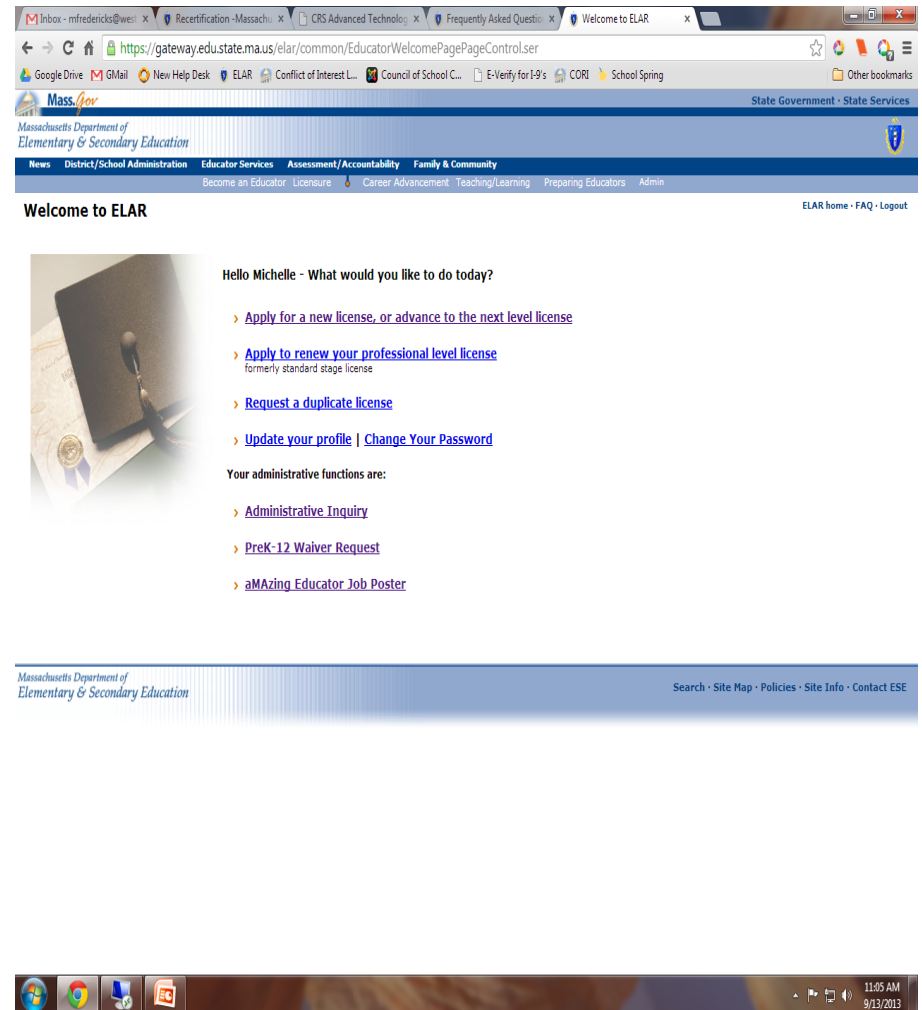


# Massachusetts Department of Elementary & Secondary Education Professional Licensure Renewal Guidelines

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Created September 13, 2013  
For Reference Purposes Only

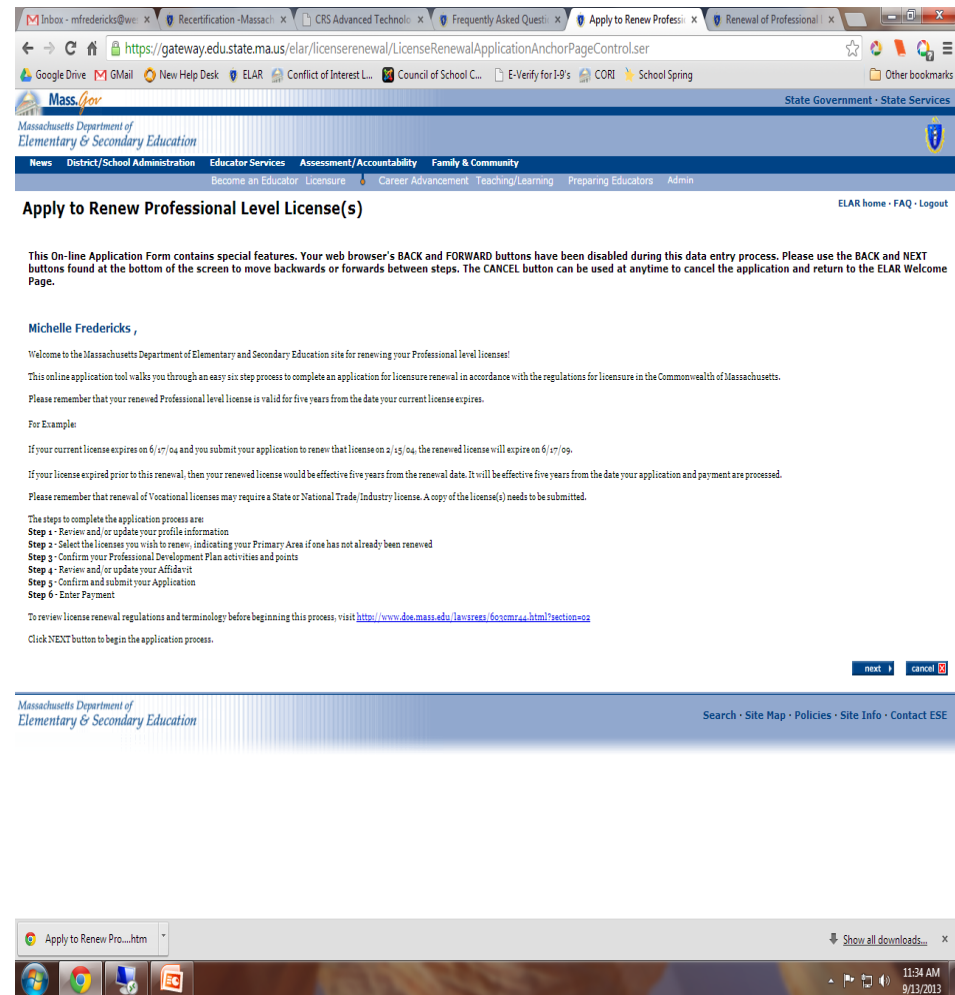
# Application Process

- Determine which Professional License you are renewing
- Develop an Individual Professional Development Plan (IPDP)
- Renew Online
- Pay
- Print Unofficial Copy
- Send Copy to H.R.



# Which Professional License Do I Renew?

- License you are renewing cannot be expired
- A license must be active for at least four years before it can be renewed
- The license cannot be renewed until one year prior to the expiration date
- You must also have completed the minimum number of required Professional Development Points (PDPs) for the license you wish to renew
- Retired educators must renew every 5 years in order to keep a Professional License active
- Any Professional license that you hold and wish to remain Active must be renewed every 5 calendar years



# **Educator License Renewal**

## **603 CMR 44.00: M.G.L. c. 71, §38G**



- (1) All applicants for license renewal shall submit the following to the Department:
  - (a) a completed application, in the manner and form prescribed by the Department,
  - (b) the required fee,
  - (c) proof of sound moral character,
  - (d) a statement, signed under penalties of perjury, that the candidate has successfully completed the requisite number of PDPs under a professional development plan.
- (2) Applicants who are employed by Massachusetts public schools shall submit a statement, signed under the penalties of perjury, that they have obtained their supervisor's final approval of their completed professional development plan.

# Individual Professional Development Plan (IPDP)

## License Renewal Guidelines for IPDP

- IPDP alignment with school/district goals
- Supervisor approval (when applicable)
- Supervisor endorsement (when applicable)
- 10 hours in a topic (minimum)
- Observable demonstration of learning
- Advance Academic Study (22.5 PDPs/credit)

## What is an IPDP?

- ❖ An IPDP is a five-year plan developed by an educator that outlines the professional development activities for the renewal cycle of the educators Professional license(s). The IPDP should focus on the educators goals for strengthening his or her content knowledge and professional skills in his or her licensure area and for remaining current with other educational developments. The IPDP also should identify the expected goals for improvement in teaching and learning to be achieved over the five-year period.

# Developing an IPDP

## Required PDPs

- 150 PDPs are required to renew the primary area
  - Of this 150, at least 120 PDPs in content and/or pedagogy, with at least 90 of the 120 in content
  - Of the 150, 30 may be in an educational elective
- Each additional area/field must have 30 PDPs in content
- Some PD Activities are:
  - College Courses (online/in person with 15 or 22.5 PDPs per credit)
  - MA ESE sponsored activities
  - Workshops, seminars, institutes
  - Educator designed activities

## Standards for Approval

- Approval of the plan means that 80% of the proposed PDPs in the plan are consistent with the educational goals of the school and/or district and that the plan is designed to enhance the ability of the educator to improve student learning.
- The following standards must be applied when reviewing and approving Individual Professional Development Plans:
  - Proposed activities in the plan are designed to improve student learning.
  - Proposed activities in the plan are consistent with and aligned to school and/or district goals.
- Approval of an individual professional development plan shall not be unreasonably withheld. In addition, if the activities in an individual professional development plan are legitimately aligned with one school and/or district goal, the supervisor cannot reject the plan because the supervisor believes that the teacher should focus on another school and/or district goal.
- A supervisor must grant or deny approval of a plan within 30 days of receipt of the plan. Denial must be accompanied by a written explanation for the failure to approve the plan.
- In the event that a plan is rejected by a supervisor, teachers and other educators who report to the principal may seek review of the denial from the superintendent of schools, principals may seek review from the school committee chairperson, and superintendents may seek review from the Department.

# How to Renew

## Online via ELAR

- Using ELAR to renew your Professional License online is very easy and convenient.
- Log online to:  
<https://gateway.edu.state.ma.us/ResourceList/>
- Click “ELAR Welcome Page”
- Click “Apply to renew your professional level license”
- The steps to complete the application process are:
  - Step 1 - Review and/or update your profile information
  - Step 2 - Select the licenses you wish to renew, indicating your Primary Area if one has not already been renewed
  - Step 3 - Confirm your Professional Development Plan activities and points
  - Step 4 - Review and/or update your Affidavit
  - Step 5 - Confirm and submit your Application
  - Step 6 - Enter Payment

## Mail in an Application



### MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. RELAY 1-800-439-2370

#### APPLICATION FOR PROFESSIONAL LICENSE RENEWAL Academic/PreK-12 and Vocational Technical

Mail completed application form to:

Massachusetts Department of Elementary & Secondary Education

Attention: License Renewal - 75 Pleasant Street, Malden, MA 02148-4906

Telephone: 781/338-6600 TTY: 1-800-439-2370

Website: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)

SECTION 1. Personal Information			
Name (last, first, middle):			
Previous name (if applicable):			
<i>Note: To update your name, you must mail in proof of name change (i.e., copy of MA Driver's License if # is your SSN, or Marriage/Divorce Certificate).</i>			
Date of birth:	SSN:	MA Educator License #:	
Address:			
City:	State:	ZIP Code:	
Daytime Telephone:			Email:
RENEWAL REQUIREMENTS – Professional Development Points (PDPs)			
<i>Note: Only Professional Licenses that are approaching their expiration dates or those that are currently inactive or invalid are eligible for renewal.</i>			
<b>ACADEMIC PROFESSIONAL LICENSE</b>			
<b>Primary Area:</b> A minimum of 150 PDPs. Of the 150, a minimum of 120 points must be in 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.			
<b>Each Additional Area:</b> (Field or Grade level) A minimum of 30 PDPs must be in content. To renew an Additional Area that is in an invalid status requires 150 PDPs.			
Chapter 71 Renewal Guidelines: <a href="http://www.doe.mass.edu/renew">www.doe.mass.edu/renew</a>			
<b>VOCATIONAL TECHNICAL PROFESSIONAL LICENSE</b>			
<b>Primary Area (Teachers):</b> A minimum of 150 PDPs. 10 points must be in subject matter, knowledge and skills; 10 points must be in pedagogy; 10 points must be in academic and technical curriculum integration; and 10 points must be in safety and health. Current state and/or national license, if required, for the particular teacher license.**			
<b>Primary Area (Administrators):</b> A minimum of 150 PDPs in the following areas: supervision; school law; school finance; labor relations; safety and health; curriculum; labor laws.**			
<b>Each Additional Area (Teachers):</b> 30 PDPs in any of the four areas (subject matter, knowledge and skills; pedagogy; academic and technical curriculum integration and safety and health). Current state and/or national license, if required, for the particular teacher license.**			
<b>Each Additional Area (Administrators):</b> 30 PDPs in any of the following areas specific to your license: supervision, school law, school finance, labor relations, safety & health curriculum, labor laws.**			
**Refer to Chapter 74 Guide for Professional Vocational Technical Educator License Renewal for specific license(s) <a href="http://www.doe.mass.edu/cte/licensure/renewalguide.doc">http://www.doe.mass.edu/cte/licensure/renewalguide.doc</a>			
SECTION 2. Professional Development Plan			
Educators employed in a Massachusetts public school district must receive Initial Plan Approval within three months from the date the professional 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 Elementary & Secondary Education Educators who are not currently employed by a Massachusetts public school district do not have to obtain approval or final endorsement of the Professional Development Plan.			
1. Are you currently employed in the role of your Professional level license in a Massachusetts public school? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, you MUST answer question 2; if no, please proceed to question 3)			
2. If you are currently employed in a Massachusetts public school district, has your supervisor approved your Professional Development Plan? <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>Note: For those vocational technical teachers where an additional state/national trade license is required, a copy of the current license(s) must be submitted to the supervisor before the final plan is approved.</b>			
3. I hereby state that I have satisfied all the requirements for Professional License Renewal. <input type="checkbox"/> yes <input type="checkbox"/> no			

# MasterCard or Visa?

- \$100 for licensure and recertification for the first or primary license
- \$25 for each additional license
- Once you make your payment online and it's approved a renewal should take place immediately
- Mailing in a paper application with payment make take several weeks to process





# Definitions related to renewing a Professional License

- *Educator Licensure and Recruitment (ELAR)* ELAR (Educator Licensure and Recruitment) is the Department's online resource that allows current and prospective Massachusetts educators to complete most licensure-related transactions on the Internet. Through ELAR, applicants can apply for or advance a license online, renew a Professional license, check the status of a license/application, make a payment, view a description of what documents are scanned into their file, request a hard copy license, update contact information, view a copy of correspondence sent from the Office of Educator Licensure, and print unofficial license information.
- *Professional License* An educator's license issued to a person who has met the requirements for an Initial license in that field and met requirements established by the Board set forth in 603 CMR 7.04 (c), 7.09, or 7.11. Professional license is valid for five years and renewable for additional five-year terms as set forth in 603 CMR 44.00. This license is equivalent to a standard educator certificate as defined in M. G. L. c. 71, § 38G. For more information, please visit the Types of Academic Educator Licenses and General Requirements section of the Academic Licensure Frequently Asked Questions.
- *Inactive/Invalid status* means the license is Inactive. When a Professional license expires it first becomes Inactive and will remain Inactive for up to 5 years if the educator chooses not to renew the license, whether he or she is employed under the license or not. While a license is Inactive, the number of PDPs required to renew is the same as if the license was Active, i.e., 150 PDPs to renew a Primary license and 30 PDPs to renew an Additional license. In addition, a Massachusetts school where licensure is required by law/that requires licensure by law (?) may newly employ an educator under an Inactive license as long as the educator renews that license within 2 years from the date of hire. Should an educator surpass the 5 years of Inactive status without renewing the license or accepting a new job, the license then becomes Invalid. Note that educators who are currently employed in the role of their license and allow this license to go Inactive are no longer eligible for legal employment in the role of the license unless the school/school district is issued a waiver. For more information on collecting PDPs for license renewal, please visit [www.doe.mass.edu/recert](http://www.doe.mass.edu/recert).

# Helpful Links

- Renewal Guidelines:  
<http://www.doe.mass.edu/recert/2000guidelines/appd.html>
- Licensure Renewal Regulations:  
<http://www.doe.mass.edu/lawsregs/603cmr44.html>
- DESE FAQ:  
<https://gateway.edu.state.ma.us/elar/licensurehelp/FAQDisplayPageControl.ser>
- Guidelines for Educators with Standard Certificates:  
<http://www.doe.mass.edu/recert/2000guidelines/appa.html>
- ELAR:  
<https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>
- Renewal Application:  
<http://www.doe.mass.edu/recert/application.html>
- IPDP Guide: <http://www.doe.mass.edu/pd/01guideline//>
- Professional Development Resources:  
<http://www.doe.mass.edu/pd/tools.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.