



License Renewal / Recertification



Reasons for Licensure Renewal

It's the law!

Professional development

Knowledge in the content areas

Decision-making at the school and district level

Profess. development plans align with Districts

“Highly qualified teachers”

Who needs to renew?

YES

Professional/Standard
licensed educators are
required to renew their
license every five
years.

NO

Preliminary\Provisional or
Initial/Provisional with
Advanced Standing
licensed educators should
be moving/advancing to
next level of licensure.

License Renewal Cycles

Professional License

Renew
Active

Not Renewed
Inactive

Renew
Active

Not Renewed
Invalid

Renew
Active

Not Renewed
Invalid

*Professional licenses
are valid for five years.*



Inactive Licenses

Scenario 1

An educator who has been employed by a district for the past 10 years and held a license that was up for renewal in 1999 is considered to hold an inactive license.

This educator would not be considered legally employable in the same district unless the district applied for a waiver. If this educator teaches one of the core academic subjects, he would not meet the “highly qualified teacher” requirements of NCLB because they are not fully licensed.



Inactive Licenses

Scenario 2

A math teacher, who has been in another field for the past 15 years decides to enter the teaching profession again. Since he did not renew in 1999, his license is inactive. Can he be legally employed?

Yes, this educator would have two years from the date of hire to complete the requirements for licensure renewal (150 PDPs). The two years can extend beyond 6/17/04, however this individual would not be considered "highly qualified" until the license has been renewed.

Inactive Licenses



Scenario 3

An educator is currently employed under an active English license, renewed in 1999, and wants to gain employment under an inactive history license. What is needed to renew the history license?

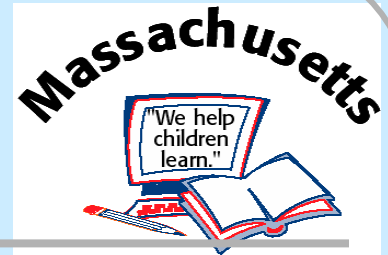
The educator would have two years from the date of hire as the history teacher to renew the license. Since the English license has already been renewed, she can earn 30 PDPs in history and renew the license as an additional area or she can choose to renew history as her primary license. Either way the license must be renewed in the next two years to maintain employment.

Invalid Licenses



After the inactive period a license becomes invalid. The educator must complete the renewal requirements before he or she could become legally employed under that license.

	<u>Inactive</u>	<u>Invalid</u>
History (9-12) - Primary	150 PDPs	150 PDPs
History (5-9)	30 PDPs	150 PDPs
Social Studies (9-12)	30 PDPs	150 PDPs
Social Studies (5-9)	30 PDPs	150 PDPs
<i>Total</i>	<i>240 PDPs</i>	<i>600 PDPs</i>



Department of
Education

How many PDPs do I need?

First time renewal- Group -3

Primary Area: 150
Content/pedagogy: 120 min.
Content: 90
10 hours in a topic
Initial & Final Plan Approval

Most educators - no real changes- Group 2

Primary Area: 120
Outside Content/pedagogy: 120 max
Initial Plan Approval by 7/1/00
Content: %
4 hours in a topic/ 10 hours in a topic

10-01-94

06-17-99

12-01-99

Date of Issue -Group 1

Primary Area: 120
Content/Pedagogy: 60 min. Content:
00
4 hours in a topic
Plan Approval Recommended

Date of Issue or Renewal -Group - 3

Primary Area: 150 total
Content/Pedagogy: 120 min.
Min. Content: 90
10 hours in a topic
Plan Approval



Individual Prof. Develop Plans

Must all educators design & implement a professional development plan?

Yes.

Must all professional development plans be approved?

No. Educators issued a Professional license between 10/1/94-6/17/99 and educators *not* employed in a public school are not required to have their plan approved.

Who approves an individual's plan?

The educator's supervisor or their designee.

What criteria should a plan meet in order to obtain initial approval?

Verify that the educator's professional development plan is aligned with the school district's and/or school's improvement plan.

Who are PDP providers?

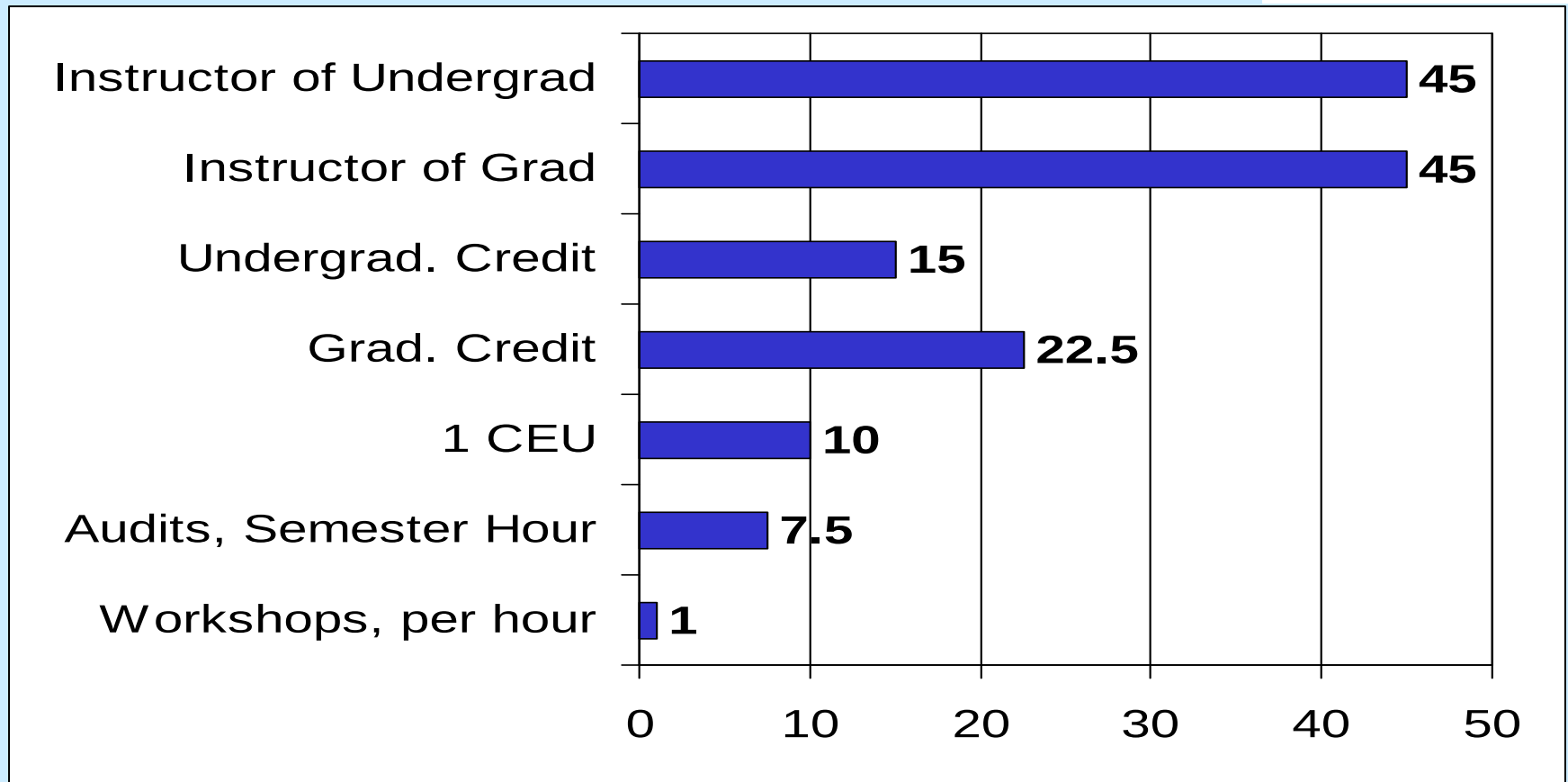


- Public school districts, individual & charter schools
- Education collaboratives
- Colleges & Universities
- Department of Education

All other providers must register with the Department in order to issue PDPs:

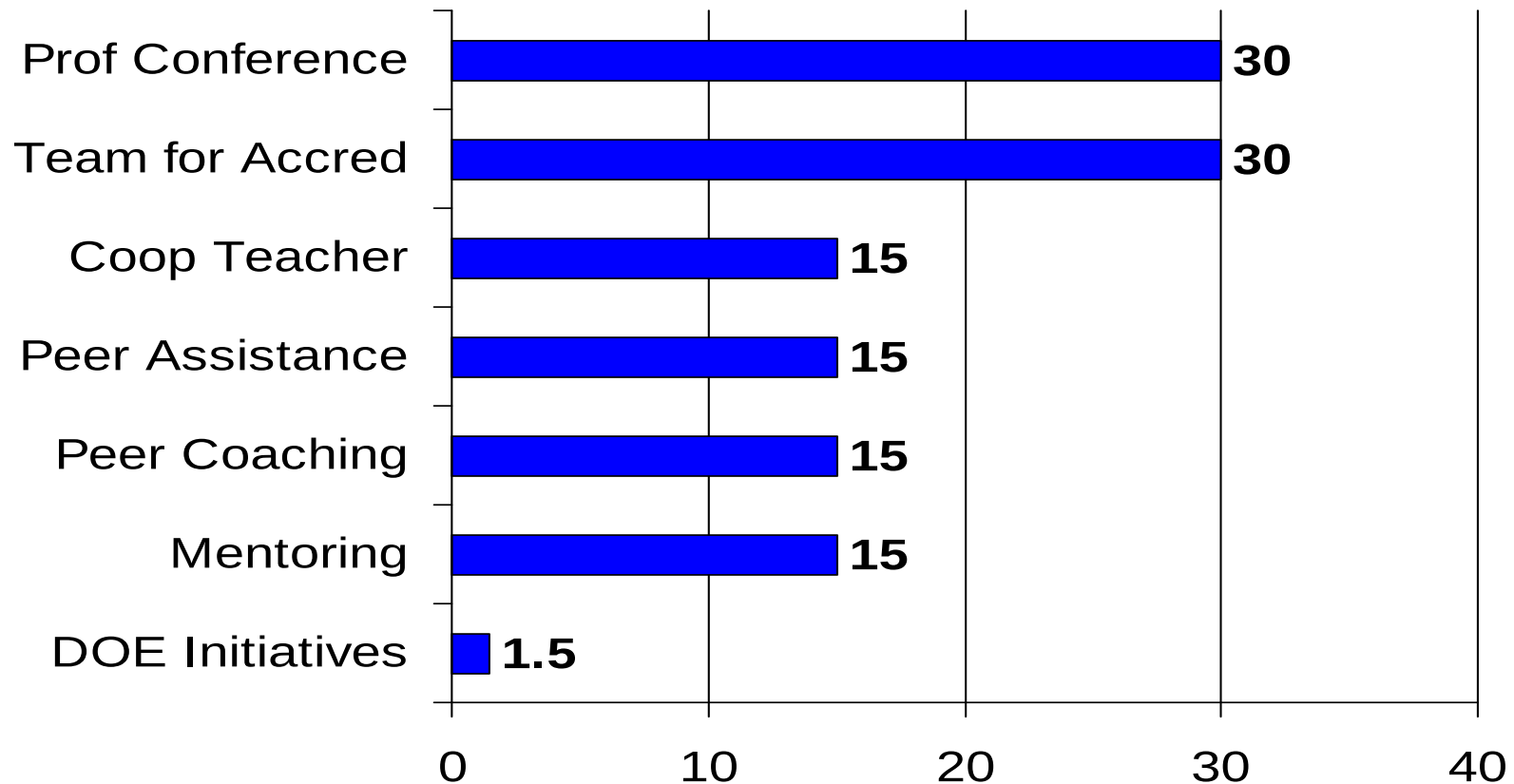
- total at least 10 hours
- must have a pre-and post-content assessment
- include a follow-up component

Professional Development Activities and Their Point Values



Professional Development Points

Professional Development Activities and Their Point Values



Professional Development Activities and Point Values



Varying PDP point Accrual

Curriculum Development - authors of new curriculum that is published or shared may earn 15 PDPs per unit and may accrue up to 60 points in a five year cycle.

Presenters/Trainers - educators who develop and present at least 3 separate sessions in a PD series can earn twice the value (no less than 10 points and a maximum of 24 points).

National Board of Professional Teaching Standards- 120 PDPs for successful completion (30 points in content, 60 points in pedagogy and 30 points to use as an elective).

Published Written Material - points vary, such as 30 PDPs for an article or 45 points for a thesis.

How does one allocate points?

I. Content

Covers Competency I

II. Professional Skills or Pedagogy

Covers Standards II-VII

Methods, evaluation, equity, professionalism,
communication, instructional practice, etc.

III. Electives

Cover general education topics

IV. Content-based Pedagogy

Covers Standards II-VII, emphasizes
specific content area

Visit our web site

www.doe.mass.edu/recert



- On-line application
- Recertification application download
- Regulations, guidelines, and frequently asked questions
- Sample professional development plan
- Upcoming D.O.E. sponsored Content Institutes.



Login/Forgot Password



Dawn McNair

Educator Services



HEADLINES:

- 11/6/2003 [Brockton-Stonehill Colleagues in Residence Program Overview](#)
- 11/6/2003 [Scoring Guides and Student Work for 2003 Now Available](#)
- 11/6/2003 [National Teachers Hall of Fame Induction Program](#)
- 11/5/2003 Commissioner's Update - November 5, 2003 [[HTML](#) | [PDF](#)]
- 11/5/2003 [2004 Presidential Awards for Excellence in Mathematics and Science Teaching](#)
- 11/5/2003 [2004-2005 Massachusetts Teacher of the Year Program](#)
- 11/5/2003 [Update on Score Reports for the September 13, 2003 MTEL Administration](#)
- 11/5/2003 [Booklet Distributed for Family Literacy Month Urges Parents to Read to Their Children](#)
- 11/5/2003 [Aspiring School Leaders Conference - Registration Form](#)
- 11/5/2003 [Teacher Quality Workshops, November 20, 21 and 25](#)
- 11/3/2003 [40 Distinguished Secondary Educator Award Recipients Recognized Statewide](#)
- 10/30/2003 Board in Brief - Tuesday, October 28, 2003 [[HTML](#) | [PDF](#)]
- 9/26/2003 [Online Public Comment form for English Language Arts and Mathematics Grade Level Standards](#)

[Educators News Archives](#)

➤ Becoming an Educator

Resources for individuals interested in teaching in Massachusetts as well as information for administrators working to help people with this transition into the profession



DOE Security Portal



User Name (case sensitive)

Password (case sensitive)

login

[Create New ELAR Account](#) | [Forgot User Name/Password](#)

Login allows access to secure Department of Education applications such as ELAR and MCDS. [More about the DOE Security Portal...](#)



DOE Security Portal Help: Forgot or Lost User Name/Password?

After creating an account, keep your User Name & Password stored in a secure location for future reference. You will receive no email confirming this information. It will be required each time you log in.

If you have misplaced or forgotten your User Name and/or Password, **you will find yourself creating what seems to be a 'new' account- this is normal.** If a profile exists with your name and personal information, you will be reminded of your User Name once we receive enough information to make a match. At this time, you will also be forced to change your Password.

If you are having difficulty entering your proper Uesr Name or Password, please remember Passwords and User Names are "case sensitive".

[Retrieve User Name/Password](#)

Massachusetts Department of Education

help ?

User Registration

The information you provide on this page will find out **if your profile already exists** in our system or will help you to **create a new profile** if necessary. These credentials are needed to access DOE resources such as ELAR.

Do you already hold a Massachusetts Educator License? ☐ Yes ☒ No

* Last Name: * First Name: Suffix:

Note: Do not include any middle names, name prefix or suffix that you may have in the name fields. Your name will display throughout the application and on all correspondence exactly as entered. Please capitalize your name, as appropriate.

* SSN: - -

Note: If you do not have a Social Security Number please call the Department of Education at 781-338-6600.

* Date of Birth:

Massachusetts Educator License #: (for current Massachusetts educators)

* First Line of Street Address:

Required fields are marked by * (asterisk).

submit ✓

cancel ✗

User Registration

The information you provide on this page will let us find out if your profile already exists in our system or will help us create a new profile for you if necessary.

Do you already hold a Massachusetts Educator License? ☐ Yes ☒ No

* Last Name: * First Name: Suffix:

Note: Do not include any middle names, name prefix or suffix that you may have in the name fields. Your name will display throughout the application and on all correspondence exactly as entered. Please capitalize your name, as appropriate.

* SSN: - -

* Date of Birth:

Massachusetts Educator License #: (for current Massachusetts educators)

* First Line of Street Address:

Required fields are marked by * (asterisk).

submit ☒

cancel ☒

Create User Profile

The information on this screen is collected once and will be used to create your profile in the Department of Education database.

You need to have a profile created in order for you to be able to perform any system functions, like Apply for Licensure.

Personal Information

Prefix: * SSN: 951-75-3852
* First Name: Roger * Date of Birth:
Middle Name: Race/Ethnicity:
* Last Name: Collins Gender:
Suffix:
Previous Last Names:

☒ US Address

* Address Line 1:
Address Line 2:
* City:
* State/Province:
* Zip Code:
Phone Number: Ext:

☐ International Address

* Address Line 1:
Address Line 2:
City:
State/Province:
* Country:
International Phone:

(numbers only - no dashes or parenthesis)

E-mail:

☒ I prefer that the Department of Education communicate with me via email (unless a physical document is legally required)

Required fields are marked by * (asterisk).

All information that you provide on this screen except social security number will be considered public information. You will be able to update your contact information later once your profile is created. You will be provided with a User ID and Password upon signing.

By SIGNING you are verifying that all information in your profile is true and contains no misrepresentations or falsehoods. Upon SIGNING you will be provided with a user id and asked to create a password and security question.

Signed under the penalties of perjury.

[← back](#)

[sign](#)

[cancel](#) 

Password

Your profile has been created with the UserID shown below.

Please specify the Password that you would like to have. You must complete this step in order to log into this system.

You should keep a record of your User ID and Password for future reference.

User ID: **rcollins11**

* Password: (e.g., Passwords may be between 6 and 10 characters in length, are case sensitive and can contain letters or numbers)

* Confirm Password:

* Security Question: *What question should we ask in order to identify you in case you forget your password in the future? (e.g. What is my dog's name?)*

* Your Answer: *What will the correct answer to your security question be? (e.g. Spot)*

Required fields are marked by * (asterisk).

submit 

Massachusetts Department of Education

You have successfully registered your profile with the Department of Education.

Your User Id is **rcollins11**

You can now log in at any time with the User Id and password you created.

close



DOE Security Portal



User Name (case sensitive)

Password (case sensitive)

[Create New ELAR Account](#) | [Forgot User Name/Password](#)

Login allows access to secure Department of Education applications such as ELAR and MCDS. [More about the DOE Security Portal...](#)



Back



Forward



Stop



Refresh



Home



Search



Favorites



History



Mail



Size



Print



Edit



Messenger



Welcome

*Login Successful***Welcome Roger Collins!**

Last successful login:

Last unsuccessful login:

[continue](#)



Renew License

Select Licenses

Step 3
Confirm PDP

Step 4
Sign Affidavit

Step 5
Confirm Application

Step 6
Enter Payment

[Relicensure Login ,](#)

All Professional level licenses on file with the Department of Education are shown below. **Only Professional level licenses are eligible for renewal.**

You may apply to renew as many licenses as you wish as long as you have completed the necessary Professional Development Points (PDPs) requirements for each license. **If you do not see a license you wish to renew listed below or if any of your licenses listed below are incorrect, you will need to review your complete licensure record.**

You may view all of your licenses by clicking CANCEL (see below) which will bring you to the ELAR Welcome Page and select *check license status and history, make a payment*.

Please remember that your renewed Professional level license is valid for five years from the date your current license expires.

For Example:

If your current license(s) expires on 6/17/04 and you submit your application to renew that license on 2/15/04, the renewed license will expire on 6/17/09.

If your license(s) have expired, then your renewed license will be effective five years from the date your application and payment is processed.

- Please click the **Renew** check box for the license(s) you wish to renew
- Please ensure the **Primary Area** button is selected for the correct license

Vocational Technical licenses do not need to be renewed until after August, 2008.

Preliminary or Initial level licenses are not eligible for renewal, thus are not shown below. To upgrade licenses held at these levels, may visit, <http://www.doe.mass.edu/educators/>.

Field, Level	Application Type	Status	Expiration Date	Renew	Primary Area
Elementary, 1-6	ACADEMIC	Licensed	March 18, 2003	☐	☐

Total amount: \$

Note: In order to renew any Additional Area licenses alone, you must either have already renewed a Primary Area previously that has not yet expired. Otherwise, you would have to renew and designate a Primary Area along with your Additional Areas.

Licenses with an expiration date more than 12 months from today can not be renewed this early on in the cycle.

p 4
Affidavit

p 5
irm Application

p 6
Payment

You may apply to renew as many licenses as you wish as long as you have completed the necessary Professional Development Points (PDPs) requirements for each license. **If you do not see a license you wish to renew listed below or if any of your licenses listed below are incorrect, you will need to review your complete licensure record.**

You may view all of your licenses by clicking CANCEL (see below) which will bring you to the ELAR Welcome Page and select *check license status and history, make a payment*.

Please remember that your renewed Professional level license is valid for five years from the date your current license expires.

For Example:

If your current license(s) expires on 6/17/04 and you submit your application to renew that license on 2/15/04, the renewed license will expire on 6/17/09.

If your license(s) have expired, then your renewed license will be effective five years from the date your application and payment is processed.

- Please click the **Renew** check box for the license(s) you wish to renew
- Please ensure the **Primary Area** button is selected for the correct license

Vocational Technical licenses do not need to be renewed until after August, 2008.

Preliminary or Initial level licenses are not eligible for renewal, thus are not shown below. To upgrade licenses held at these levels, you may visit, <http://www.doe.mass.edu/educators/>.

Field, Level	Application Type	Status	Expiration Date	Renew	Primary Area
Elementary, 1-6	ACADEMIC	Licensed	March 18, 2003	☒	☐

Total amount: \$

Note: In order to renew any Additional Area licenses alone, you must either have already renewed a Primary Area previously that has not yet expired. Otherwise, you would have to renew and designate a Primary Area along with your Additional Areas.

Licenses with an expiration date more than 12 months from today can not be renewed this early on in the cycle.

[← back](#) [next →](#) [cancel](#) 

Apply to Renew Professional Level License(s)

Step 3 - Confirm PDP

[Relicensure Login ,](#)

You are requesting renewal in a Primary Area of **Elementary, 1-6** which requires:

- **120** total professional development points.
- **60** of the **120** must be in content and pedagogy.
- Please remember, you must also receive at least **4** points in a given topic to apply these points towards your renewal.

Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for the renewal of the selected license(s).

For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form.

[Download or Print PDP document](#)

1. Are you currently employed in a Massachusetts public school district?

Yes ☐ No ☐

[◀ back](#)[next](#)cancel 



Apply to Renew Professional Level License(s)

[relar home](#) · [faq](#) · [logout](#)

Step 3 - Confirm PDP

Relicensure Login ,

You are requesting renewal in a Primary Area of **Elementary, 1-6** which requires:

- **120** total professional development points.
- **60** of the **120** must be in content and pedagogy.
- Please remember, you must also receive at least **4** points in a given topic to apply these points towards your renewal.

Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for the renewal of the selected license(s).

For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form.

[Download or Print PDP document](#)

1. Are you currently employed in a Massachusetts public school district?

Yes ☐ No ☒

2. I hereby state that I have satisfied all of the requirements for license renewal.

Yes ☐ No ☐

[back](#)

[next](#)

[cancel](#)



Apply to Renew Professional Level License(s)

[elar home](#) · [faq](#) · [logout](#)

Step 3 - Confirm PDP

Relicensure Login ,

You are requesting renewal in a Primary Area of **Elementary, 1-6** which requires:

- **120** total professional development points.
- **60** of the **120** must be in content and pedagogy.
- Please remember, you must also receive at least **4** points in a given topic to apply these points towards your renewal.

Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for the renewal of the selected license(s).

For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form.

[Download or Print PDP document](#)

1. Are you currently employed in a Massachusetts public school district?

Yes ☐ No ☒

2. I hereby state that I have satisfied all of the requirements for license renewal.

Yes ☒ No ☐

[back](#) [next](#) [cancel](#)

Signed under the penalties of perjury.

ct Licenses

p 3

irm PDP

p 4

Affidavit

p 5

irm Application

p 6

Payment

[Relicensure Login ,](#)

You have applied for the renewal of the following license(s) :

Field	Level	Primary
Elementary	1-6	✓

Total amount: \$100.00

You are requesting renewal in a Primary Area of **Elementary, 1-6** which requires:

- **120** total professional development points.
- **60** of the **120** must be in content and pedagogy.
- Please remember, you must also receive at least **4** points in a given topic to apply these points towards your renewal.

Please review your Professional Development Plan/activities to ensure that they are accurate and that you have completed the requirements for the renewal of the selected license(s).

- To change anything in your application prior to submitting, click BACK button.
- To submit your application and continue, click SIGN button.

Please note that if you renew your license prior to it's expiration date, points may NOT be counted towards the next five year renewal cycle until that new cycle begins.

For Example: If you renew a license on 2/1/04 that is due to expire on 6/17/04, only points earned after 6/18/04 would count towards your next renewal of 6/17/09.

Your application is subject to audit by the Department and review by an educator's supervisor. You shall maintain the documentation, record log, and the Professional Development Plan for next five year renewal cycle.

If at any point during or following the application process you are identified for an audit, we will contact you for additional information. For individuals employed in a school district, we may verify your Professional Development Plan has been reviewed and approved by your supervisor or designee.

By SIGNING you are verifying that the information you submitted in the profile, license, PDP, endorsement and affidavit steps, as well as this step, are true and contain no misrepresentations or falsehoods. Misrepresentations or falsehoods shall be sufficient cause for denial or revocation of your license.

Signed under the penalties of perjury.

License Renewal - Payment

Select Method of Payment

Relicensure Login (667-79-0667)

License Renewal

Academic:Teacher, Elementary, 1-6, Professional	\$100.00
Total Amount Due	\$100.00

A processing fee is required before the Department can process your application. If this is an application for a new license, payment does not guarantee licensure (*Licensure is based on an evaluation of the applicant's qualifications relative to the requirements of the license sought*).

If you have not paid for the first license you applied for (the \$100 license) your application will not be reviewed until you do so!

Please select one of the links below to indicate how you wish to pay.

- › [Pay Online with a Credit Card](#)
- › [Mail in a Credit Card Payment](#)
- › [Mail in a Cashiers Check or Money Order](#)

Please complete the information below.

Relicensure Login (667-79-0667)

Academic:Teacher, Elementary, 1-6, Professional	\$100.00
---	----------

Total Amount Due	\$100.00
-------------------------	-----------------

Please enter the credit card information exactly as it appears on the card.

* Card Type: Visa

* Card Number: 4111111111111111

(no spaces or dashes)

* Expiration Month/Year: January 2006

* Amount Paid: 100.00

* Last Name: License

* First Name: Renewal

Middle Initial: p

* Address: 350 Main Street

* City: Malden

* State:

* Zip Code: 02148

Required fields are marked by * (asterisk).

License Renewal - Payment

Relicensure Login (667-79-0667)

License Renewal

Academic:Teacher, Elementary, 1-6, Professional	\$100.00
---	----------

\$100.00

Total Amount Due	\$100.00
-------------------------	-----------------

\$100.00

Confirmation and Authorization of Charges

Card Type: **Visa** Card Number: **4111111111111111** Expiration Month/Year: **1 / 2006**

Last Name: License **First Name:** **Renewal** **Middle Initial:** **p**

Address: **350 Main Street**

City: **Malden** State: **Massachusetts** Zip Code: **02148**

☒ I understand that by checking this box and clicking the submit button I am authorizing the Department of Education to charge the above card for **\$100.00**. Furthermore, I understand that I am fully responsible for the payment.

[◀ back](#)submit cancel 

Please **do not** use your web browser's BACK, FORWARD, or REFRESH buttons during this process.

Processing Payment...

Please Wait !





Please do not use your web browser's BACK, FORWARD, or REFRESH buttons during this process.

Dr. Roger Adam Collins (951-75-3852)

License Application - Teacher, Biology, 5-8, Initial	\$100.00
--	----------

Total Amount Due	\$100.00
-------------------------	-----------------

Last Name: **Collins** First Name: **Roger** Middle Initial:

Thank you for your payment!

Receipt Number: 20022292678

Your credit card payment of **\$100.00** has been successfully processed.
Please print this screen as your receipt.

If you have not paid for the first license you applied for (the \$100 license) your application will not be reviewed until you do so!

[done](#)

Step 1
My Profile

Step 2
Select Licenses

Step 3
Confirm PDP

Step 4
Affidavit

Step 5
Firm Application

Step 6
Payment

Apply to Renew Professional Level License(s)

[Help](#) [Home](#) [FAQ](#) [Logout](#)

Step 3 - Confirm PDP

Relicensure Login ,

- You are requesting renewal in a primary area of **Elementary, 1-6** which requires:
- **120** total professional development points.

In order to determine how many content and pedagogy Professional Development Points you need to have earned to renew your Primary Professional license, please enter the number of content and pedagogy Professional Development Points and other Professional Development Points you earned prior to 7/1/2000 in the boxes below.

Enter the content and pedagogy Professional Development Points earned before 7/1/2000:	0
Enter the other Professional Development Points earned before 7/1/2000:	0

[Calculate PDP](#)

Apply to Renew Professional Level License(s)

Step 3 - Confirm PDP

[Relicensure Login ,](#)

You are requesting renewal in a primary area of Elementary, 1-6 which requires:

- **120** total professional development points.

In order to determine how many content and pedagogy Professional Development Points you need to have earned to renew your Primary Professional license, please enter the number of content and pedagogy Professional Development Points and other Professional Development Points you earned prior to 7/1/2000 in the boxes below.

Enter the content and pedagogy Professional Development Points earned before 7/1/2000:

12

Enter the other Professional Development Points earned before 7/1/2000:

15

Calculate PDP

[← back](#)

next »

cancel

Apply to Renew Professional Level License(s)

Step 3 - Confirm PDP

[Relicensure Login](#) ,

You are requesting renewal in a primary area of **Elementary, 1-6**

You have earned **12** Professional Development Points in content and pedagogy and **15** Professional Development Points in other activities prior to 7/1/2000. Subsequently, the professional development points you should have earned after the above date (Or after Initial Approval of your Plan, if you are employed) should have been:

- **93** total professional development points.
- **74** of the **93** points earned after the Initial Approval date must be in content or pedagogy.
- **55** of the **74** points earned after the Initial Approval date must be in content
- No more than **19** 'other' points (training outside of content and pedagogy) that were received after your initial plan approval, can be used towards renewal.
- Please remember, you must receive at least **4** points in a given topic to apply these points towards your renewal, for all activities completed before Initial Approval date.
- Please remember, you must receive at least **10** points in a given topic to apply these points towards your renewal, for all activities completed after Initial Approval date.

Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for the renewal of the selected license(s).

For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form.

[Download or Print PDP document](#)

1. Are you currently employed in a Massachusetts public school district?

Yes ☐ No ☐

[◀ back](#)[next ▶](#)cancel



Questions & Answers