

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 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.

MTEL: Massachusetts Tests for Educator Licensure.

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.

Years Used:

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 = ¼ year; 26 – 50 percent of a school year = ½ year; 51 – 100 percent of a school year = 1 year

NAME _____

SCHOOL/DISTRICT _____

POSITION/TITLE _____

LICENSE NUMBER _____

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

Additional copies of this form 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				X				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.

- 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
- SEI Endorsement (Core Academic Teachers only).
- If necessary, submitted additional requirements to DESE.

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:
 - DESE-approved program for Professional Licensure.
 - Master’s degree and 12 graduate credits in the field of the license.
 - 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

