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| MA State Seal | 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 |

**Verification of School Based Employment / Induction and Mentoring**

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| **Employee Information (Print):** |
| Legal Name: |
|  | (Last) | (First) | (MI) |
| Social Security Number, MA Educator License Number, or MEPID#: |  |
| **Directions for completion:*** Verification of employment must come directly from the school or the school district in which the employment occurred.
* A principal may only verify employment which occurred in a school in which they serve as principal.
* A Head Administrator\* (or equivalent position in a non-public school) may verify employment which occurred in a school or schools within the district/school in which they serve.
* Employment occurring in the role of more than one license during the same period should be documented in separate rows and the full-time equivalency under each license should be noted.
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| **Name of School** | **School District****(City/town if not a district)** | **State** | **Employed as Follows:****License Field, Grade Level** | **Employment** | **Full-time equivalency****(if<1.0)** |
| **Start Date****(M/D/Y)** | **End Date****(M/D/Y)****or Present** |
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| In accordance with MA Regulations for Educator Licensure & Preparation Program Approval 603 CMR 7.00, employee has completed: (Check each applicable item.) |
| ( ) | A one-year induction program with a mentor | ( ) | At least 50 hours of mentored experience beyond the induction year |
|  |
| The employment, induction program, and mentored experience verified above were successfully completed as attested  |
|  by my signature in the role of (Check one): | ( ) | Superintendent | ( ) | Principal | ( ) | Head Administrator\* |
| Name (Print) |  |  |
| Signature: |  | Date: |  |
| Telephone: |  | Email: |  |
| \*Head administrator could be an Assistant Superintendent, HR Director, or a similar position in a non-public educational setting. The Department may contact the signer of this document if clarification is required. |
| **Please note:** This document can be uploaded directly into your ELAR account. For directions, please visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and select the How to Use the ELAR Portal link in the left navigational bar. |