MASSACHUSETTS EDUCATOR LICENSURE - QUICK REFERENCE GUIDE

All educators in Massachusetts public schools, educational collaboratives and Horace Mann charter schools are required to hold an active license for the field and level in which they are employed. Licensure is the responsibility of the individual educator. For more information, go to www.massteacher.org/licensure or www.doe.mass.edu/educators.

GENERAL LICENSURE TERMS

ADVANCED ACADEMIC STUDY: Upper-level undergraduate course where content MTEL: Massachusetts Tests for Educator Licensure is new to the educator, graduate course or DESE-approved course. Also known as "super PDPs" and counts 1.5 times clock hours.

APPROVED PROGRAM: An educator preparation program approved by DESE for a specific license field and level.

AUDIT: DESE verification of application and requirements for Professional license renewal. License applications are selected randomly for an audit up to five years after renewal. Educators must supply the completed application, IPDP with administrator signatures and documentation for all PDPs earned.

BUNDLE: Combining individual professional learning activities with fewer than 10 hours into groups of activities that total more than 10 hours on a single topic.

CORE ACADEMIC TEACHERS: For the purpose of the SEI Endorsement, early childhood and elementary teachers, teachers of students with moderate and severe disabilities, as well as teachers of English, reading or language arts, mathematics, science, civics and government, economics, history, and geography. (603 CMR 7.02)

CONTENT AREA: Academic or vocational discipline, skills or subject matter knowledge of the license.

EDUCATOR PLAN: Plans developed as part of each educator's evaluation pursuant to 603 CMR 35.00.

ELAR: Online portal for educator licensing, www.mass.gov/edu/gateway.

ELECTIVE: Professional learning activities related to general educational issues.

ENDORSEMENT: A supplementary credential indicating satisfactory knowledge and skills in a specific area. See 603 CMR 14.00.

FIELD: Subject area, role or position for a license.

INACTIVE LICENSE: A Professional license with less than five years since the date of expiration. Educators must complete the same requirements to renew an active Primary or Additional Professional license. An inactive license is valid for employment for two years in a new role or position.

IPDP: The educator's five-year plan outlining professional goals and activities for purposes of license renewal.

INDUCTION AND MENTORING: A formal program for new educators provided by the district during the first two years of employment. Educators must provide evidence of participation in an induction and mentoring program as part of the application for a Professional license.

INVALID LICENSE: A Professional license with more than five years from the date of expiration. Educators must complete 15 PDPs in the content area and 135 additional PDPs to renew any invalid license. An invalid license is not valid for employment.

LEVEL: Grade span approved for a license.

MULTIPLE PROFESSIONAL LICENSES: Educators who hold more than one Professional license must designate which license is the primary license. The primary license requires 150 PDPs for renewal, and each additional license requires 30 PDPs for renewal.

NO-COST OPTION: Massachusetts law requires that educators have a no-cost way to renew a license. Districts are responsible for providing sufficient professional learning opportunities for educators to satisfy licensure renewal requirements.

OBSERVABLE DEMONSTRATION OF LEARNING: Evidence that an activity has increased the educator's knowledge or skills. Evidence may include assessments, course grades, curriculum units, written reports, papers or projects.

OCCUPATIONAL LICENSE OR CERTIFICATION: Professional credential required for licenses outside of DESE. Example: Master Plumber License, Registered Nurse, Educational Psychologist.

PEDAGOGY: Teaching skills and instructional knowledge.

PDP: Unit measuring professional development activities:

1 clock hour = 1 PDP ~ 1 semester hour = 15 PDPs 1 CEU = 10 PDPs ~ Advanced Academic Study = 1.5 PDPs

SCHOOL OR DISTRICT IMPROVEMENT PLAN: As required under M.G.L. Ch. 71 Sec. 59c, the annual plans for improving student performance at the school and district level.

SEI: Sheltered English Immersion is the delivery of academic content and skills in English using materials and instructional strategies that make the content comprehensible. SEI is one part of a language acquisition program for ELLs.

SUBJECT MATTER KNOWLEDGE AND SKILLS (SMK): As defined in regulations and guidance, the content knowledge and professional skills that Massachusetts educators must know and be able to demonstrate as part of educator licensing.

TEMPORARY LICENSE: Available to educators who hold an out-of-state license and have three years of experience. Valid for one year of employment and cannot be renewed. Employment under a Temporary license counts toward PTS.

TOPIC: A single or tightly integrated area of study within an academic discipline or related to a particular method of teaching, professional practice or administrative skills.

PROFESSIONAL TEACHER STATUS (PTS): Granted to licensed educators who have completed three consecutive years in a district in a licensed position.

WAIVER: A one-year exemption from licensing requirements issued to an individual educator who is not properly licensed for a role. A district may apply for a waiver on behalf of an educator who has applied for the appropriate license. Employment under a waiver does not count toward a Professional license or toward PTS.

WHAT IS A "YEAR OF EMPLOYMENT?

Employment in the role of a license at a Massachusetts public school, Horace Mann Charter School or educational collaborative, including employment as a long-term substitute for more than 90 days.

Educators may use the actual Full-Time Equivalence (FTE) of a role, position or assignment to calculate the years of employment expended/used under a Provisional, Temporary, Initial or Initial Extension.

Years Gained:

Calculating years for prerequisite employment requirements as part of application for a Temporary or Professional License. 0 - 25 percent of a school year = 1/4 year; 26 - 50 percent of a school year = ½ year; 51 - 100 percent of a school year = 1 year

Specific requirements for each license can be found at www.doe.mass.edu/licensure Got Questions? Visit www.massteacher.org/licensure or contact us at licensure@massteacher.org

| NAME | SCHOOL/DISTRICT |
|----------------|-----------------|
| | |
| POSITION/TITLE | LICENSE NUMBER |
| | |

Additional copies of this form can can be found at www.massteacher.org/licensure

| MASSACHUSETTS ACADEMIC LICENSES AND ENDORSEMENTS | | | | | | | | | |
|--|-------------|---------|-----------|--------------|--------|-----------|-------------|---------------|-----------------|
| LICENSE FIELD AND LEVEL | PRELIMINARY | INITIAL | EXTENSION | PROFESSIONAL | WAIVER | TEMPORARY | ENDORSEMENT | ISSUE DATE | RENEWAL DATE |
| Example: English 8-12 | | | | Х | | | | 8/12/14 | 8/12/19 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

ACADEMIC EDUCATOR LICENSURE

PROVISIONAL LICENSE

For educators who have not completed an approved program for licensure. Valid for five total years of employment. May not be extended.

☐ I have created an ELAR Account at www.doe.mass.edu/licensure

- Created ELAR account and applied for appropriate license.
- ☐ Submitted copies of college transcripts to DESE.
- ☐ Passing score on Communications and Literacy MTEL exam.
- Passing score on additional MTEL exams.
- ☐ If necessary, submitted any additional requirements to DESE.

INITIAL LICENSE

Valid for five years of employment under each license. The Provisional license is not a prerequisite.

May be extended one time for five years.

- ☐ Created ELAR account and applied for appropriate license.
- ☐ Submitted copies of college transcripts to DESE.
- ☐ Passing score on Communications and Literacy MTEL exam.
- ☐ Passing score on content MTEL exam(s).
- ☐ Completion of an approved route:
 - 1. DESE-approved educator preparation program
 - 2. Performance Review for Initial Licensure (PRPIL)
 - 3. Accepted out-of-state educator preparation program
- ☐ If necessary, submitted additional requirements to DESE.

☐ SEI Endorsement (Core Academic Teachers only).

PROFESSIONAL LICENSE

Valid for five calendar years and must be renewed.

- ☐ Completion of Induction and Mentoring program.
- ☐ Completed three full years of employment under the Initial license.
- ☐ Completed one of the following:
 - O DESE-approved program for Professional Licensure.
 - O Master's degree and 12 graduate credits in the field of the
 - O National Board for Professional Teaching Standards Certification.

PROFESSIONAL LICENSE RENEWAL

See pages 2 and 3 for more information.

- Determined primary license.
- □ Reviewed school and district goals.
- ☐ Developed Individual Professional Development Plan (IPDP). See pages 2-3.
- ☐ Identified professional development activities that will increase your professional knowledge and improve student learning.
- ☐ Obtained initial approval of the proposed IPDP by your supervisor.
- ☐ Completed all professional development requirements. See p. 2.
- ☐ Obtained signature from your supervisor indicating the log of PDPs is consistent with the IPDP and/or Educator Plan. (603 CMR 44.05(3))
- ☐ Applied to renew your Professional License(s) and save your IPDP, Educator Plan and PDPs for five years.

Specific requirements for each license can be found at www.doe.mass.edu/licensure Got Questions? Visit www.massteacher.org/licensure or contact us at licensure@massteacher.org



| The school and/or district improvement plan goals that my IPDP addresses (include at least one): A) B) Individual Professional Learning Goals and Activities At least one goal is required. The MTA recommends that educators consider each area of PDPs required to renew a license when goals and activities as part of the IPDP. Proposed activities should be designed to improve student learning and professional practive proposed Goal and Activities: Content Predagogy | IND | IVIDUAL PROFESSIONAL | . DEVELOPM | ENT PLAN |
|--|---|---|----------------------|---|
| An IPDP must be in place for each of the five years of validity for each Professional license issued to an educator. (603 CMR 44.04 district must provide each educator with a copy of the district goals and school goals. The educator, not the supervisor, selects the little school and/or district improvement plan goals that my IPDP addresses (include at least one): (a) (b) Individual Professional Learning Goals and Activities At least one goal is required. The MTA recommends that educators consider each area of PDPs required to renew a license when goals and activities as part of the IPDP. Proposed activities should be designed to improve student learning and professional pract Proposed Goal and Activities: Content Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for Elepadagoy: Increases skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elect | NAME | LICENSE # | | EXPIRATION DATE |
| district must provide each educator with a copy of the district goals and school goals. The educator, not the supervisor, selects the IPDP, (603 CMR 44.05) The school and/or district improvement plan goals that my IPDP addresses (include at least one): A) B) Individual Professional Learning Goals and Activities At least one goal is required. The MTA recommends that educators consider each area of PDPs required to renew a license when goals and activities as part of the IPDP. Proposed activities should be designed to improve student learning and professional practives as part of the IPDP. Proposed activities should be designed to improve student learning and professional practives. Content Predagogy ESL/SEI Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for Elevadogory: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: | FIELD & LEVEL | P | RIMARY LICENSE | ☐ ADDITIONAL LICENSE |
| Individual Professional Learning Goals and Activities At least one goal is required. The MTA recommends that educators consider each area of PDPs required to renew a license when goals and activities as part of the IPDP. Proposed activities should be designed to improve student learning and professional practice. Proposed Goal and Activities: Content Predagogy Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase are currently employed in a district are required to obtain signatures for approval and final endorsement of their IP months of issuance of their license. Educators who are currently employed in a district are required to obtain signatures for approval and final endorsement of their IP months of issuance of their license. Educators who are not employed in the role of the license do not need to obtain signatures. (60 Initial Review and Approval by Supervisor The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. | | a copy of the district goals and scl | | |
| Individual Professional Learning Goals and Activities At least one goal is required. The MTA recommends that educators consider each area of PDPs required to renew a license when poals and activities as part of the IPDP. Proposed activities should be designed to improve student learning and professional practive proposed Goal and Activities: Content Predagogy ESL/SEI SPED Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum: Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency of the increase | | | | es (include at least one): |
| At least one goal is required. The MTA recommends that educators consider each area of PDPs required to renew a license when goals and activities as part of the IPDP. Proposed activities should be designed to improve student learning and professional practive proposed Goal and Activities: Content Predagogy ESL/SEI Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy. Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using El IPDP REVIEW AND APPROVAL Educators who are currently employed in a district are required to obtain signatures for approval and final endorsement of their Ifmonths of issuance of their license. Educators who are not employed in the role of the license do not need to obtain signatures. (60 Initial Review and Approval by Supervisor The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. NAME TITLE | | | | |
| Goal and Activities Sample Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Estimates and the professional professional professional and final endorsement of their Ifmonths of issuance of their license. Educators who are not employed in the role of the license do not need to obtain signatures. (60 Initial Review and Approval by Supervisor The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. NAME TITLE | At least one goal is required. The MTA rec | commends that educators consider | | |
| Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase of their license. Educators who are required to obtain signatures for approval and final endorsement of their Ifmonths of issuance of their license. Educators who are not employed in the role of the license do not need to obtain signatures. (60 Initial Review and Approval by Supervisor The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. NAME TITLE | Proposed Goal and Activities: | | | |
| Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for Elective: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Elective: Increase proficiency in using spreadsheets in my lessons through participation in writing accurate to increase proficiency in using spreadsheets in my lessons through participation in writing accurate to increase accu | Content | | | |
| Goal and Activities Sample ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in professional learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participation in workshops and online learning using Experience in the professional participati | | | | |
| ELL/SEI: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for El Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum. Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 1. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning across the curriculum. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning across the curriculum. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Example 2. Increase proficiency in using spreadsheets in my lessons through participation in wor | SPED | | | |
| Educators who are currently employed in a district are required to obtain signatures for approval and final endorsement of their IF months of issuance of their license. Educators who are not employed in the role of the license do not need to obtain signatures. (60 Initial Review and Approval by Supervisor The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. NAME TITLE | Pedagogy: Increase skills in writing instru | iction by participating in profession | nal learning related | to writing across the curriculum. |
| Initial Review and Approval by Supervisor The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. NAME | | IPDP REVIEW AND |) APPROVAL | |
| The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs and/or district and is designed to enhance the ability of the educator to improve student learning. **TITLE** * | | | | |
| | The signature below indicates that 80% of the | is educator's Individual Professional L | • | s consistent with the educational needs of the school |
| NOMATHER | NAME | | TITLE | |
| SIGNATURE DATE | SIGNATURE | | | DATE |

| Initial Davious and | Approval | by Supa | rvioor |
|---------------------|----------|---------|--------|

| \ME TITLE _ | |
|-------------|------|
| GNATURE | DATE |

The signature below indicates that the supervisor has reviewed this educator's professional development activities and that the reported activities are consistent with the approved professional development plan. The educator remains responsible for the final accounting and documentation of all activities for licensure renewal.

| AME | TITLE |
|----------|-------|
| IGNATURE | DATE |

PDPS FOR ACADEMIC **EDUCATORS**

150 PDPs for Primary License Content - 15

Pedagogy – 15 ESL/SEI - 15

SPED - 15 Elective - max 90

30 PDPs for Each Additional License Content - 15 Elective - max 15

> 30 PDPs for Endorsement Content - 30

TRACKING PDPS

______ LICENSE # _

LOG OF PROFESSIONAL DEVELOPMENT ACTIVITIES & PDPS

1. 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 and/or educator-designed activities as described in the DESE License Renewal Guidelines for Massachusetts Educators.

_ EXPIRATION DATE __

☐ PRIMARY LICENSE ☐ ADDITIONAL LICENSE ☐ ENDORSEMENT

- 2. The educator must have a minimum of 10 PDPs in a topic area in order to use the PDPs toward license renewal. PDPs from multiple activities may be grouped together to form groups of 10 PDPs. (603 CMR 44.06(2))
- 3. Educators may include PDPs earned from professional development or other professional activities related to their Educator Plan(s) as part of their educator evaluation. Application of PDPs is based on the content of professional learning. (44.04(2))
- 4. Endorsements that require renewal include the Autism Endorsement and Transition Specialist Endorsement. The same PDPs used to satisfy the requirements to renew a Professional license may be used to satisfy the PDP requirements to these endorsements.

| Activity | IPDP | Educator Plan | Date Completed | Content | Pedagogy | ESL/SEI | SPED | Elective | Total PDPs |
|---|------|----------------------|-------------------|---------|----------|---------|------|----------|------------|
| Example: Women in American Politics Seminar | Х | | 5/28/13 | 10 | | | | | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | TC | TAL PDPs | | | | | | |

Specific requirements for each license can be found at www.doe.mass.edu/licensure



