**Individual Professional Development Plan (IPDP):** Regulations require that educators with a professional license have an IPDP for the purpose of license renewal. This folder has been designed for two purposes: (1) advancement through the stages of licensure, and (2) license renewal.



# **LICENSURE**

Educators must be licensed to be legally employed in a Massachusetts public school unless the district has obtained a waiver.

## **Terms to Know**

- Approved program: Training/education program approved by the DESE for a specific license field and level.
- Field: Subject content or position for which a license is issued.
- Induction/Mentoring: Support for new teachers provided by hiring districts. Required in order for the individual to obtain a Professional stage license.
- License/Licensure: Formerly called certificate/certification
  - ✓ Initial License: Entry level license for new teachers with pre-service teacher training. Required stage for all candidates to obtain a Professional stage license. Valid for five years of employment; may be extended one time for an additional five years.
  - ✓ Preliminary License: Entry level license (alternative route) for new teachers who have not completed pre-service teacher training. Valid for five years of employment; may not be renewed.
    - Preliminary, Initial and Temporary licenses are <u>not</u> subject to license renewal. Only Professional stage licenses are subject to renewal (recertification).
    - \* These licenses must be advanced to the next stage license prior to their expiration.
    - Advancing from one stage license to the next requires additional education/training
  - ✓ **Temporary License:** License for experienced, fully licensed teachers from out of state allowing them to teach for *one year only* during which they must pass MTEL and obtain an Initial license.
  - ✓ Professional License: Full licensure. Must be renewed every five calendar years.
- Level: Grade span approved for a license.
- MTEL: Massachusetts Tests for Educator Licensure –
   All first time applicants and applicants who are seeking
   to add additional licenses are subject to this
   requirement. First time applicants must pass both the
   two-part Communications and Literacy test and the
   content test(s) for the field of the license sought. Those
   who already hold a Massachusetts educator license
   and are seeking to add another must pass the
   appropriate content test.

For more information, go to www.massteacher.org/license or www.doe.mass.edu/educators

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# LICENSE RENEWAL

All Educator Licenses at the <u>Professional Stage</u> must be renewed every five *calendar years*.

#### **Terms to Know**

- Advanced Academic Study: Upper level undergraduate course (or equivalent) where content is new to the educator or graduate level course (or equivalent) or program approved by DESE.
- Content Area: Academic discipline/subject matter of license.
- District Professional Development Plan: delineates district goals; includes School Improvement Plans goals; defines activities through which staff will meet license renewal requirements, including no-cost options and specific content to be addressed; sets forth a professional development budget; includes district's professional development offerings.
- **IPDP:** The educator's five-year plan outlines professional goals and activities for purposes of license renewal.
- No Cost Option: Massachusetts law requires that educators have available a no-cost way to relicense. The DESE has charged districts with this responsibility.
- Observable Demonstration of Learning: Evidence that PDPs have resulted in the educator's increase in knowledge or skills. If audited, educators can be required to produce an observable demonstration of learning for each topic in their IPDP.
- Pedagogy: Teaching skills and instructional knowledge.
- Professional Licenses

**Primary License:** When an educator holds more than one Professional License, s/he designates one as the "primary" license, usually the one under which the educator is working.

**Additional Licenses:** Professional licenses not designated as primary.

- PDP: Unit created to measure professional development activities:
  - √ 1 clock hour = 1 PDP
  - √ 1 semester hour = 15 PDPs
  - √ 1 CEU = 10 PDPs
  - ✓ Advanced Academic Study = 1.5 PDPs/clock hour
- Topic: A single or tightly integrated area of study within an academic discipline or related to a particular method of teaching or administration.

### **Significant Provisions**

- Primary Professional Licenses require 150 PDPs for renewal, at least 90 in content and at least 120 in content and pedagogy.
- Additional professional licenses require 30 PDPs in content.
- An IPDP used for license renewal should be: APPROVED and signed by a supervisor within three months of Professional license issue or renewal date; REVIEWED by supervisor at least once every two years; and ENDORSED and signed for completion prior to renewal application.

For more information, go to www.massteacher.org/recert or www.doe.mass.edu/recert/



Name:			Date:					
Position:			District:					
License Numb	er:		School:					
	License 2:	<i>License 3:</i> Field:	<i>License 4:</i> Field:					
		Level:						
·	<u> </u>	*Stage:						
License Stages	are: Preliminary, Initial, o	r Professional						
ou will be usin	g this IPDP and proce _Section 1: Advance to	the following purposes ed to the corresponding so the next License Stage	section(s).  Go to <b>Section 1</b> .	ne following purpose	(s) for which			
$\overline{}$		ofessional License. Go to  ANCING LICENSE STA			EXPECTED			
		nse to an Initial license		_	OMPLETION DATE			
> Comple	ete an approved distric	paccalaureate educator por t-based licensing program ram Information to Adv	m	nary to Initial Licer	nse			
College/Univ	ersity.	Pr	ogram.					
			Program: Expected completion date:					
		y DESE for your license?						
<ul> <li>Particip which r</li> <li>Comple</li> <li>One of</li> <li>App</li> <li>Mas the l</li> <li>For eithe</li> <li>Cert</li> <li>App</li> </ul>	pate in the district induction may be completed und lete a minimum of 3 year the following: roved master's programmer's or other advance license (may not be in those who hold a master bullet immediately a diffication by the Nationaroved district-based preserved may not be proved district-based preserved.	o a Professional licens ction program with a trainer the preliminary license ars employment under the m in a school of education digraduate program relevanceous school of education). The content of the	ed mentor - e, and e Initial license, and n vant to the discipline egree that does not is in appropriate aca Teaching Standards	e (field) of satisfy demic discipline				
	Graduate Degree	Program to Advance for	rom Initial to Profe	ssional License				
College/Univ	ersity:	Pı	ogram:					
		E						
Has this prog	gram been approved b	y DESE for your license?	Yes	No				



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## Section 2. STEPS TO CREATE AN IPDP FOR LICENSE RENEWAL (Professional Licenses only)



center for education policy and practice

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

- 1. Review license(s). Choose Primary license.
- Review school and district goals.
- Select school and/or district goals appropriate for your license and grades taught.
- 4. Review district PD opportunities, both contractually required (for example, in-service) and other offerings.
- 5. Select any other professional development activities (seminars, conferences, courses, etc.) which may or may not be funded by the district.

The	e school and/or district goal(s) that my plan addresses: **
A.	
B.	
C.	
**	The principal or immediate supervisor must provide each teacher with a copy of the district goals and school goals. The educator not the supervisor – selects the goals s/he will address in the IPDP. ( <a href="http://www.doe.mass.edu/pd/01guideline/standard.html">http://www.doe.mass.edu/pd/01guideline/standard.html</a> )
	The educator should receive PDPs for all district-based professional development activities whether or not the educator receives compensation for participation or work completed. For example, a teacher may be paid a stipend to develop a curriculum unit; the educator must also receive PDPs for the unit.

## **Administrator Signature:**

Initial Approval:	_Date:
First Review:	_Date:
Second Review:	_Date:
Final Endorsement	Date:



**PLANNED PROFESSIONAL DEVELOPMENT ACTIVITIES FOR LICENSE RENEWAL.** These activities include courses, in-service training, workshops, or conferences during the school day; in-service training after the school day, on weekends, during the summer; curriculum work paid for by the district and/or educator designed activities. Use the letter code from Section 2 for School or District goal.

Professional Development Activity	Provider or Sponsor	Goal	Date Completed	Primary License 150 PDPs			Additional License(s) 30 Content PDPs for each			
				Content	Pedagogy	Other				
				ŭ	Pe	Ö				
TOTALS										

For more information on the Massachusetts Department of Elementary and Secondary Education's (DESE) licensing regulations and guidelines, or to see an example of a completed Individual Professional Development Plan, go to the MTA web site at <a href="http://www.massteacher.org">http://www.massteacher.org</a> or the DESE web site at <a href="http://www.doe.mass.edu">http://www.massteacher.org</a> or the DESE web site at <a href="http://www.doe.mass.edu">http://www.doe.mass.edu</a>.

#### Note:

- 1. Educator licensing requirements are complex and subject to change. Information provided here is not intended to serve as a comprehensive guide to obtaining a license. Further, it applies primarily to classroom teachers (as opposed to administrators, specialists and professional support personnel).
- **2.** License renewal requirements apply to all professionally licensed educators. As of September 2009, these requirements are <u>not</u> expected to change in the foreseeable future.
- 3. Information provided here does not apply to Vocational Technical Educator Licenses granted under <u>Massachusetts</u> <u>General Laws, Chapter 74</u>. Information about Vocational Technical Educator Licenses can be found at <a href="http://www.doe.mass.edu/cte/603cmr4.pdf">http://www.doe.mass.edu/cte/603cmr4.pdf</a> and <a href="http://www.doe.mass.edu/cte/licensure/renewalguide.pdf">http://www.doe.mass.edu/cte/licensure/renewalguide.pdf</a>.
- **4.** In order for PDPs to be credited toward license renewal, educators must retain **Observable Demonstrations of Learning** which resulted from their professional development activities. This folder might be a convenient place to store all license renewal documentation.
- **5.** All license renewal documentation should be retained for the entire duration of the renewed license.

