

**Frequently Asked Questions**

Renewal of Initial License/Initial-Extension

**Renewal of Initial License/Initial-Extension****What is an Initial-Extension, and how do I apply for this license?****What is an Initial-Extension, and how do I apply for this license? ^**

The Initial license is valid for five years of employment and may be renewed at the discretion of the Commissioner for an additional five years. In order to apply for the Initial-Extension, please complete the following steps:

1. Complete an application online at [www.doe.mass.edu/educators](http://www.doe.mass.edu/educators) or submit a paper application. (Helpful tips: if you are applying online, apply for the same Initial license you hold. The online application will give you the option to extend the license. Or, if you are using the paper application, indicate your  as Initial-Extension.)
2. Verify five years of employment under a valid Initial license by submitting a completed School Based Employment Verification/Induction and Mentoring form School. Or, you may submit a letter that is signed by a principal or superintendent on school letterhead that states your role (field and grade level) and dates of employment. Under your license means employment in the role and at the grade of the Initial license from the date it was issued.
3. Submit a statement with your signature that states, "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."