

NAME _____

SCHOOL/DISTRICT _____

POSITION/TITLE _____

LICENSE NUMBER _____

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