant to 603 CMR 4.12. |

VOCATIONAL TECHNICAL LICENSES, TYPES AND REQUIREMENTS

**Licenses to be Issued Under 2020 Regulations**

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| **Vocational Teacher License Fields** |
| **Advanced Manufacturing** | **Agricultural Mechanics** | **Animal Science** |
| **Automotive Collision Repair & Refinishing** | **Automotive Technology** | **Aviation Technology** |
| **Baking** | **Biotechnology** | **Building and Property Maintenance** |
| **Business Technology** | **Cabinetmaking** | **Carpentry** |
| **Construction Craft Laborer** | **Cosmetology** | **Criminal Justice** |
| **Culinary Arts** | **Dental Assisting** | **Design and Visual Communication** |
| **Diesel Technology** | **Drafting** | **Early Education and Care** |
| **Electricity** | **Electronics** | **Engineering Technology** |
| **Environmental Science & Technology** | **Fashion Technology** | **Graphic Communications** |
| **Health Assisting** | **Heating-Ventilation-Air Conditioning-Refrigeration** | **Horticulture** |
| **Hospitality Management** | **Information Support Services & Networking** | **Major Appliance Installation-Repairing** |
| **Marine Service Technology** | **Marketing** | **Masonry & Tile Setting** |
| **Medical Assisting** | **Metal Fabrication & Joining Technologies** | **Plumbing** |
| **Power Equipment Technology** | **Programming & Web Development** | **Radio & Television Broadcasting** |
| **Robotics and Automation Technology** | **Sheet Metalworking** | **Stationary Engineering** |
| **Telecommunications – Fiber Optics** | **Welding** |  |
| **Licenses Field for Post-Secondary Education** |
| **Medical Laboratory Technology** | **Practical Nursing (LPN)** | **Surgical Technology** |

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| **Types of Vocational Teacher Licenses Issued** |
| **Preliminary License:** The Preliminary license is the first Vocational license that a new teacher will earn. It is awarded to individuals who have documented that they have the necessary industry experience, education and content knowledge for their particular field. Once awarded, the license is valid for 5 years of employment. By the end of that time period, the educator is expected to advance to the Professional license. However, if the educator requires additional time to complete the Professional license requirements, they may apply for a one-time extension. For a complete breakdown of the requirements for the Preliminary license, please refer to the Chapter 74 Guide for Preliminary Vocational Technical Education license, found here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-preliminary-licensure.docx>  |
| **Preliminary-Extension License:** The Preliminary-Extension license is a one-time extension of a Preliminary license for educators who need additional time to complete the requirements for the Professional license. The Preliminary-Extension is valid for 5 years of employment, by the end of which, the educator must advance to the Professional stage. An educator earns the Preliminary-Extension license by submitting verification of at least 4½ years of employment under the Preliminary license and a plan to complete the Professional license requirements. Additional information on how to earn the Preliminary-Extension may be found here: <http://www.doe.mass.edu/licensure/voctech/prel-ext-plan-hardship-form.docx>  |
| **Professional License:** The Professional license is the highest stage of Vocational Teacher Licensure and is valid for 5 calendar years. Educators earn the Professional license by completing designated coursework and documenting experience working under the Preliminary license. Once a Professional license has been issued, educators should work to develop a Professional Development Plan on how they will complete the requirements for license renewal.For a complete breakdown of the requirements for the Professional license, please refer to the Chapter 74 Guide for Professional Vocational Technical Education license, found here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-professional-licensure.docx>  |

VOCATIONAL TECHNICAL ADMINISTRATOR LICENSES

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| **Vocational Administrator License Fields** |
| **Voc. Superintendent/Assistant Superintendent, 9-14** | **Voc. Principal/Assistant Principal, 9-14** | **Voc. Supervisor/Director, 9-14** |

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| **Types of Vocational Administrator Licenses Issued** |
| **Initial License:** The Initial license is the first license issued to a Vocational Administrator and is valid for 5 years of employment. An Initial Administrator license will generally require an internship in the role of the license. However, interested applicants should note that the requirements for each license vary, depending on the license that the educator is pursuing and that there may be multiple options for meeting those requirements. For a complete breakdown of the requirements to earn an Initial Vocational Administrator license, please refer to the Chapter 74 Guide for Vocational Technical Administrator and Cooperative Education Coordinator Licensure, here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-admin-coordinator-licensure.docx>  |
| **Professional License**: The Professional Vocational Administrator license is the second stage of licensure available to administrators. Administrators are typically eligible for this license once they have worked under the Initial license for at least three years. This license is valid for 5 calendar years, at which point it must be renewed. For a complete breakdown of the requirements to earn a Professional Vocational Administrator license, please refer to the Chapter 74 Guide for Vocational Technical Administrator and Cooperative Education Coordinator Licensure, here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-admin-coordinator-licensure.docx>  |

VOCATIONAL TECHNICAL COOPERATIVE EDUCATION COORDINATOR LICENSE

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| **Types of Vocational Cooperative Education Coordinator License** |
| **Initial License:**The Initial license is the first license issued to a Cooperative Education Coordinator and is valid for 5 years of employment. The license will generally require an internship in the role of the license. However, interested applicants should note that there may be multiple options for meeting those requirements. For a complete breakdown of the requirements to earn an Initial Cooperative Education Coordinator license, please refer to the Chapter 74 Guide for Vocational Technical Administrator and Cooperative Education Coordinator Licensure, here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-admin-coordinator-licensure.docx>  |
| **Professional License**:The Professional Vocational Administrator license is the second stage of licensure available to administrators. Administrators are typically eligible for this license once they have worked under the Initial license for at least three years. This license is valid for 5 calendar years, at which point it must be renewed. For a complete breakdown of the requirements to earn a Professional Cooperative Education Coordinator license, please refer to the Chapter 74 Guide for Vocational Technical Administrator and Cooperative Education Coordinator Licensure, here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-admin-coordinator-licensure.docx>  |

APPLICATION FOR MASSACHUSETTS VOCATIONAL TECHNICAL EDUCATOR’S LICENSURE

***For Official Use Only***



*(Please type or print)*

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| **PART A. APPLICATION INFORMATION** | 1. | SSN:       |
|  | 2. | Name (last, first, middle):       |
|  | 3. | Previous Last Name(s) (if applicable, please attach documentation): |       |       |
|  | 4. | Street Address:       | Apt # (if any):       |
|  |  | City:       | State:       | Zip Code:       |
|  | 5. | Daytime Telephone No:       | Email (if any):       |
|  | 6. | Date of Birth:       | Gender: [ ]  Male [ ]  Female |
|  | 6a. | Have you previously applied for a Massachusetts Educator License in an academic or vocational technical area? |
|  |  | [ ]  YesIf **YES**, cost for each license listed below is $25 | [ ]  No If **NO**, cost is $100 for the first license and $25 for each additional |
|  | 6b. | Do you currently hold either an academic or vocational technical Massachusetts Educator License? [ ]  Yes [ ]  No |
|  | 7. | List the License Area and Type of EACH license you are applying for: |
|  |  | **Area** | **Type (*Preliminary, Preliminary-Extension, Initial, Professional*)** |  |
|  |  |       |       |  |
|  |  |       |       |  |
|  |  |       |       |  |
|  | 8. | **Payment and Mailing Information** *(see page 5 for fee information)* |  |
|  |  | Please enclose with your application a certified check or money order *(no personal checks or cash)* payable to: **The Commonwealth of Massachusetts**Mail the completed application and supporting documents to:**Massachusetts Department of Elementary and Secondary Education****Office of Vocational Technical Licensure****135 Santilli Highway****Everett, MA 02149** |  |  |  |
|  |  |  |  | **Amount Enclosed** |  |
|  |  |  |  | **$** |  |
|  |  |  |  |  |
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| **PART B. TRANSCRIPTS, AFFIDAVIT & SIGN** |  | 9. | **Transcripts** |
|  |  |  | Please indicate the official transcripts (or copies showing the Registrar’s signature) 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 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.**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 General Laws Chapter 119, §51A, 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. (*See page 4 of Application Packet*). |
|  |  |  | [ ]  | 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 the 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: | Date:       |

 APPLICANT’S CHECKLIST



***Please Note****:* Along with filing an application, paying the required fee and submitting documentation, you may also be required to take and pass specific tests or complete college coursework. Refer to page(s) 7-11, the Chapter 74 Manual forVocational Technical Educator Licensure and Relicensure or the Vocational Technical Education Regulations and Guidelines 603 CMR 4.00 for requirements specific to your license request.

*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 vocational technical field and type of each license I am applying for (#7 on the application form).

[ ]  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 personal check for the appropriate fee. (See “**Fees**” section on page 3 to be sure you have included the correct dollar amount.)

[ ]  If applicable, I am enclosing a copy of a high school diploma, GED or official college transcript required for license field being sought.

[ ]  If applicable, I am enclosing documentation of the required number of years of full-time work (**not teaching**) experience on original letterhead of employing firm/organization/institution, signed by the owner/president/human resource officer or other designated official.

[ ]  If applicable, I am enclosing a copy of a current state or national occupational license/certification, if required.

[ ]  For those seeking vocational technical licensure as administrator, enclose documentation of specific years of occupational/vocational employment experience.

[ ]  If required for the particular license field, submit the Internship Outline form or the Internship Completion form.

[ ]  I read and answered all questions in the affidavit (page 10) 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 Vocational Technical 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 ELEMENTARY & SECONDARY EDUCATION

Office of Vocational Technical Educator Licensure

135 Santilli Highway

Everett, MA 02149

1. \* Applicants should check with the Office of Educator Licensure regarding the availability of tests when filing an application. [↑](#footnote-ref-1)