



The Commonwealth of Massachusetts  
Department of Elementary & Secondary Education

*Office of Educator Licensure  
Application Package*

July 2023



The Massachusetts Department of Elementary and Secondary Education, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation.

Inquiries regarding the Department's compliance with Title IX and other civil rights laws may be directed to The Human Resources Director, 135 Santilli Highway, Everett, MA 02149, Phone: 781-338-6105.

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The Office of Educator Licensure  
Massachusetts Department of Elementary and Secondary Education  
135 Santilli Highway,  
Everett, Massachusetts 02149  
Call Center: open Mon-Fri 9am–1pm and 2pm – 5pm  
Walk-in Center: open Mon-Fri 8:45-4:45  
781-338-6600  
[www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/)

## GENERAL QUESTIONS & ANSWERS

### FEES

**1. Q: What is the cost to apply for a license?**

A: First time applicants must pay a \$100 fee for the first license area/level applied for. Any additional license areas/levels will cost \$25 each.

Example 1: Applying for the first-time license in Mathematics (8-12) and English (8-12) = \$100.00 + \$25.00 = \$125.00.

Example 2: Applying to add an additional license in History (5-8), General Science (5-8), and History (8-12) = \$25.00 + \$25.00 + \$25.00 = \$75.00.

**2. Q: Will my fee be refunded if I do not yet qualify for the license?**

A: No. The fee is non-refundable and non-transferable once the evaluation service has been provided. If you do not qualify, you will receive a detailed evaluation letter from the Department that outlines any remaining requirements and how they can be satisfied. Upon completion of these requirements, simply mail in the necessary documentation, labeled with your social security number or MEPID number, and the application will be re-evaluated. You will not need to pay another application fee to have an existing application re-evaluated. The application will remain on file until all requirements have been satisfied.

**3. Q: May I pay the fee with cash or personal check?**

A: No. If mailing in an application, certified bank check or a money order are the options available.

**4. Q: How should I make out my certified bank check/money order?**

A: You should make your certified bank check/money order payable to the Commonwealth of Massachusetts. Also, please write your social security number or MEPID number on the certified bank check or money order.

### TESTS

**5. Q: How can I get more information about the Massachusetts Tests for Educator Licensure (MTEL)?**

A: You can find current information on test registration, objectives for each test, and test preparation, including examples of types of items to expect, as well as other test-related information at [www.doe.mass.edu/mtel](http://www.doe.mass.edu/mtel)

### GENERAL INFORMATION

**6. Q: Can I apply for a license if I haven't completed all the requirements yet?**

A: Yes. Candidates are encouraged to submit licensure applications as soon as they know that they would like to obtain a specific license. Since applications are reviewed in the order they are received, applying earlier means your application gets evaluated earlier. If you have not completely satisfied all requirements at the time of the evaluation, you will receive a detailed correspondence from the Department that outlines any remaining requirements, and how they can be satisfied.

**7. Q: How long will it take for the Department to process my application?**

A: It is not possible to say exactly how long it will take. The answer depends on several factors, such as the type of license, the volume of applications being processed at the time, and whether the application was filled out correctly and completely. Applicants can call the Licensure Call Center at 781-338-6600 to hear a general progress report of which applicants are currently being reviewed by the Department.

**8. Q: How can I ensure my application will be processed as quickly as possible?**

A: Visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and click on ELAR to apply online. Applying and paying online does expedite processing. Make sure you have uploaded or mailed all college transcripts and other required documentation to the Licensure Office to be added to your file, and be sure to write your social security number, MEPID number, or Massachusetts Educator License number on each document you submit. Based on the large volume of documents received by the Licensure Office daily, it is usually a good idea to submit all supporting documentation (official transcripts, letters, other licenses, etc.) all together in one packet, rather than separately.

Also please note: if this is your first time applying for an academic educator license in a particular category (teacher, specialist teacher, administrator, professional support personnel), you must pass the Communication and Literacy Skills MTEL test in order to be "Ready for Review."

**9. Q: Is there a number I can call if I have any questions about the application process?**

A: Yes. You can call (781) 338-6600 to speak to a Licensure representative, Monday through Friday, 9a.m.-1p.m. and 2p.m.-5 p.m.

**10. Q: Can I use this application to renew my Professional level license?**

A: No. The application used to renew a Professional level license is different from this application. To learn more about License Renewal, renewing online, or downloading a mail-in application form, please visit: <http://www.doe.mass.edu/licensure/forms-guidelines.html>

**11. Q: How can I check the status of my application once I have submitted it?**

A: The most convenient way to check on your licensure status is online. Visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and click on the ELAR icon to log in to your account. This information is accessible 24 hours a day.

**12. Q: Where can I find answers to other questions about the licensure process?**

A: Please visit [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) and click on the FAQ link for a comprehensive list of frequently asked questions and answers.

**Massachusetts educators must understand their responsibilities  
As "mandated reporters" as stipulated by law. Please read this completely.**

**G.L.C.119,S.51A**

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, fire-fighter or policeman, office for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, or neglect; the circumstances under which the person required to report first became aware of

the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible thereof, and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

## TYPES OF LICENSES

Below is a brief overview of licensure requirements for each type of license. For a more complete set of licensure requirements, specific to the license you wish to apply for, use the Licensure Requirements Tool

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

### **PROVISIONAL:**

An educator license issued to a person who holds a bachelor's degree, has passed the [Massachusetts Tests for Educator Licensure \(MTEL\)](#), and met other eligibility requirements established by the Board of Education. The Provisional license is valid for five years of employment. Starting on July 1, 2019, individuals who hold more than one Provisional license will have no more than five total years of prospective employment under the Provisional licenses.

### **INITIAL:**

An educator license issued to a person who holds a bachelor's degree, passed the [Massachusetts Tests for Educator Licensure \(MTEL\)](#), completed an educator preparation program approved by the Commissioner\*, and met other eligibility requirements established by the Board. The Initial license is valid for five years of employment and may be extended at the discretion of the Commissioner for an additional five years.

#### **EXTENSION OF AN INITIAL License**

- a) An educator may extend an Initial license one time for an additional five years of employment.
- b) Review Extension of Initial License Guide and Template at: <https://www.doe.mass.edu/licensure/academic-prek12/guide-extension-of-initial-license.docx> and submit required document(s).

\*See page 6 for more information about approved programs.

### **PROFESSIONAL:**

An educator's license generally issued to a person who has worked under their Initial Massachusetts license for three full years, and met requirements established by the Board set forth in 603 CMR 7.04(c), 7.09, or 7.11. The Professional license is valid for five calendar years and renewable for additional five-year terms as set forth in 603 CMR 44.00.

License renewal information can be viewed at [www.doe.mass.edu/licensure/advance-extend-renew-license.html](http://www.doe.mass.edu/licensure/advance-extend-renew-license.html).

### **TEMPORARY:**

An educator license issued to a person who holds a Bachelor's degree, a valid educator's license or certificate of a type comparable to at least an Initial license in Massachusetts from another state or jurisdiction, and who has been employed under such license for a minimum of three years but has not satisfied the testing requirements set forth in 603 CMR 7.04 (2)(a) 2 and 3. It is valid for one year of employment and is nonrenewable.

### **MILITARY SPOUSE:**

An educator license issued to a Military Spouse who has a bachelor's degree, holds a valid educator license from another state, and has not satisfied the testing requirements for a Massachusetts educator license. The Military Spouse License is valid for three years of employment.

## VERIFYING COMPLETION OF AN APPROVED PROGRAM

Completion of an Educator Preparation Program can be accepted to satisfy educational requirements for an **Initial** license if it falls into one of the following categories:

1. A program located in the state of Massachusetts and is approved as an Initial licensure program by the Massachusetts Department of Elementary and Secondary Education. This category includes “traditional” programs like those operated by a college/university and alternative programs such as [PRPIL](#). A directory of these programs can be viewed on-line at <http://www.doe.mass.edu/teach/edprep.html>. Click “Search for Preparation Programs”.
2. A traditional or alternative/non-traditional state-approved educator preparation program from a state with which Massachusetts has signed the **NASDTEC** Interstate Agreement. A listing of participating states can be found at <http://www.nasdtec.net/?page=Interstate>.  
*\*This educational requirement may also be satisfied by applicants who hold the equivalent of at least an Initial license issued by a state with which Massachusetts has signed the **NASDTEC** Interstate Agreement.*
3. Completion of an educator preparation program sponsored by a college or university outside Massachusetts that has been accredited by an organization accepted by the Commissioner, such as the \*Council for the Accreditation of Educator Preparation ([CAEP](#)). An endorsement specifying the field and grade level(s) of your preparation may be included on an official transcript, in a letter written on official letterhead signed by the Registrar, Dean, or certification/licensure officer, or on the **Out of State Approved Program Verification** form found at [www.doe.mass.edu/licensure/forms-guidelines.html](http://www.doe.mass.edu/licensure/forms-guidelines.html).  
*\*National Council for Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC) prior to September 2014.*

- All endorsements must indicate the subject area and grade level of the applicant’s preparation and must specify which one of the above three categories of approved program, applies.
- Endorsements from colleges or universities can be printed on official transcripts or written in the form of a letter, on official letterhead, and signed by a Registrar or Dean.
- Approved programs in Massachusetts generally have the ability to submit an endorsement to ESE electronically, via the ELAR system.
- Out-of-state approved programs can endorse applicants by completing the **Out-of-state Approved Program Verification** form, which can be found at [www.doe.mass.edu/licensure/forms-guidelines.html](http://www.doe.mass.edu/licensure/forms-guidelines.html).

**Applicants who have not satisfied one of the above program options may want to consider applying for a Provisional teacher license.**



## ACADEMIC LICENSES & LEVELS

### TEACHER LICENSES

### GRADE LEVELS

Biology .....	8-12
Business .....	5-12
Chemistry .....	8-12
Dance .....	All
Digital Literacy/Computer Science .....	1-6; 5-12
Early Childhood .....	PreK-2
Earth Science and Space Science .....	8-12
Elementary .....	1-6
English .....	5-12
English Language Learners (ESL) .....	PreK-6; 5-12
*TBL Endorsement (Level depends on ESL license)	
General Science .....	1-6; 5-8
Health/Family and Consumer Science .....	All
History/Social Science .....	1-6; 5-12
Latin and Classical Humanities .....	5-12
Library .....	All
Mathematics .....	1-6; 5-8; 8-12
Middle School: Humanities .....	5-8
Middle School: Mathematics/Science .....	5-8
Music: Vocal/Instrumental/General .....	All
Physical Education .....	PreK-8, 5-12
Physics .....	8-12
Speech .....	All
Teacher of Students with Moderate Disabilities .....	PreK-2; PreK-8; 5-12
Teacher of Students with Severe Disabilities .....	PreK-2; All
Teacher of the Deaf and Hard-of-Hearing .....	All
Teacher of the Visually Impaired .....	All
Technology/Engineering .....	5-12
Theatre .....	All
World Language* .....	PreK-6; 5-12

\*World Language, and Supervisor/Director applications must specify a particular role. Please visit [www.doe.mass.edu/licensurehelp](http://www.doe.mass.edu/licensurehelp) to view available roles for these licenses.

### SPECIALIST TEACHER LICENSES

### GRADE LEVELS

Visual Art .....	PreK-6; 5-12
Instructional Technology Specialist Teacher .....	All
Reading .....	All
Speech, Language, and Hearing Disorders .....	All

### ADMINISTRATOR LICENSES

### GRADE LEVELS

Superintendent/Assistant Superintendent .....	All
School Principal/Assistant Principal .....	PreK-8; 5-12
Supervisor/Director* .....	Depends on Prerequisite License
Special Education Administrator .....	All
School Business Administrator .....	All

### PROFESSIONAL SUPPORT PERSONNEL LICENSES

### GRADE LEVELS

School Counselor .....	All
School Nurse .....	All
School Psychologist .....	All
School Social Worker/School Adjustment Counselor .....	All

INFORMATION ON AVAILABLE ENDORSEMENTS CAN BE FOUND AT: [www.doe.mass.edu/licensurehelp](http://www.doe.mass.edu/licensurehelp)



# APPLICATION FOR MASSACHUSETTS EDUCATOR LICENSURE

Please type or print and complete all areas of this form.

For Official Use Only

PART A. APPLICATION INFORMATION

1. \_\_\_\_\_  
\*Social Security Number or MEPID
2. \_\_\_\_\_  
Last Name First Name MI
3. \_\_\_\_\_  
Previous Last Name(s) if applicable,  
please attach documentation validating  
name change ( ) -  
Daytime Telephone Number
4. \_\_\_\_\_  
Home Address, Street, and Apartment  
Number, if any ( ) -  
Home Telephone Number  
\_\_\_\_\_  
City/Town State Zip Code  
\_\_\_\_\_  
E-mail Address
5. Date of Birth (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender (optional): ☐ Male ☐ Female
6. a. Have you previously applied for a Massachusetts Educator License?  
☐ YES, cost for each license listed below 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: \_\_\_\_\_
7. List the License Field, Grade Level, and Type of each License you are applying for:

Field (i.e. "Math", "Elementary", etc. see page 7)	Grade Level (i.e. "1-6", see page 7)	Type (i.e. "Provisional", "Initial", etc., see page 5)
a.		
b.		
c.		

## 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, 135 Santilli Highway, Everett, MA 02149**

Amount  
Enclosed:

### \*Social Security Number (SSN) (disclosure is mandatory):

Pursuant to G.L. c. 62C, § 47A and G.L. c. 119A, § 16, the Department of Elementary and Secondary Education is required to obtain your SSN. Your SSN may be used to facilitate the authorized sharing of information with designated agencies for the following purposes: compliance with tax laws; reporting of disciplinary actions to national data repository systems; and compliance with child support laws. If you do not have an SSN, you must contact the Licensure Office at 781-338-6600.



**9. Transcripts**

Please indicate any official transcripts you are submitting with your application as well as those that may be coming under separate cover.

**These documents are enclosed with this application:**

**These documents will follow:**

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**10. Affidavit/Applicant's Signature**

The Massachusetts Department of Elementary and Secondary Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data for the purpose of screening prospective and current holders of educator licenses awarded by the Department of Elementary and Secondary Education, and for access to CORI conviction data in the context of proceedings relative to the decertification process. A criminal record check may be conducted for criminal and pending or criminal case information only, as authorized, and it will not necessarily disqualify me.

State law requires applicants for licensure to affirm certain information. Please check all of the statements below that apply. If you do not check each statement, please enclose a letter of explanation. We will then contact you and will determine your eligibility for licensure.

***Please check all that apply.***

Since completion of my last licensure or renewal application, I certify that:

- ☐ I have never appeared in any federal or state court in the Commonwealth of Massachusetts or any other commonwealth, state, district, territory or country as a defendant for any criminal offense. (You must leave this blank and provide an explanation regardless of the outcome of the case if you appeared as a defendant. Generally speaking, any process before a court where you are required to enter a plea or where you could be placed on probation prior to entering a plea is considered an appearance as a defendant. Failure to disclose criminal court appearances will be grounds for license denial or revocation.)
- ☐ I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.
- ☐ I have not been dismissed for cause from any position I held.
- ☐ I have not been asked to resign from any position or resigned from any position while under investigation or as a result of discipline.
- ☐ I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend any professional license or certificate I hold.
- ☐ In accordance with MA General Laws Chapter 62C, § 49A, I have filed all state tax returns and paid all Massachusetts taxes required by law, and I am in compliance with all Massachusetts laws relating to payment of child support. Note: If you have not resided or earned income in Massachusetts, in most cases, you do not owe any Massachusetts income tax and can answer the above question in the affirmative. If you are unsure about the correct answer, please consult a tax professional before you leave this question blank.
- ☐ I have read MA General Laws Chapter 119, § 51A (see page 5), which requires educators and others who are paid to care for or work with children to make a report immediately to the Department of Social Services or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand my obligations under § 51A and the penalties for failure to comply.
- ☐ I understand and acknowledge that as a condition of holding an educator license, a criminal background check may be conducted for criminal and pending case information as authorized by the Criminal History Systems Board and that a criminal record will not automatically disqualify me.
- ☐ This application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educator license.
- ☐ I understand that I must notify the Commissioner of the Massachusetts Department of Elementary and Secondary Education in writing within ten days if in the future the answers to any of these questions change.

Signed under the penalties of perjury:

\_\_\_\_\_  
Print Your Full Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Today's Date

\*The Office of Educator License **no longer sends out hard copies of approved/renewed licenses**. You can view an unofficial copy of your license within your ELAR account. If you would like to obtain a hard copy of your license(s), you may request a copy/duplicate via ELAR for a \$25 fee.

## APPLICANT'S CHECKLIST

To ensure a timely application process, please review your application and refer to this checklist.  
If your application is incomplete, it will be returned to you.

- ☐ I indicated the field, grade level, and type of each license I am applying for (section #7 on the application form; e.g. Math, 1-6, Initial).
- ☐ If applicable, I am submitting proof of name change, e.g. marriage certificate, court order, MA driver's license or social security card.
- ☐ I am enclosing a certified bank check, or money order form for the appropriate fee. (See "Fees" section on page 4 to be sure you have included the correct dollar amount.)
- ☐ If applicable, I am uploading, forwarding, or enclosing official copies of transcripts from all colleges I have attended. If mailing, all documents are identified by my social security number, MEPID, or educator license number. Applicants seeking licensure based on foreign (non-U.S.) coursework and/or diplomas must provide the Office of Educator Licensure with a detailed equivalency report or course-by-course evaluation of any college-level credit completed. Independent evaluations must be made by a nationally recognized agency, such as those listed at [www.doe.mass.edu/licensure/forms-guidelines.html](http://www.doe.mass.edu/licensure/forms-guidelines.html).
- ☐ If I am applying for a license that requires prerequisite experience (Specialist Teacher, Administrator, Professional Support Personnel Licenses), I am enclosing or forwarding under separate cover the appropriate employment verification letters, on official letterhead, signed by a head administrator.
- ☐ If I am applying for a World Language license or a Transitional Bilingual endorsement, I have indicated the language (e.g. World Language – [Spanish]). If I am applying for Supervisor/Director, I have indicated the role (e.g. Supervisor Director – Core [History/Social Science]). See section #7 on the application form.
- ☐ I read and checked off all questions in the affidavit (section #10 of the application), and I have signed and dated it.
- ☐ I printed my social security number, MEPID, or educator license number on the face of every document I am submitting, and I understand that failure to do so may result in the need to re-send documents and/or delay the issuance of my license.
- ☐ I have addressed all correspondence to the attention of:

### Massachusetts Department of Elementary and Secondary Education

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135 Santilli Highway  
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[www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/)