

NAME \_\_\_\_\_

SCHOOL/DISTRICT \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_

I have created an ELAR Account at [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)

Additional copies of this form can be found at [www.massteacher.org/licensure](http://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](http://www.doe.mass.edu/licensure)  
**Got Questions?** Visit [www.massteacher.org/licensure](http://www.massteacher.org/licensure) or contact us at [licensure@massteacher.org](mailto:licensure@massteacher.org)

