

HANOVER PUBLIC SCHOOLS



188 Broadway
Hanover • Massachusetts • 02339
781•878•0786

Professional Development Handbook May 2008

**Kristine E. Nash, Ed.D.
Superintendent of Schools**

Hanover Public Schools Professional Development Handbook

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Hanover Public Schools

Professional Development Goals

In support of the Education Reform Act of 1993, Hanover Public Schools believes that the four primary goals of professional development are to assist professional staff to

- Goal #1: Improve student learning through high quality classroom teaching and school operation;
- Goal #2: Access opportunities for ongoing support, challenge, application, and reflection
- Goal #3: Acquire new knowledge and skills to enhance performance
- Goal #4: Enhance Highly Qualified and licensure requirements for professional currency.

The mission of the Hanover Public Schools is to guide every student to thrive in a global society.

Guiding Beliefs

The district believes....

- A partnership among home, school, and community is essential to student success.
- In an educational environment that supports academic excellence.
- Our curriculum and instructional practices promote critical thinking.
- In the value of each student's individuality.
- Each student is an active participant in and responsible for his/her learning.
- Teachers are the catalyst for quality learning.
- Open and honest communication fosters an atmosphere of mutual respect.
- Learning is an on-going process for our community.
- The Hanover community supports quality education.
- The school climate provides a safe environment conducive for learning.

TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

DISTRICT-SPONSORED STAFF TRAINING COURSES AND WORKSHOPS: Each year there are a number of courses and workshops on a variety of topics offered to staff members. These may be held after school or during Tuesday in-service time. In some cases, teachers are released from regular responsibilities to participate in training during the school day. Some of these courses and workshops are planned by the Professional Development Council; others are arranged by the administration to address system wide goals. Information about professional development opportunities, along with instructions about how to register, are disseminated to the staff in September and periodically updated as new opportunities are developed during the school year.

INDUCTION PROGRAM: The district has a formal induction program for new teachers and administrators. The induction program includes orientation, support teams and a mentor program. The mentor program pairs new teachers with experienced professionals. Training and compensation are provided for the mentors.

SUMMER WORKSHOPS: Funding is available for staff to work during the summer on curriculum writing and other professional projects. Principals and directors submit proposals to the Director of Curriculum for summer workshops. Teachers are compensated at the contractual rate.

INDIVIDUAL STAFF CONFERENCES, WORKSHOPS AND SEMINARS: A limited amount of funding is allotted to each school for staff members to attend appropriate training opportunities outside the district. Teachers who wish to attend an outside conference, workshop or seminar should complete the request form, obtain the approval of their principal and director (if necessary), and submit the form to the Superintendent, at least ten days before the conference date. When considering attending outside conferences, teachers should be mindful of changes in the Massachusetts recertification requirements, as some conferences are no longer eligible for PDPs.

PROFESSIONAL DEVELOPMENT POINTS

In order to be relicensed in Massachusetts, educators must earn a minimum number of Professional Development Points (PDPs) in each 5-year cycle. Specific information regarding the number and type of PDPs that must be earned can be found in the *Recertification* section of this document. Hanover Public Schools issues the appropriate number of PDPs to staff members who participate in district-sponsored professional development activities. Guidelines for how to obtain PDPs can be found in the *Professional Development Activities* section of this document.

EVALUATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES

Administrators, teachers and school support personnel are asked to complete written evaluations relative to professional development activities. The evaluations are presented and discussed at the Professional Development Council meetings. Staff surveys regarding professional development activities attended and suggestions for future topics form a basis for prioritizing program offerings.

HIGHLY QUALIFIED

The No Child Left Behind Act (NCLB) requires all school districts to ensure that all students are taught by highly qualified teachers in the core academic subjects. The “highly qualified” teacher requirements apply to all core academic teachers employed by the school district, regardless of funding source. Core academic subjects are the following: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, geography.

In order to be considered “highly qualified,” teachers in the core academic subjects must:

- Possess a Bachelor’s Degree
- Possess a Massachusetts teaching license in the area that one is teaching (License can be at the Preliminary, Initial, or Professional level equivalent to Provisional, Provisional w/Advanced Standing and Standard certificates)
- Demonstrate Subject Matter Competency in each of the core academic subjects that the teacher is teaching.

Options for Demonstrating Subject Matter Competency.

Elementary School Teachers:

- Pass MTEL General Curriculum MTEL; OR
- Complete Massachusetts HOUSSE (an approved Individual Professional Development Plan aligned with HOUSSE requirements). HOUSSE Plans only apply to specific population of teachers in the shortage areas of English Language Learners and Special Education teachers. The HOUSSE option enables teachers from these categories to meet the HQT subject matter competency requirements so long as they are highly qualified in language arts, mathematics, or science at the time of hire.

Middle and Secondary School Teachers

- Pass the MTEL appropriate Subject Matter Test;
- Complete an appropriate: academic major, graduate degree, or coursework equivalent to an academic major;
- National Board certification process in the appropriate subject(s).
- Advanced certification or credentialing
- Completion of the Massachusetts HOUSSE (an approved Individual Professional Development Plan aligned with HOUSSE requirements). HOUSSE Plans only apply to teachers in the shortage areas of English Language Learners and Special Education teachers. The HOUSSE option will enable teachers from these categories to meet the HQT subject matter competency requirements so long as they are highly qualified in language arts, mathematics, or science at the time of hire.

Teachers on Waivers

The law states that to be considered highly qualified, the teacher must not have “had certification or licensure requirements waived on an emergency or temporary basis.” Massachusetts teachers who are on waivers are not considered as having met the highly qualified requirements for purposes of federal reporting requirements.

Out of Field (Subject) Teaching

Massachusetts allows teachers to teach out-of-field for up to 20% of their time. NCLB requires a teacher to demonstrate “a high level of competency in each of the [core] academic subjects” in which he or she teaches. A teacher who is teaching out-of-field will not be considered highly qualified in the out-of-field subject area until he or she has demonstrated subject matter competency in that area.



Hanover Public Schools

Highly Qualified Teacher Survey

Name _____ School _____ School Year: _____

Subject(s) of Current Assignment _____ Grade Level(s) of Current Assignment _____

Please complete the following information:

Subject Area(s) of a valid Massachusetts License _____

Grade Span(s) the valid Massachusetts License _____

Teachers of Grades Pre-Kindergarten through Grade 6

In order to be considered highly qualified, place a checkmark below to indicate how you demonstrate subject-matter competency.

_____ Passing the MTEL General Curriculum MTEL

_____ Completion of the Massachusetts HOUSSE (an approved Individual Professional Development Plan aligned with HOUSSE requirements). Please attach.

Teachers of Grade 7 through Grade 12

In order to be considered highly qualified, place a checkmark to indicate how you demonstrate subject-matter competency.

_____ Passing the MTEL appropriate Subject Matter Test. Please indicate the test _____

_____ Completion of an appropriate academic major

_____ Completion of a graduate degree

_____ Completion of coursework equivalent to an academic major

_____ National Board certification process in the appropriate subject(s).

_____ Advanced certification or credentialing

_____ Completion of the Massachusetts HOUSSE (an approved Individual Professional Development Plan aligned with HOUSSE requirements). HOUSSE Plans only apply to teachers in the shortage areas of English Language Learners and Special Education teachers. The HOUSSE option will enable teachers from these categories to meet the HQT subject matter competency requirements so long as they are highly qualified in language arts, mathematics, or science at the time of hire. Please attach.

Teacher's Signature

Date

Principal's Signature

Date



Hanover Public Schools

Highly Qualified Requirements Elementary Level Licensure for SPECIAL EDUCATION AND BILINGUAL EDUCATION TEACHERS ONLY

Name: _____ **Potential Position:** _____ **School:** _____

The Highly Qualified requirements of the No Child Left Behind Act (NCLB) of 2001 mandates that school districts ensure that all students are taught by high qualified teachers in the core academic subject by the end of the 2005-2006 school year. Core academic subjects are: English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, Geography, and Special Education if co-teaching. In order to be Highly Qualified, teachers must possess the following:

1. A Bachelor's Degree.
2. A valid Massachusetts Teacher License.
3. Subject matter competency in each of the core subject areas that the teacher is teaching.

Options for Demonstrating Subject Matter Competency are as follows:

- Pass the Massachusetts Tests for Educator Licensure (MTEL) in General Curriculum or
- Complete a Massachusetts HOUSSE (High Objective Uniform State Standard of Evaluation) Plan

Section 1: MTEL

_____ Place a checkmark on the line if you successfully completed the MTEL in Elementary or Early Childhood Education (General Curriculum). If you successfully completed the General Curriculum test then you are Highly Qualified. Please turn to page 3, sign your name and submit this form to your building principal. **If Section 1 does not apply, please complete the HOUSSE Log in Section 2.**

Section 2: Demonstrating Subject Matter Competency

All educators in the areas of English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, Geography, Special Education if co-teaching who have not taken the Massachusetts Teacher test are required to document their status towards meeting the highly qualified criteria listed above.

Complete the HOUSSE log that documents how the requirements and distribution of 120 PDPs (96 PDPs in content/content pedagogy related to the core academic subjects that the teacher teaches with at least 10 PDPs in each core academic subject) are being met.

The HOUSSE log for highly qualified may include PDPs gained through multiple rounds of renewals (recertification's) dating back to June 1999. The log must demonstrate that 96 PDPs are completed by the end of 2006 in the core academics subjects that the teacher teaches.

The teacher should complete the sections of the charts that correspond with the core academic subjects that they teach. If a teacher does not teach one of the core subjects listed in the chart, then that section of the chart does not need to be completed. Please complete the attached log in order to demonstrate your subject matter mastery.

HOUSSE Log (High Objective Uniform State Standard of Evaluation)

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Reading	Example: Graduate Course at BSC / Research and Practice in Reading Instruction	Content Pedagogy	5/01	67.5
Total Reading PDPs (minimum of 10 required)				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
English				
Total English PDPs (minimum of 10 required)				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Math				
Total Math PDPs (minimum of 10 required)				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Social Studies				
Total Social Studies PDPs (minimum of 10 required)				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Science				
Total Science PDPs (minimum of 10 required)				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Other Core Academic Subject				
Total Other Academic Subject PDPs (minimum 10 required)				

Total number of PDPs on log (must equal a minimum of 96 PDPs) _____

As a result of the information reported on this log, I need additional PDPs in the following areas:

PDPs in reading _____

PDPs in English _____

PDPs in math _____

PDPs in science _____

PDPs in social studies _____

PDPs in other core subject area _____

Candidate's Signature upon Completion: _____ Date: _____

Principal's Signature upon Review: _____ Date: _____

c: Principal, Teacher, Personnel File



Hanover Public Schools

Highly Qualified Requirements Middle / High School Level Licensure for SPECIAL EDUCATION AND BILINGUAL EDUCATION TEACHERS ONLY

Name: _____ Subject Area(s): _____

_____ **Teacher in Grades 7 and 8** _____ **High School Teacher**

The Highly Qualified requirements of the No Child Left Behind Act (NCLB) of 2001 mandate that all school districts ensure that students are taught by high qualified teachers in the core academic subjects by the end of the 2005-2006 school year. Core academic subjects are: English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, Geography, and Special Education if a teacher is co-teaching. In order to be Highly Qualified, teachers must:

1. possess a bachelor's degree.
2. hold a valid Massachusetts Educator's License.
3. demonstrate subject matter competency in each of the core subject areas that the teacher is teaching.

Section 1: Options for Demonstrating Subject Matter Competency

Teachers must be highly qualified in each subject that he or she teaches. One may demonstrate subject matter competency by one of the methods recorded below. Please place a checkmark next to method that demonstrates subject matter competency.

_____ Successful completion of the MTEL Subject tests (Teacher Test).

_____ Possess an Academic Major in the appropriate subject.

_____ Possess a Graduate Degree in the appropriate subject.

_____ Successful completion of coursework equivalent to an undergraduate academic major in the appropriate subjects (30 credit hours).

_____ Successful completion of an advanced certification in the appropriate subjects through the National Board for Professional Teaching Standards or American Board.

If you have checked an option above and you teach ONE subject area, YOU HAVE MET the Highly Qualified requirement of the No Child Left Behind Act. Please skip Section 2 and sign your name at the bottom of page 3. If you did not check one of the above options or you teach more than one subject, please complete the HOUSSE Log in Section 2 to document your subject matter competency in the other areas of teaching.

Section 2: Documentation of Subject Matter Competency (or for Multiple Subject Areas)

Middle and secondary educators in the areas of English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, Geography, Special Education if co-teaching who have not successfully completed the Massachusetts Teacher test or are teaching in more than one subject area must document their status towards meeting the highly qualified criteria listed above.

Complete the HOUSSE log that documents how the requirements and distribution of 120 PDPs (96 PDPs in content/content pedagogy related to the core academic subjects that the teacher teaches with at least 10 PDPs in each core academic subject) are being met.

The HOUSSE log for highly qualified may include PDPs gained through multiple rounds of renewals (recertification's) dating back to June 1999. The log must demonstrate that 96 PDPs are completed by the end of 2006 in the core academics subjects that the teacher teaches. Please complete the attached log in order to demonstrate your subject matter mastery.

HOUSSE Log (High Objective Uniform State Standard of Evaluation)

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Reading	<i>Example: Graduate Course at BSC / Research and Practice in Reading Instruction</i>	<i>Content Pedagogy</i>	<i>5/01</i>	<i>67.5</i>
Total Reading PDPs				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
English				
Total English PDPs				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Math				
Total Math PDPs				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Social Studies				
Total Social Studies PDPs				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Science				
Total Science PDPs				

Core Academic Subject	Name / Type of Professional Activity	Content or Content Pedagogy (please specify)	Completion Date	# of PDPs
Other Core Academic Subject Area: _____				
Total Number of PDPs in Log				

Total number of PDPs on log (must equal a minimum of 96 PDPs) _____

As a result of the information reported on this log, I need additional PDPs in the following areas:

PDPs in reading _____

PDPs in English _____

PDPs in math _____

PDPs in science _____

PDPs in social studies _____

PDPs in other core subject area _____

Section 3:

Candidate's Signature upon Completion: _____ Date: _____

Principal's Signature upon Review: _____ Date: _____

c: Principal, Teacher, Personnel File

MASSACHUSETTS DEPARTMENT OF EDUCATION ACADEMIC (PREK-12) LICENSURE GUIDELINES

See Appendices for application packets.

Temporary License

- Valid for 1 calendar year
- For experienced teachers from another state

Requires:

- 3 Years teaching under Valid Out-of-State License
- Possession of a valid educator license/certificate from another state/jurisdiction that is comparable to at least an Initial license in Massachusetts
- Met the terms of the Massachusetts Department of Education's [interstate agreements](#)

Preliminary License

- Valid for 5 years of employment
- For people who have not completed Approved Educator Preparation Program

Requires:

- A Bachelor's Degree
- Passing Score(s) on [MTEL](#)
- Additional Coursework for Some Licenses

Initial License (See Routes to Initial License on Page 13)

- Valid for five years of employment
- May be extended one time for 5 additional years of employment

Requires:

- A Bachelor's Degree
- Passing score(s) on MTEL
- Completion of an approved Educator Preparation Program (Teachers should refer to the Department of Education prior to enrolling in any Educator Preparation Program to confirm the program is on the approved list.)

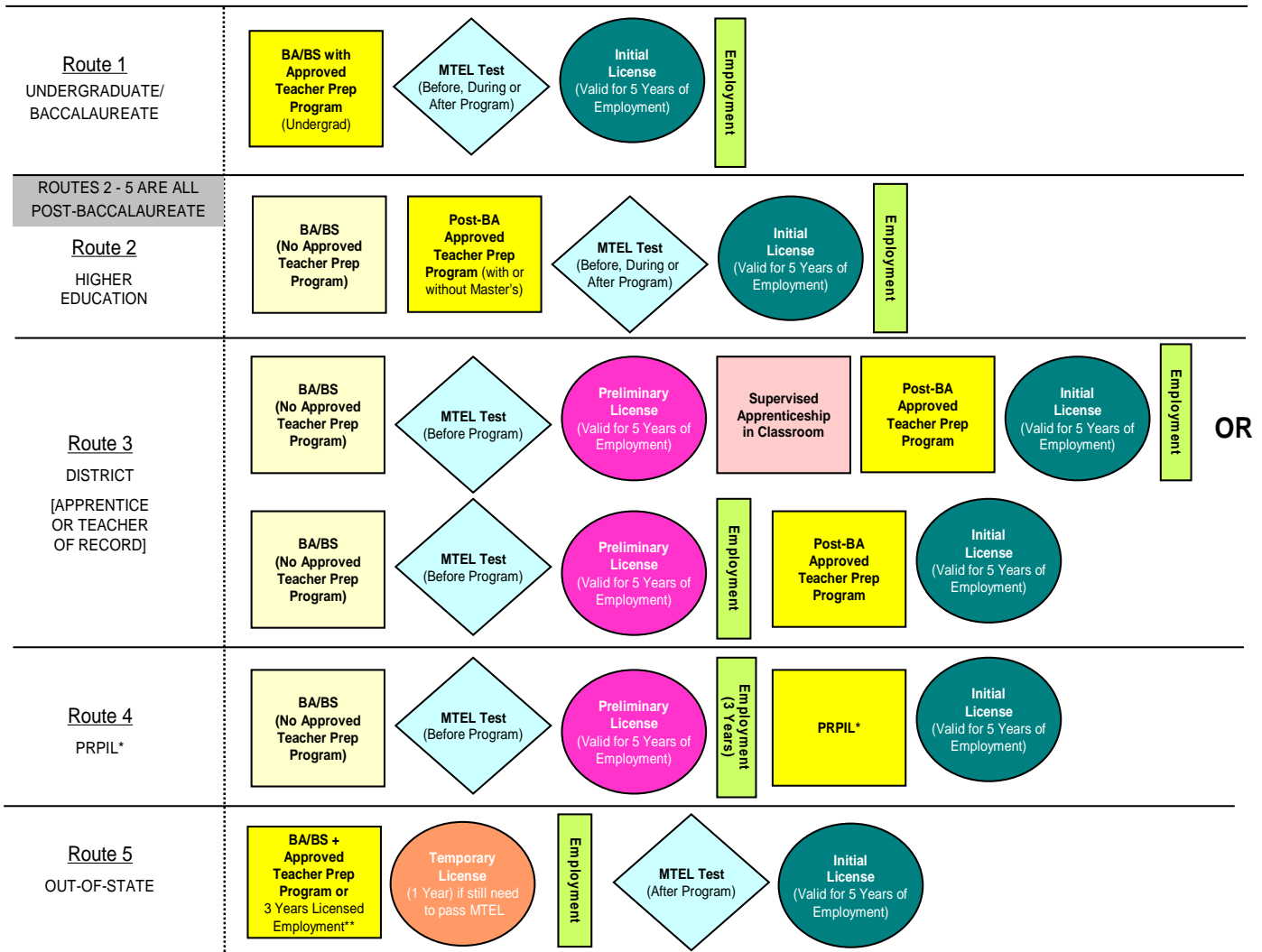
Professional License (See Options for the Professional License on Page 15)

- Valid for 5 calendar years

Requires:

- 3 Years of Employment under an Initial License – (Candidates need authorization via an Employment Verification Form.)
- Completion of a [Teacher Induction Program](#)
- One of the Options for the Professional License

Routes to Initial License



*Performance Review Program for Initial Licensure

** In a state with which MA has interstate agreement



The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023 Telephone: (781) 338-3000

Verification of School Based Employment

Employee's legal name (print) _____
Last First MI
Social Security Number _____ Or Educator License Number _____

Employer _____

Employed as follows:

<u>Assignment</u>	<u>Grade Level</u>	<u>From</u>	<u>To</u>

If employment was other than full time please state the Full Time Equivalency. (Ex: Music .5) _____

The above noted employment has been successfully completed as attested by my signature in the role of a:

Please check one

- Superintendent Principal Head Administrator

Signature _____ Date _____

Telephone number (____) _____ - _____

Note: The Department may contact you if any clarification is needed.

c: Personnel File

Options for the Professional License

Requirements for All Options in 7.04 (2)(c)5.	Initial License (Valid for 5 Years of Employment)	Mentor & Induction Program (In Year One of Employment)	3 Years of Employment (Under Initial License)	50 Additional Hours of Mentoring (Beyond Induction Year)	} + One of the Following:
a. APPROVED DISTRICT PROGRAM	Approved Program for the Professional License ¹	¹ At least 50 contact hours of content-based seminars			
b. MASTER'S OR HIGHER LEVEL PROGRAM	i. Approved Program for the Professional License ²	² Usually, but not necessarily, a master's degree in education; half the credits are in arts/sciences or professional schools other than education and are appropriate to the field of the license			
	ii. Master's Degree in Discipline or Other Advanced Graduate Program ³	³ Other than in education, in an accredited college or university			
c. FOR THOSE WHO ALREADY HOLD AT LEAST A MASTER'S DEGREE IN ANY FIELD	i. Approved 12-Credit Program for the Professional License ⁴	⁴ At least nine credits in the academic discipline appropriate to the instructional field of the license			
	ii. 12 Graduate Level Credits in the Academic Discipline ⁵	⁵ These may include credits earned prior to application for the license			
d. MASTER TEACHER STATUS	National Board for Professional Teaching Standards ⁶	⁶ And others accepted by the Commissioner			
e. STATE PERFORMANCE ASSESSMENT PROGRAM	State Performance Assessment Program ⁷	⁷ When available			

Professional License
(Valid for 5 Years)

License Renewal (Every 5 Years, based on Professional Development)

Guidelines for Educators with Massachusetts Standard/Professional Certificates/Licenses

Each educator will develop an Individual Professional Development Plan that describes eligible activities that will lead to recertification within a given five-year cycle. The plan must focus on goals that strengthen content and professional skills to improve student learning.

Educators with standard certificates issued or renewed after December 1, 1999 must develop Individual Professional Development Plans that include 150 PDPs. At least 120 PDPs must be in the content areas of the certificate or in pedagogy directly related to the primary certificate, with at least 90 of these PDPs in the content area of the primary certificate.

Educators working in Massachusetts public schools must get initial approval of their professional development plans from their supervisors. The supervisor shall approve the plan if 120 of the content and pedagogy PDPs are consistent with the school and district educational improvement goals. A minimum of 10 PDPs must be earned in a specific topic to count toward recertification. Educators must include their supervisor's endorsement of the complete professional development plan in their application for recertification.

Professional development plans must include an additional 30 PDPs in the content area of each additional certificate to be renewed.

Standard Certificate Date of Issue or Renewal	PDPs Required (Effective December 1, 1999)	Plan Approval By Supervisor
After 12/01/99	<ul style="list-style-type: none"> • 150 PDPs for Primary area Minimum of 120 points must be in the content / pedagogy of primary area and a minimum of 90 points of that 120 must be in content Minimum of 10 hours in a topic • Each additional area must have 30 points in the content 	<ul style="list-style-type: none"> • Must receive initial approval within three months of issuance <li style="text-align: center;">OR • Must receive initial approval by 6/30/00, whichever is later • Must obtain final approval and supervisor's endorsement prior to submitting application for recertification.
6/18/99 through 12/1/99 (Great majority of veteran educators Or Prior to 10/01/94 subject or renewal by 6/18/99)	<ul style="list-style-type: none"> • 120 PDPs for primary area <u>After Initial Plan Approval</u> Minimum 80% of points must be in content/pedagogy of primary area Minimum of 60% of points must be in content of primary area Minimum of 10 hours in a topic <u>Prior to Plan Approval</u> Maximum of 60 points outside of content/professional skill may be used Minimum of 4 hours in a topic • Each additional area must have 30 points in content/professional skill 	<ul style="list-style-type: none"> • Must receive initial approval by 6/30/00 • Must obtain final approval and supervisor's endorsement prior to submitting application for recertification

See Recertification Guidelines for Massachusetts Educators, January 2000, for additional information on guidelines



Hanover Public Schools

PROCEDURES FOR THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

1. Each educator with a standard certificate is responsible for developing an Individual Professional Development Plan that describes eligible activities which will lead to recertification within a five year cycle.
2. The plan must focus on goals that strengthen content and professional skills to improve student learning as reflected by the Massachusetts Curriculum Frameworks. The plan must indicate 80% alignment with the district and school goals.
3. Educators are required to maintain an Individual Professional Development Plan, reasonable documentation that validates the completion of an activity and the number of points accrued, and a record of recertification activities.
4. The record of completed activities must include the topics and types of professional activities completed, the dates of activities, the providers, and the number of points completed.
5. Documentation of any product that has resulted in PDPs must be kept for at least the five year cycle.
6. Educators must maintain the documentation record log, professional development plan and application for at least five years following the date of recertification.
7. The Hanover Public Schools recommend that educators use the Individual Professional Development Plan developed by the Massachusetts Department of Education.



Hanover Public Schools

Record of Approved Professional Development Activities for Primary Area

Professional Development Activity	Professional Growth Goal (Goal Number)	Content PDPs	Other PDPs (pedagogy or professional skills)	*Date Approved & Supervisor's Initials OPTI ONAL	Date Completed

*The Supervisor's initials indicate that the professional development activity is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Record of Additional Professional Development Activities for Elective PDPs

Professional Development Activity	Professional Growth Goal (Goal Number)	Content PDPs	Other PDPs	Date Completed

Use additional copies of this form if necessary.

This document and other Department of Education documents and publications are available on our website at www.doe.mass.edu/recert.

Educator's Name

Certificate Number

Initial Review and Approval Date _____

The signature below indicates that 80% of this educator’s Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Supervisor’s Name (print)

Title

Signature

First Two Year Review

Date

The signature below indicates that this educator’s Individual Professional Development Plan was reviewed.

Please check one.

_____ The Plan remains consistent with the educational needs of the school and/or district.

_____ The Plan was reviewed and amended.

Supervisor’s Name (print)

Title

Signature

Second Two Year Review

Date

The signature below indicates that this educator’s Individual Professional Development Plan was reviewed.

Please check one.

_____ The Plan remains consistent with the educational needs of the school and/or district.

_____ The Plan was reviewed and amended.

Supervisor’s Name (print)

Title

Signature

Final Endorsement

Date

The signature below indicates the supervisor has reviewed this educator’s Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan.

Supervisor’s Name (print)

Title

MASSACHUSETTS DEPARTMENT OF EDUCATION GUIDELINES FOR RECERTIFICATION

As of October 1, 2001 the term certification has been changed to license.

Activities for Professional Development

The following options and examples outline professional development activities that count toward recertification. In an effort to ensure that all activities are professional relevant and academically meaningful, certain activities that in the past were eligible for PDPs are no longer eligible. For example, PDPs will not be awarded for attendance at a professional conference or participation in a self-directed study group. The options for this round of recertification will assist educators in developing and ongoing individual professional development plan consistent with the educational needs of the school and/or district which providing flexibility in the kinds of activities that are eligible for professional development points for recertification.

The following information relates to all possible options that educators may earn PDPs. Hanover Public Schools will only issue PDPs for a professional development activity that is sponsored by Hanover Public Schools.

Activity	PDP
1) Undergraduate and Graduate Courses, Seminars or Institutes	
a. Upper-level or equivalent undergraduate course (except as noted in c. below) or lower-level undergraduate course	1 semester hour = 15 PDPs
b. Graduate-level course or approved equivalent in the content area (addressing topics listed under subject matter knowledge for the certificate)	1 semester hour = 22.5 PDPs
c. Upper-level undergraduate course or approved equivalent in the content area only when the content is substantially new to the educator. (For example, an elementary teacher with limited content expertise in the area of mathematics may take an upper-level undergraduate course in mathematics and receive 22.5 PDPs per semester hour. A high school mathematics teacher taking the same course would receive 15 PDPs per semester hour, as this would not be substantially new content for the individual.)	1 semester hour = 22.5 PDPs
d. Audited undergraduate or graduate course or equivalent	1 semester hour = 7.5 PDPs
e. Instructor of a Graduate-level Course or Approved Equivalent for Educators	45 PDPs per semester hour for the first time the course is taught in a five-year renewal cycle

Activity	PDP
<p>2) Department of Education Sponsored Initiatives</p> <p>f. Professional development programs that total at least 10 hours, include a product or pre- and post-content assessment and include a follow-up component</p> <p>g. Professional development activities that do NOT have a pre- and post-content assessment</p>	<p>1.5 PDPs per clock hour</p> <p>30 PDPs maximum in a five-year cycle.</p>
<p>4) Initiatives sponsored by Districts, Collaboratives or Registered Providers</p> <p>h. Professional development program (minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documentable product.</p> <p>i. Mentoring</p> <p>j. Peer Coaching</p> <p>k. Peer Assistance and Review Programs</p> <p>l. Cooperating Teacher</p> <p>m. National Board for Professional Teaching Standards</p>	<p>1 PDP per clock hour</p> <p>1 PDP per contact hour, maximum of 15 PDPs per year</p> <p>1 PDP per contact hour, maximum of 15 PDPs per year</p> <p>1 PDP per contact hour, maximum of 15 PDPs per year</p> <p>1 PDP per contact hour, maximum of 15 PDPs per year</p> <p>120 PDPs for successful completion (30 PDPs in content, 60 PDPs in pedagogy and 30 PDPs in elective)</p>
<p>5) Team for Accreditation or Inspection</p> <p>n. School faculty member preparing for visit</p> <p>o. Team member</p>	<p>30 PDPs in five year cycle</p> <p>30 PDPs in five year cycle</p>

Note: PDPs for accreditation or inspection visits may be used for points not subject to supervisor approval.

<p>Educator Designed Activities</p> <p>p. Professional Conference</p> <p>While PDPs are no longer awarded for attendance at a professional conference, educators are eligible to receive 30 PDPs the first time they make a presentation at a professional conference in a five year renewal cycle. In addition, educators who attend a professional conference may extend</p> <p>Attendance at conferences sponsored by registered professional development providers that include 10 hours or more on a topic and that have an observable demonstration of learning that could include a written product or other product that can be documented. The provider will issue the PDPs.</p> <p>Attendance at conferences that include less than 10 hours on a topic that the educator combines with follow-up activities at the district level to total 10 hours or more. The follow-up activities must include an observable demonstration of learning that could include a written product or other product that can be documented. The registered providers will issue Certificates of Attendance for the conference. The district will issue Certificates of Completion or PDPs, as appropriate and with prior approval, after the successful completion of the follow-up activities.</p> <p>Making a particular presentation for the first time at a professional conference. The PDPs will be issued by the conference provider.</p> <p>q. School-Based Activity Developing and implementing an activity for students, parents, or teachers that incorporate the learning standards of the curriculum frameworks. Educators may count PDPs from school-based activities toward the recertification content requirement when the activity is directly related to the content area of the certificate.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Design and coordinate a series of Family Mathematics Nights within a school. • Design and coordinate extended learning activities for students. • Design and implement a series of seminars for teachers and/or parents. Training topics might include: developing and implementing standards-based units; designing instructional practices that support learning in a standards-based classroom; supporting special needs students within a standards-based classroom; supporting gifted and talented students within a standards-based classroom 	<p>1 PDP per clock hour</p> <p>1 PDP per clock hour</p> <p>30 PDPs for each first presentation in a five-year cycle</p> <p>1 PDP per hour with a maximum of 30 points in all in a five-year cycle</p>
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Activity	PDP
<p>r. Presenters/Trainers Developing and presenting a minimum of 3 separate sessions in a professional development series.</p> <p>s. Curriculum Development Authoring a new curriculum unit that is published in a school or district guide or formally shared in other ways, including software, student text book or professional resource</p> <p>t. Published Written Materials</p> <p>i. Doctoral dissertation</p> <p>ii. Master's or CAGS thesis</p> <p>iii. Book(s)</p> <p>iv. Professional journal articles or chapters in a professional book</p> <p>v. Published results of action research</p>	<p>Twice the number of PDPs given to participants, with the presenter receiving a minimum of 10 PDPs and a maximum of 24 PDPs. These points may be counted the first time the training is provided in a five-year cycle</p> <p>15 PDPs per curriculum unit with a maximum of 60 PDPs in five years.</p> <p>90 PDPs in five years</p> <p>45 PDPs in five years</p> <p>90 PDPs per book</p> <p>30 PDPs per chapter or article in a book or journal</p> <p>30 PDPs in five years</p>
<p>b. Continuing Education Units</p> <p>u. Courses provided by professional development providers that meet specific standards are often measured in Continuing Education Units (CEUs) as defined by the International Association for Continuing Education. For more information call 202-463-2905 or visit the website at www.iacet.org.</p>	<p>1 CEU = 10 PDPs</p>

PROCEDURES FOR APPROVAL TO ATTEND A CONFERENCE OR WORKSHOP

1. Requests for approval to attend workshops or conferences within Massachusetts that do not involve overnight stays will be determined by the building administrator with final approval by the Superintendent of Schools.
2. Attendance at any workshops which involve out-of-state travel or overnight stays – in-state or out-of-state – will require prior approval by the Superintendent of Schools.
 - The staff member must complete the following:
 - a) submit a Professional Development/Course Reimbursement Activity/Absence Form to the principal
 - b) submit necessary documentation of the activity along with the Form
 - c) upon approval call Substitute Caller to request a substitute if necessary
 - The principal/administrator will complete the following:
 - a) sign the Professional Development/Course Reimbursement Activity and Absence Form to indicate approval, and retain a copy of the form for record keeping purposes.
 - b) have a secretary generate a Purchase Order for the registration
 - c) forward a copy of these forms to the Superintendent .
 - d) give a copy to staff member making the request.
3. Upon notification of the approval, the staff member may register for the workshop using the Purchase Order number
4. Upon completion of the workshop, the staff member must complete the following:
 - a. obtain certificate of completion
 - b. send a copy of the approval form to the Business Manager along with the certificate of completion



Hanover Public Schools

PROCEDURE FOR APPROVAL OF A DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT ACTIVITY

The procedure described applies to all professional development activities that take place in Hanover Public Schools, whether locally funded or grant funded. A professional development activity may include the following:

- Workshop Presentation
- Study Group
- School/District Activity
- School-Based Activity
- Curriculum Development Committee

A staff member who is initiating the activity should complete the Request of Approval of Professional Development Activity form and submit it to the building principal for approval and signature. The principal will send the form to the Superintendent for approval. When approval has been granted, that applicant will be notified in writing.

The staff member who conducts a workshop is responsible for the following:

- complete a Facilities Usage Form and send this to the principal and Superintendent for approval. (This is only necessary if the activity will take place outside the regular school hours.)
- design and distribute the workshop announcement to every building regardless of the target audience.
- notify all applicants as to their acceptance status.
- maintain attendance records during all workshop sessions.
- maintain records of all projects, and pre-and post-assessments.
- send the summary of evaluations to the Superintendent's office upon the completion of the professional development activity.

Request for Approval - Professional Development Activity

This form must be submitted to the Superintendent's office at least two weeks in advance of the Professional Development Activity.

Name: _____ Date: _____

School: _____ Title/Position: _____

Title of Activity: _____

Provider: _____

Date(s) of Activity: _____

Time of Activity: _____

Location of Activity: _____

Description of Activity: _____

Connection to Massachusetts Frameworks Standard: _____ Strand(s): _____

Check Funding Source(s):

District-Wide Professional Development _____
School-Based Professional Development _____
Grant Funding (identify) _____

Professional Development Information:

Number of Participants _____ x Number of Paid Hours _____ @ \$35.84 = _____
Number of Presenters _____ x Number of Paid Hours _____ @ \$35.84 = _____

Consultant Name & Organization: _____

Consultant Fee Total: _____ Number of Hours _____ Number of Days _____

Materials Fee _____ Mileage Reimbursement _____ Other Expenses _____

PDPs:

Number of PDPs for Participants (if appropriate) _____

Number PDPs for Presenter (if appropriate) _____

Is this a first time presentation by the presenter? _____ Yes _____ No

Is this a repeat presentation by the presenter? _____ Yes _____ No

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Approved: _____ Date: _____ Charged to: _____

**PROCEDURE FOR DOCUMENTING EXTENSION OF LEARNING
FOLLOWING ATTENDANCE AT A CONFERENCE, WORKSHOP
OR TEACHER2TEACHER DIGITAL WORKSHOPS**

1. Under the Massachusetts Department of Education regulations adopted in December 1999, attendance at a one day workshop or conference in itself does not qualify for PDPs. However, a staff member may attend a conference, workshop, or participate in the United States Department of Education's Teacher2Teacher Digital Workshops (<http://www.paec.org/teacher2teacher/index.asp>) and then complete a follow-up activity to extend the learning so that both activities will then qualify. A minimum of ten hours is required in order to apply for PDPs.
2. A staff member who wishes to
 - a. follow up attendance at a conference, workshop must do the following:
 - receive approval before undertaking the follow-up activity. (See #3).
 - b. participation in Teacher2Teacher Digital Workshop must do the following:
 - receive a passing score on the online assessment for the corresponding activity
 - print confirmation of the passing score
 - receive prior approval before undertaking the follow-up activity. (See #3.)
3. Requests for approval of follow-up activities use the same procedure as any request for approval of a professional development activity. Please consult those procedures and use the appropriate form for the request.
4. Upon completion of the project, the staff member should submit the form for **Documentation of Extension of Learning Following Attendance at a Conference** to the Superintendent's office, along with other requested documentation, in order to be awarded PDPs from the Hanover Public Schools for the combined activities.

**DOCUMENTING EXTENSION OF LEARNING FOLLOWING ATTENDANCE AT A
CONFERENCE, WORKSHOP, OR AT UNITED STATES DEPARTMENT OF EDUCATION'S
TEACHER2TEACHER DIGITAL WORKSHOP**

1. Educators who attend a professional conference, workshop, or digital workshop may extend their learning by developing a documentable product/project.
2. A minimum of 10 hours per topic is required for approval.
3. For recertification, Massachusetts Department of Education regulations require educators to keep documentation of products/projects for the five-year cycle.
4. In order to receive PDPs, all extensions of learning must have prior approval by the Superintendent.

Name: _____ School: _____ Title/Position: _____

Title of Conference: _____

Date of Conference: _____ Location: _____

Number of Hours in Attendance: _____

Evidence of Attendance at a Workshop/Conference (PDPs or Certificate of Attendance) _____

Title/Topic of Follow-up Activity: _____

Number of PDPs for the Product/Project: _____

Total Number of PDPs Requested: _____

Request of Approval of Professional Development Activity Attached: _____ Yes _____ No

Product or Project Submitted to Principal/Administrator: _____ Yes _____ No

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____



Hanover Public Schools

PROCEDURES FOR PRESENTER OF A DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT ACTIVITY

The administrator or staff member responsible for conducting a workshop sponsored by the Hanover Public Schools should do the following:

1. take attendance at each workshop.
2. distribute and collect evaluations from each participant.
3. compile the summary of evaluations from the individual forms and send the summary form to the Superintendent's office.
4. retain the individual evaluations at the building/department level.
5. If the Business Manager generated contracts for the participants and they completed all the necessary projects, notify the Business Manager at the conclusion of the activity so the payment will be authorized.
6. complete the Request for PDPs form, indicating the number of PDPs to be awarded to each participant, and send to the Superintendent's office.



Hanover Public Schools

COURSE/WORKSHOP EVALUATION FORM

Name: _____ Title: _____

Presenter: _____

Title of Professional Development Activity: _____

Date of the Activity: _____

1. Were the objectives of the workshop clearly stated by the presenter?
2. What specific skills or knowledge will you take from this workshop and apply to your practice?
3. Which activities, materials, or discussions were most useful to you and why?
4. Which activities, materials, or discussions were least useful to you and why?
5. What were the strengths of the workshop?
6. List recommendations for improving the workshop?

Additional Comments:



The Commonwealth of Massachusetts Department of Education

Licensure Renewal - 350 Main Street, Malden, Massachusetts 02148-5023
Telephone: (781) 338-6600 TTY: 800343930183 Website: www.doe.mass.edu/licensure

APPLICATION FOR RENEWAL OF PREK-12 PROFESSIONAL LEVEL LICENSE

Please complete all sections (1-5) of this application. An incomplete application will be returned to you, causing a delay in your license renewal.

Section 1. Your Personal Information

Social Security # _____ - _____ - _____	MA Educator License # _____	Date of Birth _____ MM DD YY
Name _____		
Last	First	MI
<i>Previous Name (if applicable) _____ To update your name, you must mail in proof of name change (i.e., copy of MA Driver's License if # is your SS#, or Marriage/Divorce Certificate).</i>		
Home Address		
Street _____		Apt. # _____
City/Town _____	State _____	Zip _____
Daytime Telephone _____ - _____ - _____	Email _____	

Renewal Requirements - Professional Development Points (PDPs) Requirements for Licensure Renewal:

- **Primary Area:** A minimum of 150 PDPs. (Of the 150, a minimum of 120 points must be content/pedagogy of the Primary Area. Of these 120, a minimum of 90 points must be in content; 30 may be in Pedagogy. The remaining 30 points from the 150 may be in any educational elective.)
- **Each Additional Area:** (Field or Grade level) A minimum of 30 PDP's must be in the content area. Note: To renew an Additional Area that is in an Invalid status requires 150PDPs.
- **Supervisor's Approval and Final Endorsement of an Individual Professional Development Plan (IPDP):** Educators employed in a Massachusetts public school must receive initial plan approval within three months from the date the professional level license was issued or renewed or within three months of beginning employment. The educator must obtain final plan approval and endorsement of the plan prior to submitting the application for renewal to the Department of Education.

Section 2. Indicate Professional License(s) for Renewal

NOTE: Only Professional level license(s) are eligible for renewal.

You may apply to renew as many Professional level licenses as you wish, as long as you have completed the necessary Professional Development Points (PDP's) for each license. Each grade level is considered a separate license.

Please also note that your renewal will activate your license for another 5 years from date of renewal.

Please indicate the license(s) you wish to renew. The Primary Area will cost \$100.00. Each Additional Area will cost \$25.00

Field (i.e. "Elementary")	Grade Level (i.e. "1-6)
Primary Area: _____	_____
Additional: _____	_____
Additional: _____	_____
Additional: _____	_____
Additional: _____	_____

Please be sure a Primary Area is selected, unless there is one currently active and you wish to maintain it as your Primary Area.

Note: In order to renew a license that is not designated your Primary Area you must have an active Primary license in place. If you wish to change your Primary license designation at the time of renewal, you must have completed the appropriate number of PDP's for your new Primary Area.

Section 3. Payment Information

March 30, 2006

The Primary Area will cost \$100.00. Each Additional Area will cost \$25.00

Please check one below:

I am paying by _____ Check payable to: The Commonwealth of Massachusetts (*attach to bottom left of application*)
 _____ Credit Card (Master Card or Visa only) *Complete the attached Credit Card Payment Form.*

Total Paid
\$ _____

Section 4. Supervisor Final endorsement

If you are currently employed in a Massachusetts public school district, you are required to obtain an endorsement of your Professional Development Plan from your supervisor prior to submitting an application for licensure renewal to the Department of Education. Educators who are not currently employed by a public school district, do not have to obtain approval or final endorsement of their Professional Development Plans.

1. Are you currently employed in the role of your Professional level license in a Massachusetts public school?
 _____ Yes _____ No (If yes, you MUST answer questions 2 & 3, if no, you may skip question 2.)
2. If you are currently employed in a Massachusetts public school district, has your supervisor approved your Professional Development Plan? _____ Yes _____ No
3. I hereby state that I have satisfied all of the requirements for Professional License Renewal. _____ Yes _____ No

Section 5. Affidavit/Applicant's Signature

The Massachusetts Department of Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data for the purpose of screening prospective and current holders of educator licenses awarded by the Department of Education, and for access to CORI conviction data in the context of proceedings relative to the recertification process. A criminal record check may be conducted for criminal and pending or criminal case information only, as authorized, and it will not necessarily disqualify me.

State law requires applicants for licensure to affirm certain information. Please check all of the statements below that apply. If you do not check each statement, please enclose a letter of explanation. We will then contact you and will determine your eligibility for licensure.

Since completion of my last licensure or renewal application, I certify that:

- I have not been convicted of any crime or received deferred adjudication (e.g., continued without a finding) or admitted to sufficient facts, nor am I currently charged with any crime (misdemeanor or felony). [Do not include minor traffic violations.]
- I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.
- I have not been dismissed for cause from any position I held.
- I have not been asked to resign from any position or resigned from any position while under investigation or as a result of discipline.
- I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend any professional license or certificate I hold.
- In accordance with MA General Laws Chapter 62C, § 49A, I have filed all state tax returns and paid all Massachusetts taxes required by law, and I am in compliance with all Massachusetts laws relating to payment of child support.
- I have read MA General Laws Chapter 119, § 51A, which requires educators and others who are paid to care for or work with children to make a report immediately to the Department of Social Services or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand my obligations under § 51A and the penalties for failure to comply.
- I understand and acknowledge that as a condition of holding an educator license, a criminal background check may be conducted for criminal and pending case information as authorized by the Criminal History Systems Board and that a criminal record will not automatically disqualify me.
- This application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educator license.
- I understand that I must notify the Commissioner of the Massachusetts Department of Education in writing within ten days if in the future the answers to any of these questions change.

Explanation for any unchecked items included. Attach a separate page if desired.

Please Print Your Full Name: _____

Signed under penalties of perjury _____ *Date* _____

An incomplete application will be returned to you, causing a delay in your license renewal.



Charge Card Authorization Form MASTERCARD and VISA Accepted

Educator Licensure and Recruitment

Please complete all areas of this form so that we may process your payment in a timely manner.

1. Applicant Information

Applicant's Name _____

Applicant's Social Security Number _____ - _____ - _____

2. Card Holder Information

Card Holder's Last Name _____ Card Holder's First Name & Middle Initial (if any) _____

Card Holder's Address, Street and Apartment Number, *if any* _____

Card Holder's City/Town _____ State _____ Zip Code _____

3. Credit Card Information

Please CIRCLE THE credit card you are using to process your application

MASTERCARD

VISA

ACCOUNT # _____ Expiration Date: ____/____

FEES

\$100.00 for "First" license/Primary Area

\$ 25.00 for each New Field and Grade Level/Additional Area, or Duplicate License

Please apply payment to: PreK-12 Renewal Vocational ABE Duplicate License

Total Payment: \$ _____

Credit Card Holder's Signature: _____ Date: _____

The Commonwealth of Massachusetts Department of Education

Office of Educator Licensure Application Package March, 2006

- Application
- Charge Card Authorization Form
- Checklist

Massachusetts Board of Education Members

Mr. James A. Peyser, Chairman, Milton
Ms. Ann Reale, Vice-Chairman, Boston
Mr. Christopher Anderson, Westford
Ms. Harneen Chernow, Jamaica Plain
Dr. Judith I. Gill, Chancellor, Higher Education, Boston
Dr. Roberta R. Schaefer, Worcester
Dr. Abigail M. Thernstrom, Lexington
Mr. Henry M. Thomas, III, Springfield
Mr. Jonathan Urbach, Student Advisory Council, Falmouth
Dr. David P. Driscoll, Commissioner
and Secretary to the Board

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Inquiries regarding the Department's compliance with Title IX and other civil rights laws may be directed to: The Human Resources Director, 350 Main Street, Malden, MA 02148, phone: 781-338-6105.

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General Questions & Answers

Fees

1. Q: What is the cost to apply for a license?
A: First time applicants must pay a \$100 fee for the first license area/level applied for. Any additional license areas/levels will cost \$25 each.

Example 1: Applying for first time license in Mathematics (8-12) and English (8-12) = \$100.00 + \$25.00 = \$125.00.

Example 2: Applying to add an additional license in History (5-8), General Science (5-8), and History (8-12) = \$25.00 + \$25.00 + \$25.00 = \$75.00

2. Q: Will my fee be refunded if I do not yet qualify for the license?
A: No. The fee is non-refundable and non-transferable once the evaluation service has been provided. If you do not qualify, you will receive a detailed evaluation letter from the Department that outlines any remaining requirements, and how they can be satisfied. Upon completion of these requirements, simply mail in the necessary documentation, labeled with your social security number, and the application will be re-evaluated. You will not need to pay another application fee to have an existing application re-evaluated. The application will remain on file until all requirements have been satisfied.
3. Q: May I pay the fee with cash or personal check?
A: No. A bank check, money order, or credit card payment are the options available. We accept MasterCard and Visa.
4. Q: How should I make out my bank check/money order?
A: You should make your bank check/money order payable to the Commonwealth of Massachusetts. Also, please write your Social Security Number on the check.

Tests

5. Q: How can I get more information about the Massachusetts Tests for Educator Licensure (MTEL) ?
A: You can find current information on test registration, objectives for each test, and test preparation, including examples of types of items to expect, as well as other test-related information at www.doe.mass.edu/mtel

General Information

6. Q: Can I apply for a license if I haven't completed all of the requirements yet?
A: Yes. Candidates are encouraged to submit licensure applications as soon as they know that they would like to obtain a particular license. Since applications are reviewed in the order they are received, applying earlier means your application gets evaluated earlier. If you have not completely satisfied all requirements at the time of the evaluation, you will receive a detailed correspondence from the Department that outlines any remaining requirements, and how they can be satisfied.
7. Q: How long will it take for the Department to process my application?
A: It is not possible to say exactly how long it will take. The answer depends on several factors, such as the type of license, the volume of applications being processed at the time, and whether the application was filled out correctly and completely. Applicants can call the Licensure Call Center at 781-338-6600 to hear a general progress report of which applications are currently being reviewed by the Department.

8. Q: How can I ensure my application will be processed as quickly as possible?
A: Visit www.doe.mass.edu/educators and click on ELAR to apply online. Applying and paying online does expedite processing. Make sure you have mailed all college transcripts and other required documentation to the Licensure Office to be added to your file, and be sure to write your Social Security Number or Massachusetts Educators License Number on each document you submit. Based on the large volume of documents received by the Licensure Office daily, it is usually a good idea to submit all supporting documentation (official transcripts, letters, other licenses, etc.) all together in one packet, rather than separately.
9. Q: Is there a number I can call if I have any questions about the application process?
A: Yes. You can call (781) 338-6600 to speak to a Licensure representative, Monday through Friday, 9:00 am to 4:45 pm.
10. Q: Can I use this application to renew my Professional level license?
A: No, the application used to renew a Professional level license is different from this application. To learn more about License Renewal, Renewing Online, or downloading a mail-in application form, please visit www.doe.mass.edu/recert.
11. Q: How can I check on the status of my application once I have submitted it?
A: The most convenient way to check on your licensure status is online. Visit www.doe.mass.edu/educators and click on the ELAR icon to log in to your account. This information is accessible 24 hours a day.

Massachusetts educators must understand their responsibilities as "mandated reporters" as stipulated by law. Please read this completely.

G.L.C.119,S.51A

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, fire-fighter or policeman, office for children licensor, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child

abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible thereof, and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

Types of Licenses

Preliminary License:

An educator license issued to a person who holds a bachelor's degree and has passed the Massachusetts Tests for Educator Licensure (MTEL) and met other eligibility requirements established by the Board of Education. The Preliminary license is valid for five years of employment.

Initial License:

An educator license issued to a person who holds a bachelor's degree, passed the Massachusetts Tests for Educator Licensure (MTEL), completed an educator preparation program approved by the Commissioner*, and met other eligibility requirements established by the Board. The Initial license is valid for five years of employment and may be extended at the discretion of the Commissioner for an additional five years.

Extension of an Initial License

- (a) An educator may extend an Initial license one time for an additional five years of employment.
- (b) In order to be eligible for such extension, upon application, a candidate must:
 - 1. Have been employed for five years under a valid Initial license.
 - 2. Submit a signed statement indicating how the candidate will fulfill the requirements for Professional licensure.

*See page 7 for more information about approved programs.

PROFESSIONAL License

An educator's license generally issued to a person who has worked under their Initial Massachusetts license for three full years, and met requirements established by the Board set forth in 603 CMR 7.04(c), 7.09, or 7.11. The Professional license is valid for five calendar years and renewable for additional five-year terms as set forth in 603 CMR 44.00.

License renewal information can be viewed at www.doe.mass.edu/recert

TEMPORARY License

An educator license issued to a person who holds a valid educator's license or certificate of a type comparable to at least an Initial license in Massachusetts from another state or jurisdiction, and who has been employed under such license for a minimum of three years but has not satisfied the testing requirements set forth in 603 CMR 7.04 (2)(a) 2 and 3. It is valid for one year and is nonrenewable.

The Gateway for Educators of Massachusetts

<http://www.doe.mass.edu/gem>

The Gateway for Educators of Massachusetts (GEM) is a tool that all educators and prospective educators can benefit from. GEM can help you decide if education is the right career for you; it can help you learn about the requirements to become licensed as well as selecting a State Approved Preparation Program. Some of the more exciting aspects of GEM include being able to search for jobs, posting your resume and learning about the various incentives available to present and future educators.

Be sure to check it out at <http://www.doe.mass.edu/gem>
Also check out our Massachusetts Educators Career Center (MECC)
Visit <http://www.doe.mass.edu/mecc/>

Verifying Completion of An Approved Program

Completion of an Educator Preparation Program can be accepted to satisfy educational requirements for Initial licensure if it falls into one of the following categories:

A program located in the state of Massachusetts and is approved as an Initial licensure program by the Massachusetts Department of Education. A directory of these programs can be viewed on-line at www.doe.mass.edu/gem . Click “Find a Prep Program”.

The program is located in a state with which Massachusetts has signed the NASDTEC Interstate Contract, and is approved by that state’s Department of Education as a program leading to comparable licensure/certification. A listing of participating states can be found at <http://www.nasdtec.org> *

This educational requirement may also be satisfied by applicants who hold a comparable license issued by a state with which Massachusetts has signed the NASDTEC Interstate Contract, and have worked under that license for three out of the last seven years. These applicants must submit a copy of their out-of-state license, along with an employment verification letter from the school system, on official letterhead, signed by the superintendent or head administrator.

The program is located anywhere in the United States, and is accredited by NCATE as a program leading to comparable licensure/certification. For more information, visit www.ncate.org.

Regardless of which of the above types of Preparation Programs an applicant has participated in, the successful completion of such a program must be documented by the sponsoring organization. This is often referred to as an “endorsement”.

Endorsements can be printed on official transcripts, or they can be detailed in letterform, on official letterhead, and signed by a Registrar or Dean. Approved programs in Massachusetts generally have the ability to submit an endorsement to DOE electronically, via the ELAR system. All endorsements must indicate the subject area and grade level of the applicant’s preparation, and must specify which of the above three categories of approved program applies.

* * *

Applicants who have not satisfied one of the above program options may want to consider applying for the Preliminary license.

NCATE

NCATE has partnerships with 50 states, including the District of Columbia and Puerto Rico. In 17 partnership states, all public teacher education institutions are NCATE accredited. In 31 partnership states, a majority of all the teacher education institutions are NCATE accredited.

The NASDTEC Mission

The National Association of State Directors of Teacher Education and Certification is dedicated to licensing well-prepared, safe and wholesome educators for our nation’s schools.

NASDTEC represents professional standards boards, commissions and state departments of education in all 50 states, the District of Columbia, the Department of Defense Educational Activity, the U.S. Territories, and the Canadian provinces of Alberta, British Columbia, and Ontario, which are responsible for the preparation, licensure and discipline of educational personnel. Associate members include Canadian provinces and representatives of other constituent groups with an interest in the preparation and certification of educational personnel.

ACADEMIC LICENSES	GRADE LEVELS
Biology	5-8; 8-12
Business	5-12
Chemistry	5-8; 8-12
Dance	All
Early Childhood: Teachers of Students With and Without Disabilities	PreK-2
Earth Science	5-8; 8-12
Elementary	1-6
English	5-8; 8-12
English Language Learners (ELL)	PreK-6; 5-12
TBL Endorsement (Level depends on ELL license)*	
Foreign Language*	PreK-6; 5-12
General Science	1-6; 5-8
Health/Family and Consumer Sciences	All
History	1-6; 5-8; 8-12
Instructional Technology	All
Latin and Classical Humanities	5-12
Library	All
Mathematics	1-6; 5-8; 8-12
Middle School: Humanities	5-8
Middle School: Mathematics/Science	5-8
Music: Vocal/Instrumental/General	All
Physical Education	PreK-8, 5-12
Physics	5-8; 8-12
Political Science/Political Philosophy	5-8; 8-12
Speech	All
Teacher of Students with Moderate Disabilities	PreK-8; 5-12
Teacher of Students with Severe Disabilities	All
Teacher of the Deaf and Hard-of-Hearing	All
Teacher of the Visually Impaired	All
Technology/Engineering	5-12
Theatre	All
Visual Art	PreK-8; 5-12

SPECIALIST TEACHER LICENSES	GRADE LEVELS
Academically Advanced	PreK-8
Reading	All
Speech, Language, and Hearing Disorders	All

ADMINISTRATOR LICENSES	GRADE LEVELS
Superintendent/Assistant Superintendent	All
School Principal/Assistant School Principal	PreK-6; 5-8; 9-12
Supervisor/Director*	Depends on Prerequisite License
Special Education Administrator	All
School Business Administrator	All

PROFESSIONAL SUPPORT PERSONNEL LICENSES	GRADE LEVELS
School Guidance Counselor	PreK-8; 5-12
School Nurse	All
School Psychologist	All
School Social Worker/School Adjustment Counselor	All

*Foreign Language, TBL, and Supervisor/Director applications must specify a particular role. Please visit www.doe.mass.edu/licensurehelp to view available roles for these licenses.

7. List the License Field, Grade Level, and Type of EACH License you are applying for:

Field (i.e."Elementary", see page 8) _____

Grade Level (i.e."1-6", see page 8) _____

Type (i.e."Initial", see page 6) _____

Field (i.e."Elementary", see page 8) _____

Grade Level (i.e."1-6", see page 8) _____

Type (i.e."Initial", see page 6) _____

Field (i.e."Elementary", see page 8) _____

Grade Level (i.e."1-6", see page 8) _____

Type (i.e."Initial", see page 6) _____

Field (i.e."Elementary", see page 8) _____

Grade Level (i.e."1-6", see page 8) _____

Type (i.e."Initial", see page 6) _____

8. Payment and Mailing Information: *

Please enclose with your application a certified check or money order (*no personal checks or cash*) payable to: The Commonwealth of Massachusetts. See page 4 for fee information

Mail the completed application and supporting documents to:
Office of Educator Licensure
350 Main Street, Malden, MA 02148

Amount enclosed: \$ _____.

*If paying by credit card, check here: and complete charge card authorization form on page 11.

9. Transcripts

Please indicate the official transcripts which you are submitting with your application as well as those that may be coming under separate cover.

These documents are enclosed with this application:

These documents will follow:

10. Affidavit/Applicant's Signature _____

The Massachusetts Department of Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data for the purpose of screening prospective and current holders of educator licenses awarded by the Department of Education, and for access to CORI conviction data in the context of proceedings relative to the decertification process. A criminal record check may be conducted for criminal and pending or criminal case information only, as authorized, and it will not necessarily disqualify me.

State law requires applicants for licensure to affirm certain information. Please check all of the statements below that apply. If you do not check each statement, please enclose a letter of explanation. We will then contact you and will determine your eligibility for licensure.

Please check all that apply

Since completion of my last licensure or renewal application, I certify that:

- I have not been convicted of any crime or received deferred adjudication (e.g., continued without a finding) or admitted to sufficient facts, nor am I currently charged with any crime (misdemeanor or felony). [Do not include minor traffic violations.]
- I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.
- I have not been dismissed for cause from any position I held.
- I have not been asked to resign from any position or resigned from any position while under investigation or as a result of discipline.
- I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend any professional license or certificate I hold.
- In accordance with MA General Laws Chapter 62C, § 49A, I have filed all state tax returns and paid all Massachusetts taxes required by law, and I am in compliance with all Massachusetts laws relating to payment of child support.
- I have read MA General Laws Chapter 119, § 51A, (see page 5), which requires educators and others who are paid to care for or work with children to make a report immediately to the Department of Social Services or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand my obligations under § 51A and the penalties for failure to comply.
- I understand and acknowledge that as a condition of holding an educator license, a criminal background check may be conducted for criminal and pending case information as authorized by the Criminal History Systems Board and that a criminal record will not automatically disqualify me.
- This application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educator license.
- I understand that I must notify the Commissioner of the Massachusetts Department of Education in writing within ten days if in the future the answers to any of these questions change.

Signed under the penalties of perjury:

Print Your Full Name

Your Signature

Today's Date

Charge Card Authorization Form **MASTERCARD** and **VISA** Accepted

Please complete all areas of this form so that we may process your payment in a timely manner.

1. Applicant Information

Applicant's Name _____

Applicant's Social Security Number _____ - _____ - _____

2. Card Holder Information

Card Holder's Last Name Card Holder's First Name & Middle Initial (if any)

Card Holder's Address, Street and Apartment Number, *if any*

Card Holder's City/Town State Zip Code

3. Credit Card Information

Please CIRCLE the credit card you are using to process your application

MASTERCARD

VISA

ACCOUNT # _____ _____ _____ _____ Expiration Date: ____/____

FEES

\$100.00 for "First" license/Primary Area

\$ 25.00 for each New Field and Grade Level/Additional Area, or Duplicate License

Please apply payment to: PreK-12 Renewal Vocational ABE Duplicate License

Total Payment: \$ _____

Credit Card Holder's Signature: _____ Date: _____

Applicant's Checklist

To ensure a timely application process, please review your application and refer to this checklist. If your application is incomplete, it will be returned to you.

- r I indicated the field, grade level, and type of each license I am applying for. (#7 on the application form) example: Elementary, 1-6, Initial
- r If applicable, I am submitting proof of name change: marriage certificate, court order, or driver's license with social security number.
- r I am enclosing a bank check, money order, or charge card authorization form for the appropriate fee. (See "Fees" section on page 4, to be sure you have included the correct dollar amount.)
- r I am enclosing official copies of transcripts from all colleges I have attended, or they are being forwarded under separate cover, identified by my social security number.
- r If I am applying for a license that requires prerequisite experience (i.e. Administrator licenses, School Nurse, Reading Specialist, Academically Advanced), I am enclosing, or forwarding under separate cover, the appropriate employment verification letters, on official letterhead, signed by a head administrator.
- r If I am applying for a Foreign Language license, or a Transitional Bilingual endorsement, I have indicated the particular language. If I am applying for Supervisor/Director, I have indicated the role. (#7 on the application form)
- r I read and answered all questions in the affidavit (section #10 of the application), and I have signed and dated it.
- r I printed my social security number on the face of every document I am submitting to the Office of Educator Licensure, and I understand that failure to do so may result in the need to re-send documents and/or delay the issuance of my license.
- r Please address all correspondence to the attention of:

Massachusetts Department of Education
Office of Educator Licensure
350 Main Street
Malden, Massachusetts 0214