



NORTH ANDOVER PUBLIC SCHOOLS

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TO: Educators with Professional Licenses
FROM: North Andover School District, January 2020
RE: Information on License Renewal

Many educators throughout the Commonwealth hold Professional Level licenses that are due to be renewed should be advised that **requirements for renewal of licenses changed in 2017**. In order to renew, you must obtain the signature and approval of your Supervisor. The basic requirements for licensure renewal are as follows:

A total of 150 PDPs are required for renewal of a primary license.

- At least 15 PDPs must be in the content of your area of licensure
- At least 15 PDPs must be in pedagogy (professional skills and knowledge)
- At least 15 PDPs must be related to Sheltered English Immersion (SEI)
- At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles
- The remaining 90 PDPs is left to the discretion of the educator and school district. 80% of these must align with school, district or individual educator plan goals.

Please note that you may renew online through ELAR. The cost of renewing a primary license is \$100. Additional licenses may be renewed. Each additional license requires a total of 30 PDPs (15 must be in content).

Once you apply online for renewal, approval should be immediately forthcoming. You have the option of applying in writing; however, approval of written applications is a slower process.

Please note that even though your license is renewed you are subject to being audited for 5 years. Therefore, it is important that you keep a record of your PDPs as well as copy of you Supervisor's signature on either your IPDP or Educator Plan as these materials will be required for review by DESE if you are audited.

The following links provide some additional resources related to the renewal process:

License Renewal Guidelines:

<http://www.doe.mass.edu/licensure/academic-prek12/guidelines-recert-ma-educators.pdf>

Guidelines for Reviewing, Approving and Endorsing Individual Professional Development Plans:

<http://www.doe.mass.edu/pd/01guideline/default.html>

Renewal Regulations: <http://www.doe.mass.edu/lawsregs/603cmr44.html>