**Verify a Program Accredited by the National Association of School Psychologists (NASP) Template**

The template below is intended solely for a Registrar, Dean, or Program Director who can verify that a student has earned a master`s degree or higher in School Psychology approved by the National Association of School Psychologists (NASP). These officials may be in a position to provide such a letter, but it is not a requirement or expectation of DESE.

- Required Letter Components -

* Must be printed on official college/university letterhead;
* Must include student’s name and MEPID (the student will have a MEPID number if they have applied for a license in Massachusetts and they should provide that to you); and
* Must be signed by the Registrar, Dean, or Program Director.

Applicants can upload documents in ELAR or mail documents to the Office of Educator Licensure. Information regarding the uploading and mailing of documents may be found [here](http://www.doe.mass.edu/licensure/elar/).

**Template Letter for a College/University to Verify a Master`s Degree or Higher in School Psychology Approved by NASP**

| [**Insert the student’s name and MEPID**] earned a master`s degree or higher in School Psychology approved by the National Association of School Psychologists (NASP). |
| --- |
| **I attest that the statement above is true and accurate:** |
| Print Name: |  |
| Title: |  | Signature: |  |
|  *(*Registrar, Dean, or Program Director*)* |
|  |
| **Must Be on Official School Letterhead** |
| **Please note:** The Department may contact signees if clarification is needed.  |