**Master’s and 12 Credit Advisory and Course Pre-Approval Request Form**

The purpose of this advisory is to help applicants understand and satisfy the “master’s and 12 graduate credit” option (noted below) to earn their first Professional teacher license. Specifically, educators who have applied for a Professional teacher license can request pre-approval of a course(s) by submitting the attached form and a link (URL) to the description of the course in the catalog of the institution awarding the graduate level credits. Upon receipt of a pre-approval request, the Office of Educator Licensure will provide an updated evaluation letter (generated in the applicant’s ELAR file) that confirms if a course(s) is pre-approved toward satisfying the 12-credit component of the requirement noted below. The turnaround time to review a pre-approval request is no different than a typical evaluation of your application, so please plan accordingly.

**The “Master’s and 12 Credit” Requirement:**

*“For those who have completed any master's or higher degree or other advanced graduate program in an accredited college or university, at least 12 credits of graduate level courses each of which includes subject matter knowledge or pedagogy based on the subject matter knowledge of the Professional license sought; these may include credits earned prior to application for the license.”*

The *degree component* of this option is satisfied through possession of a master's degree, a Certificate of Advanced Graduate Study, a doctoral degree, or an Education Specialist Degree from a college or university accredited by a DESE recognized accrediting organization found at <https://www.doe.mass.edu/licensure/forms-guidelines.html>.

The *12-credit component* of this option is satisfied through the completion of graduate-level courses (through an accredited college/university as noted above) which includes subject matter knowledge or pedagogy based on the subject matter knowledge of the Professional license sought These graduate-level credits may be completed apart from and/or within the advanced degree. (Note that a graduate-level course completed within an undergraduate degree is not applicable.)

For example, an educator who applies to advance their Initial English (5-12) license as their first Professional teacher license might consider the following courses toward satisfying the 12-credit component:

* Children’s Literature (example of a course in English Subject Matter Knowledge)
* The Teaching of Reading and Writing (example of a course that includes pedagogy based on the Subject Matter Knowledge.)

You can find examples of Subject Matter Knowledge for each teacher license currently offered at <https://www.doe.mass.edu/licensure/academic-prek12/12-credit-smk-reference-guide.docx>.

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To submit a request for course pre-approval, please complete the following steps:

1. Apply online in ELAR for the Professional license sought (if you have not already done so). **Please note, pre-approval will not be completed if you have not applied for the Professional license.**
2. Submit a completed Course Pre-Approval Request Form (see attached).
3. Submit a link (URL) to the description of the course in the catalog of the institution awarding the graduate level credits. \*If this link (URL) cannot be provided, please submit a letter (on official college/university letterhead) signed by the registrar or dean that includes the course number, title, and description. **Please do not send a syllabus.**

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|  | ***Massachusetts Department of Elementary and Secondary Education*** | |
| Office of Educator Licensure | Telephone: (781) 338-6600 |
| 135 Santilli Highway, Everett, Massachusetts 02149-1962 | TTY: N.E.T. Relay (800) 439-2370 |
| **Course Pre-Approval Request Form for the “12 Credit Option”** | | |

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| The intent of this form is to assist an educator with selecting a graduate-level course(s) that is applicable to the 12-credit component of the requirement commonly referred to as the “master’s and 12-credit option” to earn their first Professional teacher license in Massachusetts. Educators provide a link (URL) to the description of each course in the catalog of the institution awarding the graduate level credits. If this link (URL) cannot be provided, please submit a letter (on official college/university letterhead) signed by the registrar or dean that includes the course number, title, and description. **Please do not send a syllabus.** | | |
| *I am seeking pre-approval of the below noted graduate-level course(s) awarding semester hours of graduate-level credit. To the best of my knowledge, this course(s) includes subject matter knowledge or pedagogy based on the subject matter knowledge of the Professional license sought.* | | |
| **Directions:** | | |
| **Step 1:** Educator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Step 2:** MA Educator License # **or** MEPID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­\_\_\_­ | | |
| **Step 3:** Field of Professional Teacher License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(e.g., biology, elementary, moderate disabilities)* | | |
| **Step 4:** Fill in name of College/University below | | |
| **Step 5:** Fill in name of Course (Prefix, Number and Title below | | |
| **Step 6:** \*Upload this form. If a link (URL) cannot be provided, include the required letter(s). | | |
| **College/University:** | **Course: Prefix, Number & Title** | **Course Link/URL** |
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| The turnaround time to review a pre-approval request is no different than a typical evaluation of your application so please plan accordingly.  **NOTE: The Office of Educator Licensure cannot pre-approve a course based on a description provided by a third party.** | | |
| \*For directions on how to upload, please visit How to Use the ELAR Portal at [www.doe.mass.edu/licensure/elar/default.html](https://www.doe.mass.edu/licensure/elar/default.html). | | |