

## Appendix B – Verification/Endorsement Form for Administrator Licensure

*To be used by candidates completing the Administrative Apprenticeship/Internship*

**Part I. To be completed by the applicant (print)**

Name:	MEPID:	
Street Address:		
City/Town:	State:	Zip:
License Field and Level Sought:		
Field Experience Site Location:		
Site Location District: Westport Community Schools	Grade Levels of Site:	
Beginning Date of Field Experience:	End Date of Field Experience:	

**Part II. To be completed by the trained Mentor (print)**

Mentor Name:	
Mentor Title:	Mentor License #:

**Part III. Completion of Field Experiences (signatures of candidate and trained mentor required)**

Verification of candidate completion of required minimum field experience working with the trained mentor and engaged in professional activities that address the Professional Standards for Administrative Leadership.	
Please select one administrator role:	
<input type="checkbox"/> Superintendent/Assistant Superintendent (500 hours)	<input type="checkbox"/> Special Education Administrator (500 hours)
<input type="checkbox"/> Principal/Assistant Principal (500 hours)	<input type="checkbox"/> School Business Administrator (300 hours)
<input type="checkbox"/> Supervisor/Director (300 hours)	
Candidate Signature:	Date:
Mentor Signature:	Date:

**Part IV. Licensure Endorsement Statement (signature of superintendent required on this document for candidates completing an Administrative Apprenticeship or Internship)**

I verify to the Massachusetts Department of Elementary and Secondary Education that the above named candidate for the above named administrator license has successfully demonstrated application of the Professional Standards for Administrative Leadership detailed in 603 CMR 7.10 through an administrative apprenticeship/internship with the trained mentor listed above, in accordance with Department Guidelines.	
Superintendent Signature:	Date:
Superintendent Name (print): Dr. Ann Marie Dargon	License #:

**Part V. Performance Assessment** (Please see Appendix E of these Guidelines)

**Please Note:** Principal/Assistant Principal candidates seeking licensure through any licensure path will be required to participate in the Field Trial of the PAL beginning in **September 2014**. Additional guidance re: the Field Trial will be posted to the following on the Department website:  
<http://www.doe.mass.edu/edleadership/pal/>.

Beginning in **Fall 2015**, the Performance Assessment for Leaders (PAL) will be required for earning a Principal/Assistant Principal license.

The candidate must also complete a performance assessment that demonstrates successful application of the Professional Standards for Administrative Leadership to be eligible for licensure as an administrator. Please complete the **Performance Assessment for Licensure Verification Form**. Supporting documents must be maintained by the candidate and the district for a period of five years.

### Performance Assessment for Initial Licensure Verification Form

**Part I. To be completed by candidate**

<b>Professional Standards for Administrative Leadership (603 CMR 7.10)</b>	<b>Evidence</b>
<b>Standard 1. Instructional Leadership:</b>	
<b>Standard 2. Management and Operations:</b>	
<b>Standard 3. Family and Community Engagement:</b>	
<b>Standard 4. Professional Culture:</b>	

--	--

**Part II. To be completed by the trained mentor**

Standard	Rating
<b>Standard 1 – Instructional Leadership</b>	
<b>Standard 2 – Management and Operations</b>	
<b>Standard 3 – Family and Community Engagement</b>	
<b>Standard 4 – Professional Culture</b>	

Rating Scale: 1=Does Not Meet the Standard; 2=Meets the Standard, 3=Exceeds the Standard; NA=Not Applicable.

<p><b>Summary Assessment of Performance:</b></p>          
--

**Administrator candidate's *Performance Assessment for Initial Licensure* in the administrative apprenticeship/internship meets the Professional Standards for Administrative Leadership:**

Yes     No

Trained Mentor (sign):	Date:
Superintendent (sign):	Date:

## Appendix C – Candidate Checklist

The following checklist is provided to assist a candidate in completing the application process and assembling the documents required by the Department:

- Pass the Communication and Literacy Skills MTEL (the testing company electronically submits scores to the Department).
- Complete the licensure requirements for the administrator role sought through one of the available routes.
- Apply for licensure and make payment using the online process ([www.doe.mass.edu/educators](http://www.doe.mass.edu/educators)).
- Submit one of the following:
  - Approved Program Endorsement
  - Administrative Apprenticeship/Internship Verification form
- Submit a letter written on official letterhead by the superintendent/designee, principal, or previous employer that documents the candidate has completed three years employment in the role of the license sought or other required experience.
- Administrative Apprenticeship/Internship candidates only: Submit Performance Assessment for Initial Licensure Verification Form.
- Submit official transcripts of undergraduate/graduate studies if required for specific license.
- Submit evidence of SEI Administrator or Teacher endorsement (if applicable).

All supporting documents should be submitted to the:

- MA Department of Elementary and Secondary Education  
Licensure Office  
75 Pleasant Street  
Malden, MA 02148