

ADULT BASIC EDUCATION TEACHER'S LICENSE

Application Questions and Answers

THE LICENSE

Q: Is the license required for ABE teachers?

A: By statute, this is a *voluntary* license. The Department cannot require this license; however, employers have the option of using this license as part of their hiring criteria.

ROUTES TO LICENSURE

Q: Do I have to know what route to licensure I qualify to pursue before I apply?

A: No, but having an idea of what route you may qualify to use will help you decide whether you need to complete additional documentation. For example, if you have 5 or more years of ABE teaching experience and you believe you qualify to use Route 4, then completing the ABE Teaching Experience Verification form and submitting it with your application will help expedite your application process.

Q: What if I do not know what route I qualify to use?

A: If you do not know, that's OK. We will evaluate your application and documentation and send you a letter outlining what, if anything, else you will need to do. More information on the routes to licensure can be found on the enclosed handout: *The Professional License for ABE Teachers: Summary and Requirements by Route*.

RECIPROCITY:

Q: Is there a reciprocity agreement for the ABE license with other states?

A: No. Not all states offer a credential for ABE teachers. Of those states that do offer a certificate, license, or endorsement for ABE, the requirements differ significantly from state to state; therefore, it is impossible to arrange a reciprocity agreement. However, that may change in the future.

TESTS:

Q: Are there any tests required for the ABE teacher's license?

A: Yes. Applicants must pass the required MTEL tests (Massachusetts Tests for Educator Licensure), which are the Communication and Literacy Skills Test and the ABE Subject Matter Test. Information about the tests is available on the Department's web-site www.doe.mass.edu/mtel including test objectives, sample questions, and how to register for the test.

Q: When will are the tests offered?

A: The tests are administered 4-5 times per year. Please refer to the above web-site for specific dates and locations.

Q: How can I register for and get more information on taking the teacher tests?

A: A Registration Bulletin may be obtained from the education departments of Massachusetts colleges and universities, the Office of Educator Licensure, or on the Department's web-site at www.doe.mass.edu/mtel. Inquiries may also be addressed to: Massachusetts Teacher Tests, P.O. Box 660, Amherst, MA 01004-9013, telephone: 413-256-2892, or toll free at 866-565-4894.

FEES:

Q: How much is the application fee?

A: If this is your first time applying for educator licensure in Massachusetts, there is a \$100 fee for the first license, and a \$25 fee for each additional field/level/stage for which you apply. If you hold or have previously held a Massachusetts' educator license, and are applying for an additional license, there is a \$25 fee for each license for which you are applying.

Example: Applying for ABE license, but have no prior Massachusetts license (\$100).

Example: Applying for ABE license, but have a prior Massachusetts license (\$25).

Q: Will my fee be refunded if I do not qualify for licensure?

A: No. **This fee is non-refundable and non-transferable.**

Q: How should I make out my certified check/money order?

A: Please make your certified check/money order payable to The Commonwealth of Massachusetts. Please write your Social Security Number on the check.

GENERAL INFORMATION:

Q: What happens if I don't qualify for licensure?

A: If you do not meet all of the requirements or have not submitted all of the required documents, you will receive a letter outlining what you need to do.

Q: Is there a number I can call if I have any questions?

A: Yes. You can call 781-338-6600 to speak to a licensure associate.

Q: Should I apply for licensure just to find out what I need?

A: Not necessarily. We have an informational web-site at www.doe.mass.edu/educators/abe.html and pre-application counseling available for you.

Q: How can I assure my application will be processed quickly?

A: You can assist us in expediting your application if you have submitted a complete application, the appropriate fee, and if possible, submitted all documentation in one package. A complete application will allow us to process your application, and the applications of others, more expeditiously.

Q: How can I find out more about the requirements for the levels and routes to the ABE license?

A: Please refer to the guidelines for either the level or the route to licensure, which are also available on our web-site. <http://www.doe.mass.edu/educators/abeguidelines>.