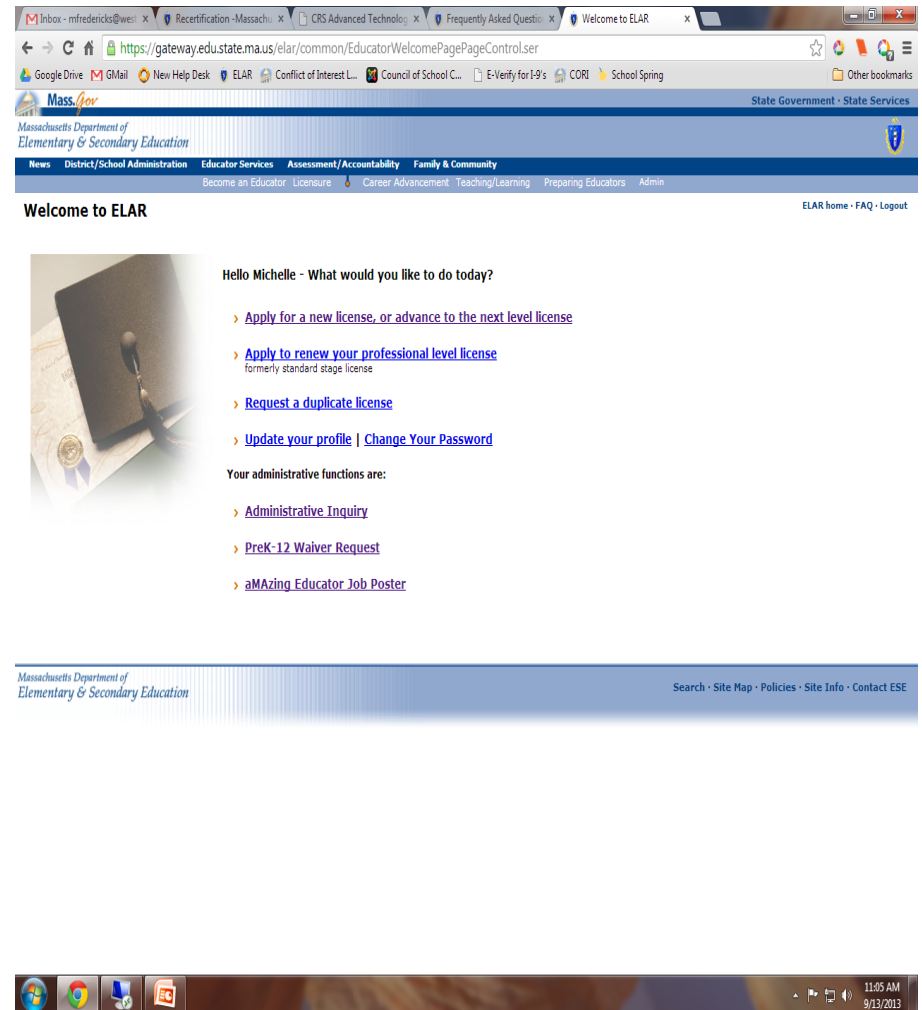


Massachusetts Department of Elementary & Secondary Education Initial Licensure Renewal & Extension Guide

Westport Community Schools
Mickey Fredericks, Human Resources
Created September 13, 2013
For Reference Purposes Only

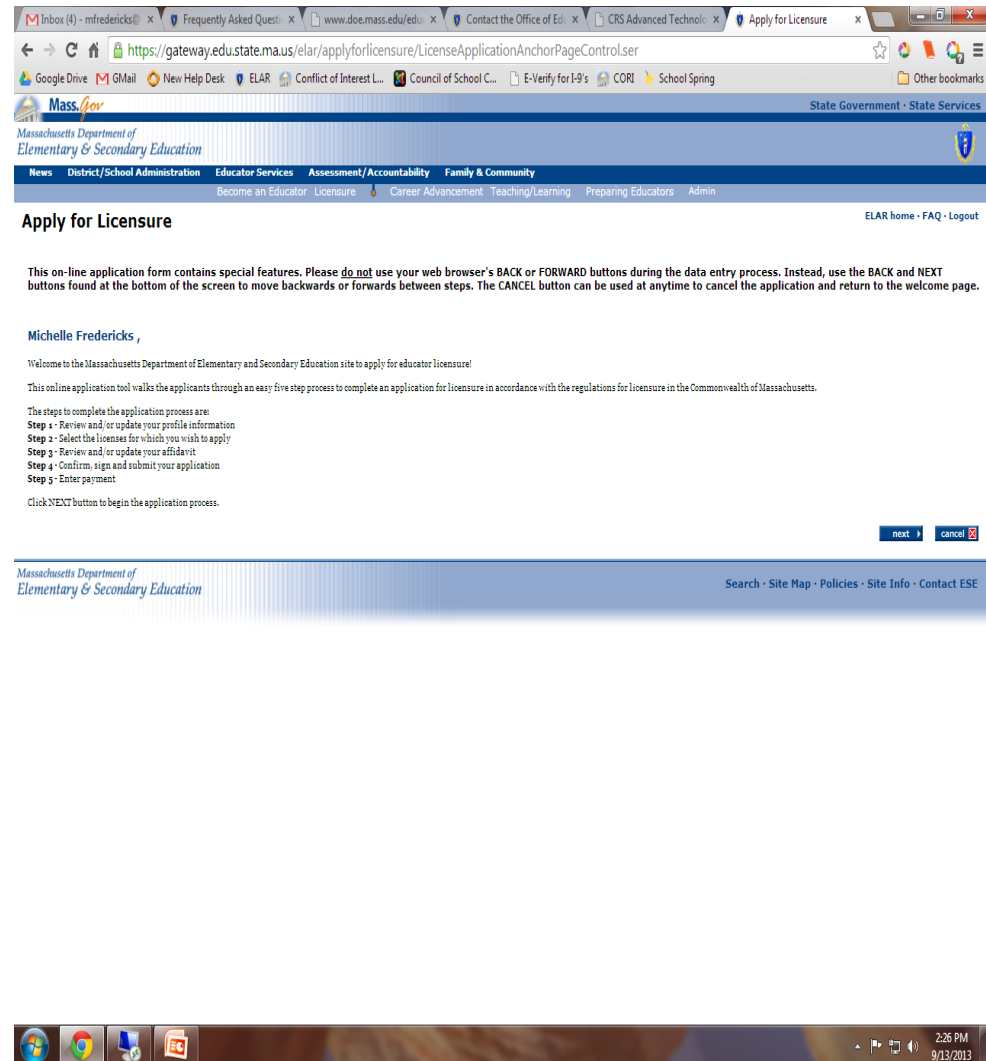
Application Process

- Determine which License you are requesting a extension for
- Submit a verification of employment & induction/mentoring form
- Submit a statement in accordance with the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00
- Renew Online
- Pay
- Check Status for Licensed
- Print Unofficial Copy
- Send Copy to H.R.



Which Initial License Do I Need An Extension For?

- License must be an initial, preliminary licenses CAN NOT be extended
- License you are renewing cannot be expired
- A license must be active for at least four years before it can be extended
- The Initial license is valid for five years of employment and may be renewed (extended) at the discretion of the Commissioner for an additional five years.
- If you have worked under the Initial license for the five year validity period or for greater than 4-1/2 years of employment under your Initial license, and have not yet satisfied the requirements for advancing to the Professional license, you have the option of applying for an Extension of your Initial license.



Educator Initial Extension License

M. G. L. c. 71, § 38G.



- The Initial license is valid for five years of employment and may be renewed (extended) at the discretion of the Commissioner for an additional five years. The Initial license is equivalent to a provisional educator certificate with advanced standing as defined in M. G. L. c. 71, § 38G.
- **Checklist:**
 - ◊ **Apply for the Initial license again (\$25):** Apply either online or a paper application
 - ◊ **Submit a letter of experience or the Employment Form:**
 - The letter must be on school or district letterhead and signed by a superintendent, principal, or head administrator that includes the field, grade level, and dates of that employment.
 - ◊ **Submit your plan**

Employment Verification Form



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4000

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-430-2370

Verification of School Based Employment / Induction and Mentoring

Employee's legal name (print) Cruise Tom MI
Last First MI

Social Security Number 123-45-6789 Or Educator License Number 654321

OR Mepid 508555123 Employer Westport Community Schools

Employed as follows:

<u>Assignment</u>	<u>Grade Level</u>	<u>From</u>	<u>To</u>
<u>Drama & Theater Teacher</u>	<u>9-12</u>	<u>November 2008 – June 2009</u>	
<u>Drama & Theater Teacher</u>	<u>9-12</u>	<u>August 2009 – June 2010</u>	
<u>Drama Teacher</u>	<u>5-8</u>	<u>August 2010 – June 2011</u>	
<u>Drama Teacher</u>	<u>5-8</u>	<u>August 2011 – June 2012</u>	
<u>Theater Teacher</u>	<u>PK-12</u>	<u>August 2013 – Current</u>	

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

In accordance with 603 CMR 7.02, 7.04, 7.09, 7.12, and 7.14 the employee has completed:

Please check

(X) A one-year induction program with a mentor. (Mentor Harrison Ford, license number 123654)

(X) At least 50 hours of mentored experience beyond the induction year.

The employment, induction program, and mentoring experience verified above has been successfully completed as attested by my signature in the role of a:

Please check one

(X) Superintendent

() Principal

() Head Administrator

Signature _____

Date September 13, 2013

Telephone number (508)636-1140 x1003

Note: The Department may contact you if any clarification is needed.
2/17/09

- For an initial extension, you must verify five years of employment under a valid Initial license by submitting a completed "School Based Employment Verification/Induction and Mentoring Form". This form must be signed by a principal or superintendent.
- You must include who your mentor was and their professional license number
- Westport Community Schools has found that the DESE prefers the form to a letter on school letterhead.
- The form must include your field and grade level and dates of employment from the date your initial license was issued.

Complying with Regulations

M.G.L. c. 69, § 1B; c. 69, §§ 1J and 1K

- Submit a statement with your signature
- Statement must read:
"I (insert your name) plan to complete the requirements for Professional licensure, as noted in the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00, for (insert license field and grade level) within the next five years of employment under an extension of my Initial License."



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-1306

Telephone: (781) 339-3161
TTY: M.E.T. Relay 1-800-439-2279

INITIAL-EXTENSION PLAN

DATE: _____

TO:
Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148

I, _____
First and Last Name Educator License# or NWP119#

plan to complete the requirements for Professional Licensure, as noted in the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00, found by visiting:
(<http://www.doe.mass.edu/lawsregs/603cmr7.html>).

If pursuing Professional License via the Commissioner's Determination (CD):
If my Initial license is one that may require me to pursue the Professional license via the Commissioner's Determination (CD), then I will comply with the outcome of the Commissioner's Determination process. For example, I hold a license in a field and/or grade level that the Department has discontinued. (Further information regarding the Commissioner's Determination can be found by visiting http://www.doe.mass.edu/Educators/cd_guidelines.doc)

For: _____
Field, Grade Level (Example: Mathematics, 5-8)

within the next five years of employment under an extension of my initial license

Signed: _____


Date: _____
Month Day Year

How to Extend an Initial License

Online via ELAR

- Using ELAR to renew your Initial-Extension License online is very easy and convenient.
- Log online to:
<https://gateway.edu.state.ma.us/ResourceList/>
- Click “ELAR Welcome Page”
- Click “Apply for a new license, or advance to the next level license”
- The steps to complete the application process are:
 - Step 1 - Review and/or update your profile information
 - Step 2 - Apply for the initial license again
 - Step 3 - Choose you will be asked whether you wish to extend your initial license. Select “Yes”!
 - Step 4 - Review and/or update your Affidavit
 - Step 5 - Confirm and submit your Application
 - Step 6 - Enter Payment
 - Step 7 - It will then prompt you to the Extension request
 - Step 8 – Mail in your Verification & Statement

Mail in an Application



**APPLICATION FOR
MASSACHUSETTS
EDUCATOR LICENSURE**
Please complete all areas of this form.
Please type or print.

For Official Use Only

PART A. APPLICATION INFORMATION

- Social Security Number _____ or MCEID _____
- Last Name _____ First Name _____ MI _____
- Previous Last Name(s) if applicable, please attach documentation, validating name change _____ Daytime Telephone Number _____
- Home Address, Street and Apartment Number, if any _____ Home Telephone Number _____
City/Town _____ State _____ Zip Code _____
E-mail Address _____
- Date of Birth (Month/Day/Year): _____ / _____ / _____ Gender (optional): ☐ Male ☐ Female
- a. Have you previously applied for a Massachusetts Educator License?
☐ YES, cost for each license based license is \$25.
☐ NO, cost is \$100 for the first license and \$25 for any additional licenses.
- b. Do you currently hold a Massachusetts Educator License? ☐ Yes ☐ No
 Massachusetts Educator License Number, if applicable: _____
- List the License Field, Grade Level, and Type of each License you are applying for:

a.	b. License Field	c. Grade Level	d. Type of License
1.			
2.			
3.			

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 support documents to:
 Massachusetts Department of Elementary and Secondary Education
 Office of Educator Licensure, 75 Pleasant Street, Malden, MA 02148
 If paying by credit card, check here ☐ and complete charge card authorization form on page 11.

MasterCard or Visa?

- \$25 for each additional license
- Once you make your payment online and it's approved a renewal should be processed immediately, please remember to mail your verification form and statement, ASAP or your license will remain "Pending"
- Mailing in a paper application with payment make take several weeks to process



Mailing In Documents

- May I send my documents electronically to the ESE? Transcripts and other supporting documents are not yet accepted electronically. Please mail all required original documents to the Office of Educator Licensure. For mailing instructions, visit <http://www.doe.mass.edu/educators/contact.html>
- What if my documents have a different name, e.g., maiden name? Please provide official proof of your name change (a copy of a marriage certificate, social security card, U.S. passport, etc.) if you are sending documents that have a different name than what appears in your ELAR profile. In addition, please ensure all documents include your MEPID number, educator license number, or social security number.
- If I send additional documents after I submit my application, will they be added to my file? Yes, documents received after your application will be scanned into your ELAR profile. Please include your full name and educator license number, social security number, or MEPID number on all documents. For mailing instructions, please visit <http://www.doe.mass.edu/educators/contact.html>
- I submitted my documents with a previous application. Do I have to send them again? Documents previously sent to the ESE are scanned into your file and do not need to be sent again. However, documents received before the use of ELAR might not be in your profile. If your documents were originally sent before 2002, you might need to resubmit your material. If you have completed any additional education, please forward official transcripts to the Department. You can see a description of the documents the ESE has received by accessing your ELAR profile. On your ELAR welcome page, select the option to "Check license status and history, make a payment." From there, select the "view documents" option located under the "Activity History" table. You may also access this information by using the automated phone service (option "2") at 781- 338-3000.



Helpful Links

- Initial - Extension Guidelines:
<http://www.doe.mass.edu/educators/extension.pdf>
- Licensure Renewal Regulations:
<http://www.doe.mass.edu/lawsregs/603cmr44.html>
- DESE FAQ:
<https://gateway.edu.state.ma.us/elar/licensurehelp/FAQDisplayPageControl.ser>
- ELAR:
<https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>
- Educator Licensure and Preparation Program Approval:
<http://www.doe.mass.edu/lawsregs/603cmr7.html>



Citations

- **All** information in this PowerPoint was taken from: <http://www.doe.mass.edu>
- Should you have any questions regarding this please don't hesitate to contact H.R. at 508-636-1140, 1003
- You may also contact MA DESE at:

Licensure Call Center

Hour of Operation: 2:00-5:00 (Monday-Friday)

Office: 781-338-6600

Fax number: 781-338-3391

Please watch for extended hours of operation during critical school months.

24-hour Automated Line

Dial: 781-338-3000 and then press "2" to obtain the status of an existing licensure application

Walk-In Customer Service Counter

Hours of Operation 8:45-4:45 (Monday-Friday)

U.S. Mail

Please mail all correspondence, documents, and official transcripts relating to your licensure application to:

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

75 Pleasant Street

Malden, MA 02148

To ensure proper identification, please include your name and academic license number or social security number on all documents submitted.