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| Close-up image showing the leaf-sides of two oversized books side-by-side on a bookshelf, with additional books in soft focus background |
| Professional License Renewal: Audit FAQs |
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**Professional License Renewal:**

**Audit Frequently Asked Questions**

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# Helpful Definitions and Links

**Content Area**: The academic discipline or subject matter knowledge of an educator license.

**Pedagogy:** Professionalskills and knowledge directly related to instruction and instructional effectiveness or teaching methods (603 CMR 7.00, [Regulations for Educator Licensure and Preparation Program Approval](http://www.doe.mass.edu/lawsregs/603cmr7.html), Section. 7.08: Professional Standards for Teachers).

**Bundling:** The process of combining/grouping a series of PD sessions/workshops on the same or similar topic to ensure that the total in that required subject area topic meets or exceeds 10 or more contact hours.

**Electives:** Professional development activities or experiences related to general educational issues of interest to the educator other than the content knowledge of the licensure area or pedagogy.

**Topic:** A single or tightly integrated area of study within an academic discipline or related to a particular method of teaching or administration. Sample topics include, but are not limited to:

* The American Revolution (within history)
* Direct Instruction (within pedagogy)
* Questioning Techniques (within pedagogy)

Alternative Grouping (within pedagogy)

Supervision and Evaluation (within administration)

* Victorian Poetry (within English)

**Professional Development Point (PDP):** A unit of measurement of professional development activities. **PDPs are measured in clock hours. Courses and other professional development activities provided by professional associations, educational collaboratives, or professional development providers that meet specific international standards sometimes are measured in Continuing Education Units (CEUs) as defined by the International Association for Continuing Education and Training. College course credit is measured in semester hours. Generally, the formula for converting clock hours to PDPs, CEUs to PDPs, and semester hours to PDPs is:**

* **1 Clock Hour = 1 PDP**
* **1 CEU= 10 PDPs (as defined by the International Association for Continuing Education (IACET) www.iacet.org**
* **1 Undergraduate Semester Hour = 15 PDPs (22.5 if significantly new to the educator)**
* **1 Graduate Semester Hour = 22.5 PDPs**
* **Bundling: Example: Four related workshops/three hours each = 12 hours or 12 PDPs**

<https://www.doe.mass.edu/licensure/advance-extend-renew-license.html>

* License Renewal Activity Logs
* License Renewal Guidelines and Regulations
* IPDP form
* Professional Development and more

<https://www.doe.mass.edu/licensure/voctech/#guidelines>

* Chapter 74 Guide for Professional Vocational Technical Educator License Renewal

# Introduction

In the Commonwealth, the renewal of professional level licenses demonstrates every educator’s commitment and dedication to remain current in their fields and knowledgeable in their respective licensure areas. Since the implementation of new licensure standards in 1994’s Ed Reform, educators have continually risen to the occasion with license renewal every five years by meeting the requirements set forth by the Massachusetts Board of Elementary and Secondary Education.

Since the mandate, the renewal of vocational professional licenses became effective on September 1, 2003. Vocational educators across Massachusetts have, similarly, also continued to successfully meet those requirements via completion of professional development activities addressing the areas of subject matter knowledge and skills, pedagogy, labor relations, safety and health, and many more.

Massachusetts educators who hold academic and vocational professional licenses are routinely taking a serious approach to their craft by engaging in meaningful, high-quality professional development via the implementation of well-planned, innovative, and thought-provoking professional development activities that share best practices and produce positive student outcomes. As such, we have prepared this Professional License Renewal: Audit FAQs, with the goal of addressing any questions you may have.

# Purpose of the Audit

Unlike years ago, the current process for license renewal does not require educators who hold Massachusetts professional licenses to verify their Professional Development Points (PDPs) with their renewal application submission. Since the process now operates on the honor system, a sampling of applications is selected periodically at-random via ELAR (our Educator Licensure and Renewal online system), for a Professional Development Audit to ensure the integrity of the process.

The audit process is a key indicator of successful completion of the minimum requirement of earned Professional Development Points (PDPs). The audit process continues to be a success.

# Using the PDP Audit in ELAR

The PDP Audit is an added feature located on your ELAR Welcome page. Unlike in the past, educators now selected for the audit will no longer need to mail their Professional Development (PD) Audit packet to the Licensure Office. You now have the option of uploading your PDPs directly into your ELAR account in a few simple steps. Here’s how to get started with the process:

1. Log in to ELAR with your username and password. If you forgot your login information, please click:  Forgot Username and/or Password on the Security Portal.
2. Once on the ELAR Welcome Page, you may update your profile, if necessary, by selecting [**Update your profile**](https://gateway.edu.state.ma.us/elar/userprofile/UpdateProfilePageControl.ser) | [Change Your Password](https://gateway.edu.state.ma.us/elar/userregistration/PasswordResetPostControl.ser?COMMAND.submit) from the ELAR Welcome page menu. To save all updates, click on “Update” at the bottom of page.
3. Next, also on your ELAR Welcome page, click on: PDP Audit (Please note that only those that have been randomly selected for a License Renewal Audit will see this PDP Audit feature).
4. Use the Upload Documents feature found in the PD Audit page to upload all your relevant PD documents tied to your renewed licenses. It is important for you to know that, for the Audit purpose, you should not be using the upload documents feature in your regular ELAR Inquiry Profile. Your uploaded documents list is viewable only after the upload is complete. Please know you will not be able to retrieve/delete any uploaded documents. If there are documents in your regular inquiry profile that you would like considered as evidence of your accrued PD, please be sure to upload them via your PD Audit feature.
5. When you are ready to submit your Audit Packet, click on the “Submit” button. This will result in your status changing to “Ready for Review” in your PDP Audit page only.

**NOTE:** Please refer to Appendix A for a step -by -step guide on how to navigate through the PDP Audit on your ELAR Welcome page.

Audit Selection Process

*Q: Why was my license renewal application selected for an audit?*

A: Educators selected for an audit will include those who have been approved for the renewal of their license(s) any time during the previous five years. This does not exclude retired educators, or those still employed or not employed under any of their renewed Professional licensure areas. When the professional development documentation is received, the Licensure Office will assess the documents to determine if the minimum requirements of Professional Development Points (PDPs) have been met.

*Q: I hold multiple Professional licenses. Which renewed licenses were selected?*

A: You may log in to your ELAR profile to determine which license(s) were renewed in the previous five years, according to the School Year (SY) as addressed on your Audit Notification letter.

*Q. What is the turnaround time for uploading my audit packet and how soon might I hear back on the status of my audit?*

*A: The turnaround time is 30 days from the uploading of your PDP Audit packet. Your Auditor will assess your audit packet and will inform you of your status.*

# Educator Evaluation and the Individual Professional Development Plan (IPDP)

The Regulations for Educator Licensure and Preparation Program Approval (603 CMR 7.00) were revised by the Board of Elementary and Secondary Education in June 2012, allowing educators the option of using their Educator Evaluation Plan, (603 CMR 35.06(3), in lieu of, or in combination with their Individual Professional Development Plan (IPDP), in satisfying requirements for professional license renewal. Educators may elect to use either Plan for license renewal, with knowledge that the professional development activities established under the Educator Plan meet license renewal requirements.

Q: *My Educator Plan includes professional development activities for up to two years, and I also developed an IPDP. Can I still use my Educator Plan for license renewal?*

A: Yes. However, license renewal operates on a five-year calendar cycle. Therefore, the timing of the plan for educator evaluation and the IPDP will not always coincide. You may elect to use the professional practice goals established under your Educator Evaluation Plan for license renewal, or in combination with the professional learning goals in your IPDP. For more information, go to: <https://www.doe.mass.edu/edeval/>.

*Q: Can Educator Plans and Individual Professional Development Plans (IPDPs) be the same plan?*

A: Yes. The regulations for license renewal, ([603 CMR 44.04 (1) (c)](http://www.doe.mass.edu/lawsregs/603cmr44.html?section=04)), do allow for these plans to be the same, for license renewal purposes. Given the license renewal cycle is a five-year calendar period and multiple evaluation cycles will occur during that time, there can be some challenges in combining these plans. DESE has released several [example forms](https://www.doe.mass.edu/edeval/forms/) to help bring these two plans into alignment, including a version of an Educator Plan form and an Educator Plan Addendum. For more information, please go to: <https://www.doe.mass.edu/edeval/forms/>.

*Q: How can my employing school district assist me with the development of my IPDP and professional development documentation?*

A: School districts are required to make the following materials available to all educators as they begin the development of their IPDPs and their five-year renewal cycle:

1. A copy of the district's Annual Professional Development Plan
2. A copy of the District Improvement Plan or relevant School Improvement Plan
3. Verifying documentation that confirms attendance, hours of instruction or PDPs awarded, and successful completion of the activity if the school district provides its own PD opportunities for its educators.

**NOTE:** It is the responsibility of each educator to ensure that his /her own proposed IPDP activities meet all state requirements for license renewal, that at least 80% of its goals align with the needs of the employing school district and receive the necessary yearly or every two years supervisor review/approvals, and the supervisor’s final endorsement once the IPDP has been completed.

Information for supervisors who must review and approve educators' IPDPs and endorse recertification applications is found at: [*https://www.doe.mass.edu/licensure/advance-extend-renew-license.html*](https://www.doe.mass.edu/licensure/advance-extend-renew-license.html)

*Q: At point of Audit, do I need to show my supervisor’s IPDP Approval or Final Endorsement?*

A: For the purposes of the audit, if an educator is not employed in the role of the Primary and/or Additional Area license, a supervisor’s review, approval, and final endorsement of the IPDP is not expected. Educators who hold a Professional license and wish to renew it, must develop an IPDP. However, the Approval or Final Endorsement by a supervisor is required *only* of educators currently employed under a Professional license(s) in a Massachusetts public school district that’s being renewed.

*Q: I am employed in the role of my Professional license in a private school that requires a license. Do I need my supervisor to provide the Final Endorsement before I renew my Professional license?*

A: No. Only educators employed in a Massachusetts public school must obtain final IPDP approval and endorsement prior to submitting the renewal application.

*Q: I was employed by two different Massachusetts school districts during the last five years; who should endorse my IPDP?*

A: The supervisor of your current school (or the supervisor’s designee) is the appropriate person to provide the final review and endorsement of your IPDP.

*Q: Where can I find the IPDP Template?*

A: Please go to: <https://www.doe.mass.edu/licensure/advance-extend-renew-license.html> (Under Professional Development)

# Supporting Documents

*Q: What documents are required for the audit?*

**A: The** Audit notification packet includes:

* **The IPDP:** The supervisor’s approval and endorsement of this plan verifies that the educator’s IPDP has been reviewed and approved and the record of professional development activities has been successfully completed within the educator’s five-year renewal cycle. The supervisor’s approval and final endorsement ensures that the reported activities have been consistent with the educator’s approved IPDP.

And/or

* **Educator Plan:** The evaluator’s signature verifies approval of the educator’s goals of the Educator Plan.The Educator Plan is “designed to provide educators with feedback for improvement, professional growth, and leadership,” is “aligned to statewide Standards and Indicators in 603 CMR 35.00 and local Performance Standards,” and “is consistent with district and school goals.” (For more information, see 603 CMR 35.06 (3)(d) and 603 CMR 35.06 (3)(f).

**NOTE:** If the educator is employed under the Professional license and no approval or endorsement signatures have been provided, a written explanation for the failure to obtain approval and/or final endorsement of the Plan must be included in the audit packet.

* PD Activity Logs at: <https://www.doe.mass.edu/licensure/advance-extend-renew-license.html>
* Official certificates or letters verifying participation (hours of completion/participation, total PDPs, and proper signature)
* College/university courses, if any
* Official college/university transcript(s)
* School district, collaborative, or registered provider initiatives
* Official certificates or letters verifying participation (Documents should include total number of workshop hours/participation/PDPs, proper signatures, etc.)
* Professional Development transcripts or a *My Learning Plan* issued by the school district must include an official signature and contact information

**NOTE:** All forms must be signed off by your Administrator, PD Coordinator, or HR Director (or supervisor’s designee).

* Evidence of published written materials include:
* Published articles, books, professional journals, curriculum units, etc. (Please do not submit the product. An uploaded letter, on official letterhead, from the supervisor is acceptable).

*Q: Where do I mail my Professional Development supporting documents if I am unable to upload my documents?*

A: If unable to upload your packet, you may mail your PDP Audit Packet to:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

c/o License Renewal Audit

135 Santilli Highway

Everett, MA 02149-1962

**NOTE: If mailing documents, please only send copies of your professional development documents. Do not send original documents to the Department, as they will not be returned.**

*Q: How can I organize my PD audit packet to make the process go smoothly?*

A: Please be sure to provide a record of complete professional development activities to meet the minimum requirement for License Renewal, i.e., content, pedagogy, SEI, ESL or Bilingual, Special Needs/Diverse Styles, and Electives. The PD Activity log for the Primary and Additional Area is found at: <https://www.doe.mass.edu/licensure/advance-extend-renew-license.html>

**NOTE:** All PDPs claimed must have been earned within your five-year calendar renewal cycle. PD activities, such as course work or workshops completed before or after your renewal cycle, will not apply to this audit.

*Q: Why is my audit packet Pending?*

A: The following describes one or more reasons for a Pending audit packet:

* The audit packet is incomplete. A complete audit packet should include, verification of your Professional Development Plan (IPDP and/or Educator Plan), PD activity log (Form B or other form), and documents to support the PDPs you have earned.
* The PD activity log did not clearly list the activities in an organized fashion under content, pedagogy, SEI/ESL/Bilingual, special needs/diverse learning styles, or electives. Also, although there may be evidence of bundling, it is neither adequately documented on the supporting document nor the activity log. For example, a certificate of completion verifying completion of five hours for a ‘Professional Development Day’ is not evidence because it does not give evidence of content, pedagogy, SEI/ESL/Bilingual or electives, nor is it bundled with another related topic. A course description or letter from the administrator for a ‘Professional Development Day’ would also be required. You can learn more about bundling in our Renewal Guidelines section on Professional Development (PD) Resources.
* One or more of the supporting documents did not include evidence, such as date of completion, number of hours/PDPs, title of activity, sign-off from the school Administrator, PD Coordinator or HR director, etc.

# Professional Development Activities/ Professional Development Points (PDPs)

*Q: What is the required distribution of PDPs for all academic educators who renewed a Primary Area or Additional Area license between SY 2018 - 2019?*

A: Primary Area: A minimum of 150 PDPs. Of the 150:

1. At least 15 PDPs in content (subject matter knowledge)
2. At least 15 PDPs in pedagogy (professional skills and knowledge)
3. At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL)/Bilingual
4. At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles
5. The remaining required 90 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

* A Primary Area license that has become **Invalid** requires 150 PDPs. Please apply the requirements as described above.

B: Additional Area: A minimum of 30 PDPs. Of the 30:

1. At least 15 PDPs in content. The remaining required 15 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional PD in any of the above areas.

* An Additional Area license that has become **Invalid** requires 150 PDPs. **Of the 150, a minimum of 15 PDPs are required in content.** The remaining required 135 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional PD in any of the above areas.

*Q: How far back in my license history may I go in selecting eligible PD activities?*

A: You may go five years back from the date of your renewed license(s). Any PDPs earned before or after the renewal of your license(s) will not apply.

*Q: I have renewed both an academic license and a vocational technical license. How should I document my PDPs?*

A: The requirements for both academic and vocational Professional licenses require a minimum total of 150 PDPs for the Primary Area license. For more specific details on the renewal requirements on both academic and vocational licenses, please visit: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)

*Q: What is Bundling?*

A: Since a minimum of 10 PDPs is mandated to meet license renewal requirements, bundling allows a licensure candidate the flexibility of combining/grouping PD workshops/series/conference hours to ensure that the total in that required subject area meets or exceeds 10 or more professional development hours.

**NOTE:** If you are unable to bundle your topics (when fewer than 10 hours) with other related topics, you will not be able to apply those PD activities to the audit.

*Q: How may I adequately bundle my workshop hours for the purpose of the audit?*

A: You may document your bundled hours on your PD Activity Log. In previous audits, educators have placed brackets, used color codes, or even bullet points to indicate the process of bundling. The auditor should understand the method that you select to verify bundled hours

*Q: May I upload my PD transcript or 'My Learning Plan' issued by my school district?*

A:Yes. However, your PD transcript and/or your *My Learning Plan* must include an official signature from your administrator, as well as his/her contact information.

If you were newly employed at the time of renewal, please have the new administrator sign your PD document. If you are bundling, please make sure that both your PD document and your activity log include the bundled hours.

*Q: I was required to take the Sheltered English Immersion (SEI) endorsement course of study, and as a result, I have earned PDPs. May I apply these PDPs for this audit?*

A: Yes. The SEI Endorsement course must have been completed during your five-year renewal cycle, and not outside of your renewal cycle. For example, if you completed the SEI Endorsement course prior to the issuance of your Professional license, the course would not apply towards meeting renewal requirements. However, if you completed the course anytime during your renewal cycle, and do not need to utilize all or any of the PDPs earned through completion of the SEI Endorsement course, you may 'carry over' PDPs earned in one renewal cycle towards the next renewal cycle for the purpose of the SEI course only. For more information, please visit the Renewal Guidelines section on *Requirement of the SEI Endorsement for License Renewal*.

**NOTE:** Please keep and file your SEI certificate/document with your own personal records. Educators who decide to carry over PDPs earned from the SEI course will be subject to another audit.

*Q: Do you have a list of approved Professional Development Providers?*

A:Yes. You may view our Registry of Approved PD Providers at: [www.doe.mass.edu/pd](http://www.doe.mass.edu/pd) (Search Registered PD Providers). School districts and Education Collaboratives are automatically approved as PD providers. Universities and colleges that issue credits and CEUs are not required to register with the Department.

*Q: Do you accept PDPs earned from school districts in other states?*

A: Professional development activities completed in school districts outside of Massachusetts are assessed on a case-by-case basis. Please upload all supporting documents as described in this guide.

**NOTE:** This policy is subject to change in the future.

# Assessment/Timeline

*Q: How long do I have to upload my Professional Development audit packet?*

A: You have approximately 30 days from receipt of your audit notification letter to upload your audit packet.

*Q: What communication will I receive from the Department after my Professional Development audit packet has been received, via my PDP Audit in ELAR?*

A: A Confirmation screen will appear as a receipt of your submitted audit packet. Most communication regarding your audit will occur via the Correspondence History in your ELAR Welcome page.

*Q: Who assesses my documents and activities?*

A:Your file will be assigned to a license renewal auditor, and he/she will review your documents using criteria established by state regulations regarding the quality and eligibility of the PD activity and the authenticity of the submitted documents verifying participation.

*Q. What if I am unable to meet the 30-day deadline?*

A. If you are unable to meet the 30-day timeline, under extenuating circumstances, educators may have the opportunity to request an extension by contacting the Department as soon as possible. (Contact information is found on your Audit Notification letter.) If you do not contact the Department to request such an extension, you may run the risk of jeopardizing your Massachusetts public school employment status if employed in the role of your renewed license. Additionally, your renewal application may be withdrawn, and the status of your license would revert to a non-renewal status of Inactive/Invalid or invalid, whichever is applicable. For information on Inactive/Invalid, Invalid status licenses, please visit: <http://www.doe.mass.edu/lawsregs/603cmr44.html?section=07>

*Q: What happens if my audit packet is not approved for one or more Professional licenses?*

A: You will receive a Correspondence letter via the Correspondence History in your ELAR Welcome page. You will then be given the opportunity to submit additional PDPs to support your license(s). PDPs must be earned within the previous five-year renewal cycle. If you are unable to provide evidence with additional PDPs, you will not pass the audit for that specific license, and the status of the license will revert to whatever the status would have been if the license was not renewed (Inactive/Invalid, or Invalid). For information on Inactive/Invalid, or Invalid licenses, go to: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure). Link not specific enough. Can offer the renewal site link.

*Q: Will I have a right to appeal the decision if my Professional Development activities are found inadequate?*

**A: The final decision may be appealed to the Commissioner. A letter must be submitted within 30 days from receipt of notification of the results of the assessment and explaining why you disagree with the findings.** The Commissioner or his designee will make a final, independent determination regarding the decision.

# Vocational Technical Educator (VTE) License Renewal

*Q: What is required renew a VTE license?*

A: The Department requires that you file a Record of Vocational Technical Professional Development Activities (Form B-Voc).

Candidates must complete a separate page for each license being renewed. Be sure to select from the following Vocational Technical positions: *Teacher, Superintendent-Director, Principal, Supervisor-Director,* or *Cooperative Education Coordinator*. Each column must be filled out accordingly. There is no need to list all activities that you have completed; only enough activities to show that the minimum requirement of PDPs has been met for each license are required. This might be good to mention in Academic section as well. The list should include the completed PD activities that were required by your IPDP and must have been completed no more than five years prior to the date that your renewal application was submitted.

*Q: What forms are considered acceptable proofs of professional development for VTE candidates?*

A: The most common forms used include:

* College/university courses
* Official college/university transcript(s)
* School district, collaborative, or registered provider initiatives
* Official certificates or letters verifying participation (Documents should include total number of workshop hours/participation/PDPs, proper signatures, etc.)
* Individual personnel transcript from your school district.

NOTE: All forms must be signed off by your Administrator, PD Coordinator, or HR Director.

* Evidence of published written materials

Published articles, books, professional journals, curriculum units, etc. (Please do not submit the product. An uploaded letter, on official letterhead, from the supervisor is acceptable).

* Department of Elementary and Secondary Education-sponsored Summer Professional Development Institutes
* Official certificates or letters verifying participation (hours of completion/participation, total PDPs, and proper signature)

**NOTE: If mailing, please only send copies of your professional development documents. Do not send original documents to the Department, as they will not be returned.**

If you are unable to meet the 30-day timeline, under extenuating circumstances, educators may have the opportunity to request an extension by contacting the Department as soon as possible. (Contact information is found on your audit notification letter.) If you do not contact the Department to request such an extension, you may run the risk of jeopardizing your Massachusetts public school employment status if employed in the role of your renewed license. Additionally, your renewal application may be withdrawn, and the status of your license would revert to a non-renewal status of Inactive/Invalid or invalid, whichever is applicable.

*Q: Where do I mail my supporting VTE PD documents?*

A: You may mail your supporting Vocational Technical Education PD documents to:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

c/o Vocational Technical Licensure Audit Renewal

135 Santilli Highway

Everett, MA 02149-1962

*Q: What is the expected total number of PDPs, point distribution of content vs. pedagogy (professional skill), and minimum points per topic that will apply to me?*

A: For your designated Primary license to be renewed, you must provide evidence that a minimum number of 150 PDPs has been earned within the five-year cycle, specifically:

*For Vocational Technical* ***Teachers*** *(Primary license) – A minimum of 150 PDPs*: Ten points must be in subject matter, knowledge, and skills; ten points in pedagogy; ten points in academic and technical curriculum integration; ten points in safety and health. Also, a current state and/or national license – if required for the particular teacher license\*\*

*For Vocational Technical* ***Administrators and Coordinators*** *(Primary Area) – A minimum of 150 PDPs:* Supervision; school law; school finance; labor relations; safety and health; curriculum; labor laws\*\*

*Each Additional Area* ***(Teachers)*** *– 30 PDPs in any of the four areas:* Subject matter knowledge and skills; pedagogy; academic and technical curriculum integration; safety and health. Also, a current state and/or national license – if required for the particular teacher license\*\*

*Each Additional Area* ***(Administrators and Coordinators) –*** *30 PDP’s in any of the following areas, specific to the license:* Supervision; school law; school finance; labor relations; safety and health; curriculum; labor laws\*\*

**NOTE:** Please refer to Chapter 74 Guide for Professional Vocational Technical Educator License Renewal for specific license(s) and PDP areas – <http://www.doe.mass.edu/licensure/voctech/>

*Q: Do I need to submit copies of current state or national license(s)?*

A: Yes. Please submit copies of your current state or national license(s), as applicable.

# APPENDIX A

## The PDP Audit

* Go to: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)
* Click one of the following images to login to ELAR with your Username and Password: 

**NOTE:** If you forgot your username or password, please click: Forgot User Name or Forgot Password and follow the steps towards retrieving your username and/or resetting your password

## DESE ELAR

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ELARLogo | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Top of Form   |  | | --- | | **User Name** | | **Password (Case Sensitive)** | | Login | | [Create ELAR Profile](https://gateway.edu.state.ma.us/elar/userregistration/RegistrationPageControl.ser) | [Forgot User Name](https://gateway.edu.state.ma.us/elar/userregistration/UserNameRetrievePageControl.ser) | [Forgot Password](https://gateway.edu.state.ma.us/elar/userregistration/PasswordResetPageViewControl.ser) |   Bottom of Form | |
|  |

* When logged in, you will enter your ELAR Welcome page: **Hello John Doe - What would you like to do today?**
* Click: **PDP Audit**

**NOTE:** The back arrow is not accessible for the PDP Audit. If you need to go back to a previous page while working on your audit packet, please click: **ELAR Home** found at the upper right corner of the page. You will be redirected to your ELAR Welcome Page to continue.

* You have now entered your **ELAR PDP Audit**. Click: **Selec**t to start
* If you click: **Withdraw** (instead of Start), you will not be audited. You have made the decision to withdraw your license renewal application by selecting withdrawn. Following, you will receive a letter via your Correspondence History in your ELAR profile to confirm your decision to withdraw your renewal application. As a result, your renewal application will be deemed inactive/invalid or whatever status it would have become if not renewed.
* After starting your audit, you will preview the license(s) you have renewed during SY 2018-2019 only. Next, you will be directed to upload supporting documents to verify the PDPs you have earned for the renewal of your license(s).
* Click: **Upload documents**. After you have uploaded a document, please use the drop-down menu to select document type, i.e., content, pedagogy, SEI/ESL, Special Needs/Diverse Learning Styles, or Electives to link your document with one of the categories.
* Following, please use the drop-down menu to select whether your document is applicable to the Primary and/or Additional area license(s).
* Click: **Save**
* You will receive the **confirmation screen** when your document has been successfully uploaded. Click: **Add more documents,** if necessary
* When you are done uploading your documents and linking each document to the categories (content, pedagogy, SEI/ESL, etc.), the system will provide you with a summary of the documents you have uploaded for your Primary and/or Additional area license(s).
* Click: **Submit** when you are ready to complete the process
* Your audit packet has been received by the Audit Team.
* The turnaround time is 30 days from receipt of your audit packet