

Department of Education

License Renewal / Recertification

Reasons for Licensure Renewal

It's the law!

Department of Education

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children

Professional development

Knowledge in the content areas

Decision-making at the school and district level

Profess. development plans align with Districts

"Highly qualified teachers"



Who needs to renew?

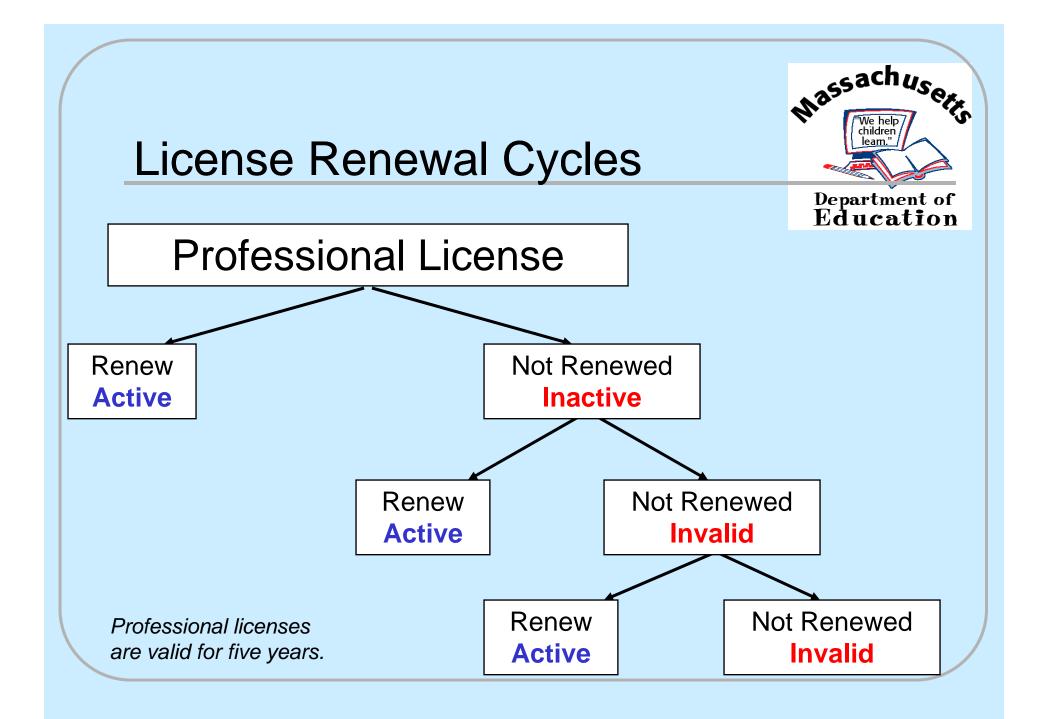
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YES

Professional/Standard licensed educators are required to renew their license every five years.

NO

Preliminary\Provisional or Initial/Provisional with Advanced Standing licensed educators should be moving/advancing to next level of licensure.





Inactive Licenses

Scenario 1

An educator who has been employed by a district for the past 10 years and held a license that was up for renewal in 1999 is considered to hold an inactive license.

This educator would not be considered legally employable in the same district unless the district applied for a waiver. If this educator teaches one of the core academic subjects, he would not meet the "highly qualified teacher" requirements of NCLB because they are not fully licensed.



Inactive Licenses

Scenario 2

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A math teacher, who has been in another field for the past 15 years decides to enter the teaching profession again. Since he did not renew in 1999, his license is inactive. Can he be legally employed?

Yes, this educator would have two years from the date of hire to complete the requirements for licensure renewal (150 PDPs). The two years can extend beyond 6/17/04, however this individual would not be considered "highly qualified" until the license has been renewed.

Inactive Licenses

Scenario 3

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An educator is currently employed under an active English license, renewed in 1999, and wants to gain employment under an inactive history license. What is needed to renew the history license?

The educator would have two years from the date of hire as the history teacher to renew the license. Since the English license has already been renewed, she can earn 30 PDPs in history and renew the license as an additional area or she can choose to renew history as her primary license. Either way the license must be renewed in the next two years to maintain employment.

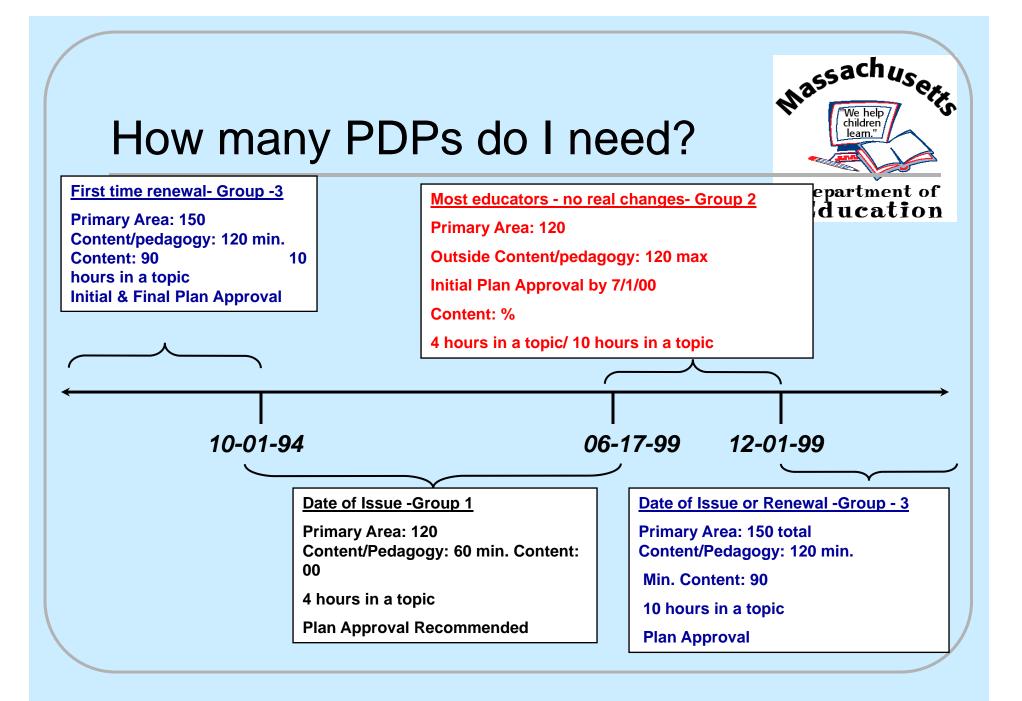


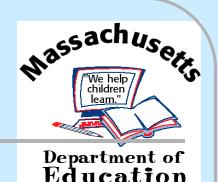


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After the inactive period a license becomes invalid. The educator must complete the renewal requirements before he or she could become legally employed under that license.

	<u>Inactive</u>	Invalid
History (9-12) - Primary	150 PDPs	150 PDPs
History (5-9)	30 PDPs	150 PDPs
Social Studies (9-12)	30 PDPs	150 PDPs
Social Studies (5-9)	30 PDPs	150 PDPs
Total	240 PDPs	600 PDPs





Who are PDP providers?

•Public school districts, individual & charter schools

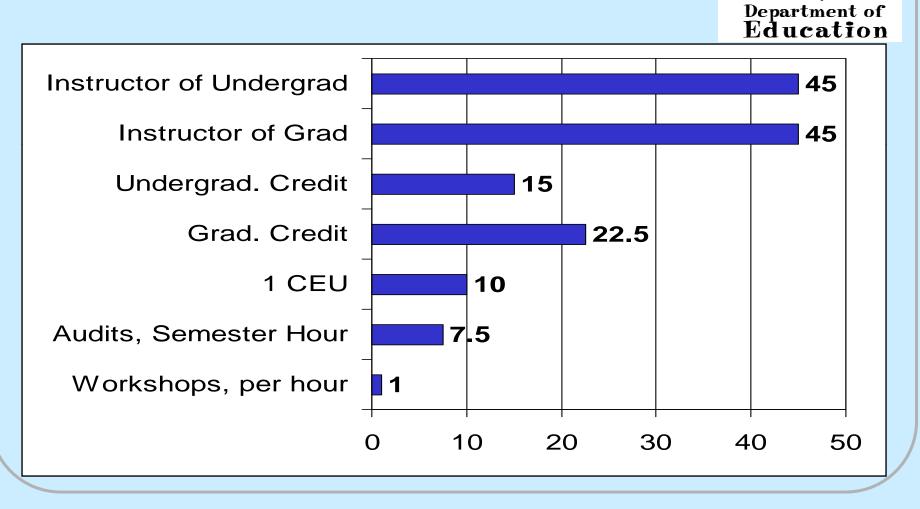
- •Education collaboratives
- •Colleges & Universities
- •Department of Education

All other providers must register with the Department in order to issue PDPs:

-total at least 10 hours

- -must have a pre-and post-content assessment
- -include a follow-up component

Professional Development Activities and Their Point Values

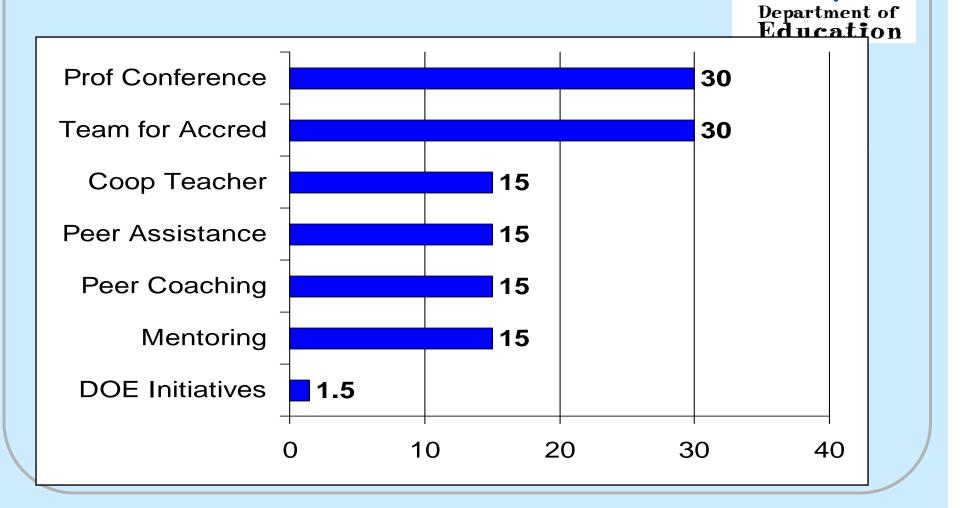


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Professional Development Points

Professional Development Activities and Their Point Values



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Professional Development Activities and Point Values



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Varying PDP point Accrual

Curriculum Development - authors of new curriculum that is published or shared may earn 15 PDPs per unit and may accrue up to 60 points in a five year cycle.

Presenters/Trainers - educators who develop and present at least 3 separate sessions in a PD series can earn twice the value (no less than 10 points and a maximum of 24 points).

National Board of Professional Teaching Standards- 120 PDPs for successful completion (30 points in content, 60 points in pedagogy and 30 points to use as an elective).

Published Written Material - points vary, such as 30 PDPs for an article or 45 points for a thesis.



Education

How does one allocate points?

I. Content

Covers Competency I

II. Professional Skills or Pedagogy

Covers Standards II-VII

Methods, evaluation, equity, professionalism, communication, instructional practice, etc.

III. Electives

Cover general education topics

IV. Content-based Pedagogy

Covers Standards II-VII, emphasizes specific content area

Visit our web site



Education

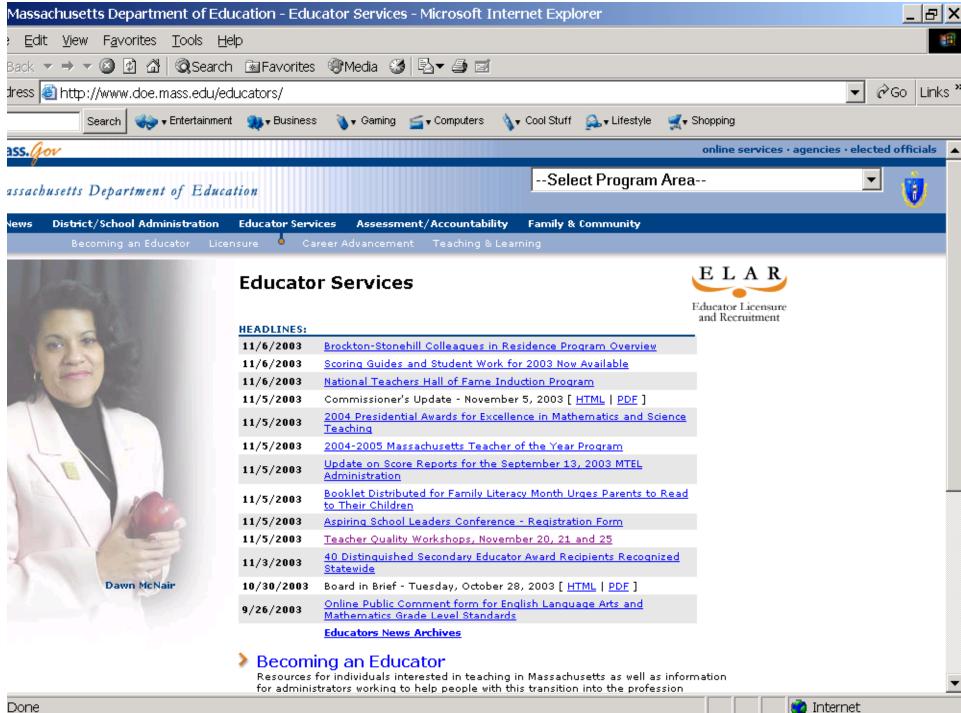
www.doe.mass.edu/recert

- On-line application
- •Recertification application download
- •Regulations, guidelines, and frequently asked questions
- •Sample professional development plan
- •Upcoming D.O.E. sponsored Content Institutes.

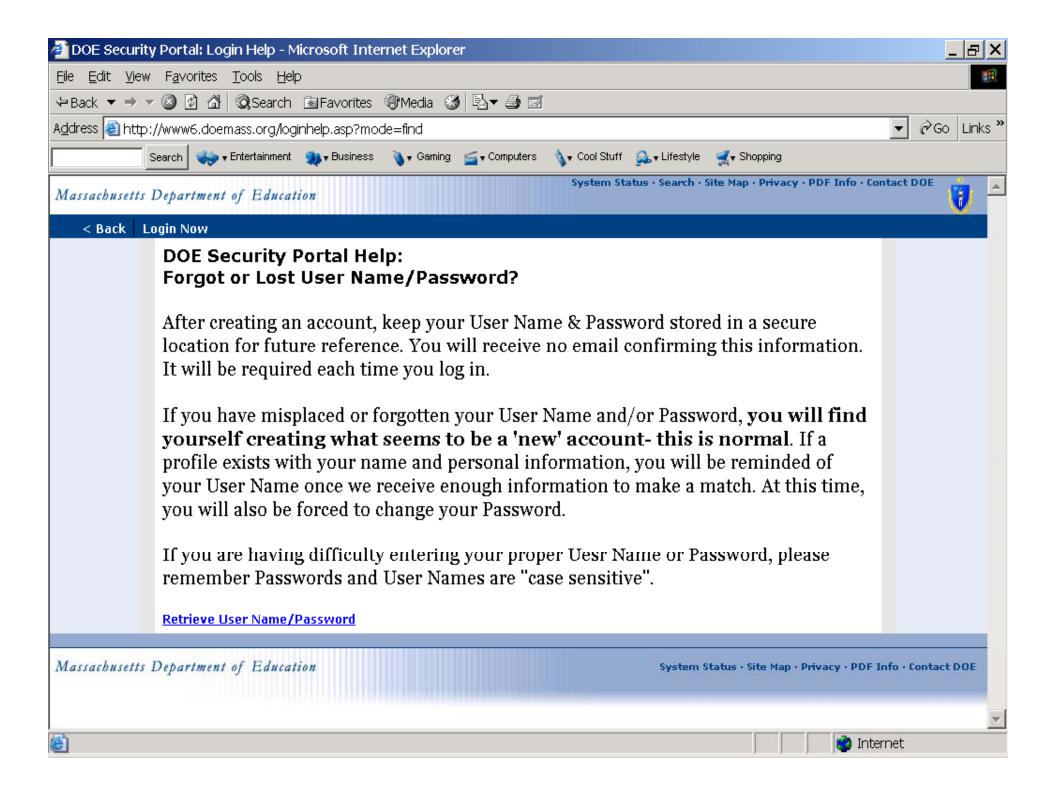


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The information you provide on this page will find out if your profile already exists in our system or will help you	to
create a new profile if necessary. These credentials are needed to access DOE resources such as ELAR.	
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* Last Name: First Name: Suffix:	•
Note: <u>Do not</u> include any middle names, name prefix or suffix that you may have in the name fields. Your name will d throughout the application and on all correspondence exactly as entered. Please capitalize your name, as appropriate.	
* SSN:	
Note: If you do not have a Social Security Number please call the Department of Education at 781-338-6600.	
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Massachusetts Educator License #: (for current Massachusetts educator	rs)
* First Line of Street Address:	
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The information on this screen is collected once and will be used to create your profile in the Department of Education database.

You need to have a profile created in order for you to be able to perform any system functions, like Apply for Licensure.

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	 E-mail: rcollins@bridgew.edu I prefer that the Department of Education communicate with me via email (unless a physical document is legally required) Required fields are marked by * (asterisk). All information that you provide on this screen except social security number will be considered public information. You will be able to update your contact information later once your profile is created. 					
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Password

Your profile has been created with the UserID shown below.

Please specify the Password that you would like to have. You must complete this step in order to log into this system.

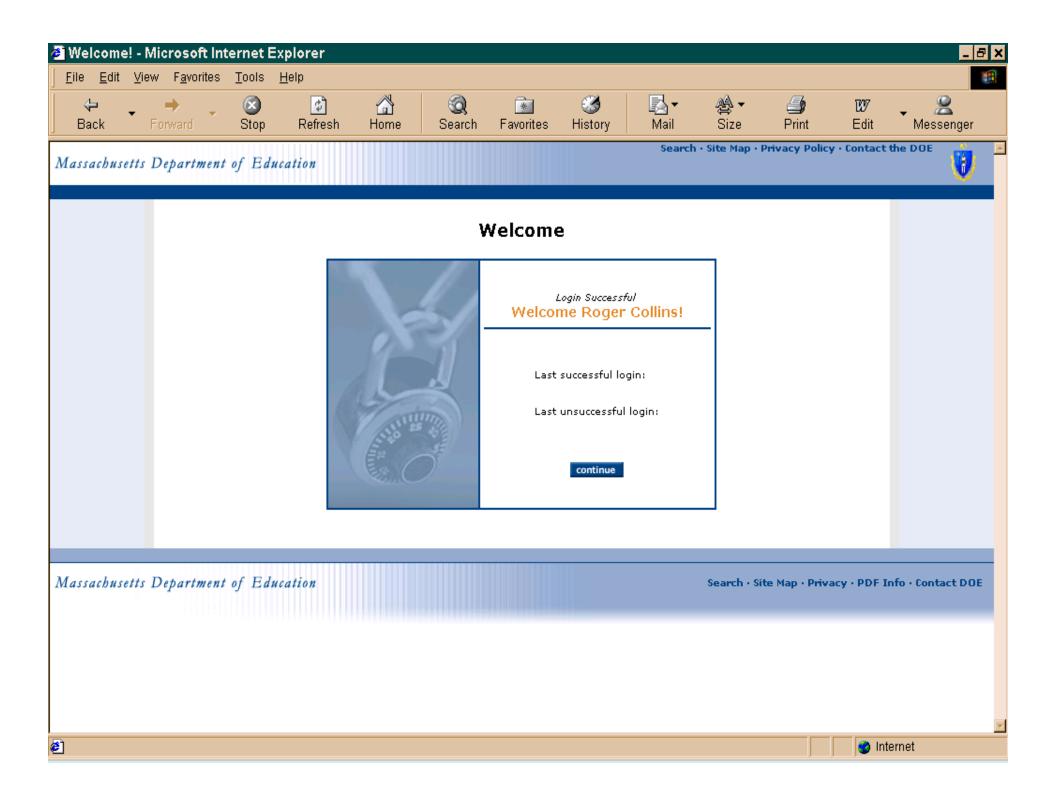
You should keep a record of your User ${\rm I\!D}$ and Password for future reference.

User ID:	rcollins11
* Password:	(e.g., Passwords may be between 6 and 10 characters in length, are case sensitive and can contain letters or numbers)
* Confirm Password:	
* Security Question:	What is my dog's name? What question should we ask in order to identify you in case you forget your password in the future?(e.g. What is my dog's name?)
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Massachusetts Department of Education	*
You have successfully registered your profile with the Department of Education.	
Your User Id is rcollins11	
You can now log in at any time with the User Id and password you created.	
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Renew License

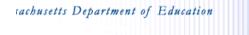
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elcome to ELAR



Hello Relicensure - What would you like to do today?

- > Apply for a new license, or advance to the next level license
- Apply to renew your professional level license formerly standard stage license
- Request a duplicate license
- Scheck license status and history, make a payment
- Update your educational background
- > Update your professional development plan
- > Update your profile
- > <u>GEM Gateway for Educators in Massachusetts</u> Create and track your career plan
- > MECC Massachusetts Educators Career Center Search for jobs and manage your resume
- > Apply to be a program reviewer
- > Update your affidavit This pertains to background checks, for the master's degree accommodation, please visit http://www.doe.mass.edu/educators/affidavit.doc



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s On-line Application Form contains special features. Your web browser's BACK and FORWARD buttons have been disabled during this data entry process. Please use the BACK and XT buttons found at the bottom of the screen to move backwards or forwards between steps. The CANCEL button can be used at anytime to cancel the application and return to the AR Welcome Page.

licensure Login,

elcome to the Massachusetts Department of Education site for renewing your Professional level licenses!

is online application tool walks you through an easy six step process to complete an application for licensure renewal in accordance with the regulations for ensure in the Commonwealth of Massachusetts.

sase remember that your renewed Professional level license is valid for five years from the date your current license expires.

r Example:

your current license expires on 6/17/04 and you submit your application to renew that license on 2/15/04, the renewed license will expire on 6/17/09.

your license expired prior to this renewal, then your renewed license would be effective five years from the renewal date. It will be effective five years from the te your application and payment are processed.

vase remember that renewal of Vocational licenses may require a State or National Trade/Industry license. A copy of the license(s) needs to be submitted.

e steps to complete the application process are:

- ep 1 Review and/or update your profile information
- ep 2 Select the licenses you wish to renew, indicating your Primary Area if one has not already been renewed
- ep 3 Confirm your Professional Development Plan activities and points
- ep 4 Review and/or update your Affidavit
- ep 5 Confirm and submit your Application
- ep 6 Enter Payment

review license renewal regulations and terminology before beginning this process, please click on this link p://www.doe.mass.edu/lawsregs/603cmr44.html#44.02

ck NEXT button to begin the application process.

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Step 4 Sign Affidavit	(PDPs) requirements for	r each license. If you do n	ot see a licens	have completed the necessa te you wish to renew list w your complete licens	ted below or if	
Step 5 Confirm Application Step 6	You may view all of your license status and histor		EL (see below) w	hich will bring you to the El	LAR Welcome Pa	ge and select <i>chec</i>
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	If your license(s) have expired, then your renewed license will be effective five years from the date your application and payment is processed.					
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p 3 irm PDP	State Law requires applicants for licensure to affirm certain information. If you have previously entered affidavit information, it should be listed below. If you need to update/change any of your prior responses to the following questions, please click on EDIT (below). If not, you will be asked to create an affidavit at this time.		
p 4	I certify that:		
Affidavit p 5	🖉 I have not been convicted nor am I currently charged with any crime (misdemeanor or felony). [Do not include minor traffic violations.]		
irm Application	📨 I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.		
р б	🖉 I have not been dismissed for cause from a position in a school or child care facility.		
· Payment	I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend my professional license or certificate.		
	📨 I have filed all state tax returns and paid all state taxes required by law.		
	■ I have read General Laws Chapter 119, Section 51A, <u>http://www.doe.mass.edu/educators/51A.html</u> 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 Section 51A and the penalties for failure to comply.		
	This application contains no misrepresentations or falsehoods. [Misrepresentations or falsehoods shall be sufficient cause for denial or revocation of my certificate.]		
	I understand that I must notify the Massachusetts Department of Education in writing within thirty days if in the future the answers to any of these questions change.		
	Explanations for any unchecked boxes:		
	If any of the information shown above is incorrect or incomplete, press EDIT button to make corrections.		
	The Massachusetts Department of Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for educator licensure/license renewal, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information above is correct to the best of my knowledge.		
	By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.		
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xt Licenses	t Licenses Relicensure Login ,					
р 3	You have applied for the renewal of the following	ing license(s) :				
irm PDP	Field	Level	Primary			
p 4	Elementary	1-6	J			
Affidavit	Total amount: \$100.00					
p 5 irm Application	You are requesting renewal in a Primary Area of Elementary , 1-6 which requires: • 120 total professional development points.					
рб ^{- Payment}	 60 of the 120 must be in content and pedagogy. Please remember, you must also receive at least 4 points in a given topic to apply these points towards your renewal. 					
	Please review your Professional Development Plan/activities to ensure that they are accurate and that you have completed the requirements for the renewal of the selected license(s).					
	 To change anything in your application prior to submitting, click BACK button. To submit your application and continue, click SIGN button. 					
	Please note that if you renew your license prior to it's expiration date, points may NOT be counted towards the next five year renewal cycle until that new cycle begins.					
	For Example: If you renew a license on 2/1/04 that is due to expire on 6/17/04, only points earned after 6/18/04 would count towards your next renewal of 6/17/09.					
	Your application is subject to audit by the Department and review by an educator's supervisor. You shall maintain the documentation, record log, and the Professional Development Plan for next five year renewal cycle.					
	If at any point during or following the application process you are identified for an audit, we will contact you for additional information. For individuals employed in a school district, we may verify your Professional Development Plan has been reviewed and approved by your supervisor or designee.					
	By SIGNING you are verifying that the information you submitted in the profile, license, PDP, endorsement and affidavit steps, as well as this step, are true and contain no misrepresentations or falsehoods. Misrepresentations or falsehoods shall be sufficient cause for denial or revocation of your license.					
			Signed under the penalties of perjury.			

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	License Renewal - Payment
р 1	License Renewar - Payment
y Profile	Select Method of Payment
p 2 xt Licenses	Relicensure Login (667-79-0667)
p 3 irm PDP	License Renewal
p 4 Affidavit	Academic:Teacher, Elementary, 1-6, Professional \$100.00
p 5 irm Application	Total Amount Due \$100.00
рб Payment	A processing fee is required before the Department can process your application. If this is an application for a new license, payment does not guarantee licensure (<i>Licensure is based on an evaluation of the applicant's</i> qualifications relative to the requirements of the license sought).
	If you have not paid for the first license you applied for (the \$100 license) your application will not be reviewed until you do so!
	Please select one of the links below to indicate how you wish to pay.
	> Pay Online with a Credit Card
	> Mail in a Credit Card Payment
	> Mail in a Cashiers Check or Money Order
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	License Renewal - Payment	licensure help · logout
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y Profile	Please complete the information below.	
p 2 x Licenses	Relicensure Login (667-79-0667)	
p 3 irm PDP	License Renewal	
p 4 Affidavit	Academic:Teacher, Elementary, 1-6, Professional \$100.00	
p 5 irm Application	Total Amount Due \$100.00	
рб ⁻ Payment		
	Please enter the credit card information exactly as it appears on the card.	
	* Card Type: Visa • Card Number: 411111111111	
	(no spaces or dashes)	
	* Expiration Month/Year: January 🔽 2006 🔽 * Amount Paid: 100.00	
	* Last Name: License * First Name: Renewal	
	Middle Initial: p	
	* Address: 350 Main Street * City: Malden	
	* State: Massachusetts • Zip Code: 02148	
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⁻ Payment	Confirmation and Authorization of Charges					
	Card Type: Visa Card Number: 411111111111 Expiration Month/Year: 1/2006					
	Last Name: License First Name: Renewal Middle Initial: p Address: 350 Main Street 9					
	City: Malden State: Massachusetts Zip Code: 02148					
	🗹 I understand that by checking this box and clicking the submit button I am authorizing the Department of Education to charge the					
	above card for \$100.00. Furthermore, I understand that I am fully responsible for the payment.					
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Massachusetts Department of Education

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Please Wait !



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Dr. Roger Adam Collins (951-75-3852)

License Application - Teacher,	Biology, 5-8, Initial	\$100.00
	Total Amount Due	\$100.00

Last Name: Collins First Name: Roger Middle Initial:

Thank you for your payment!

Receipt Number: 20022292678

Your credit card payment of **\$100.00** has been successfully processed. Please print this screen as your receipt.

If you have not paid for the first license you applied for (the \$100 license) your application will not be reviewed until you do so!

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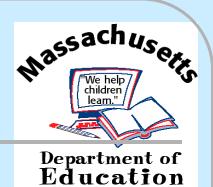


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p 5 irm Application	Development Points you earned prior to $7/1/2000$ in the boxes below.		
p 6	Enter the content and pedagogy Professional Development Points earned before	7/1/2000:	0
Payment	Enter the other Professional Development Points earned before $7/1/2000$:		0
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p 3 irm PDP	You are requesting renewal in a primary area of Elementary , 1-6 which • 120 total professional development points.	requires:		
p 4 Affidavit	In order to determine how many content and pedagogy Professional Development Points you need to have earned to renew your Primary Professional license, please enter the number of content and pedagogy Professional Development Points and other Professional			
p 5 irm Application	Development Points you earned prior to $7/1/2000$ in the boxes below.			
p 6	Enter the content and pedagogy Professional Development Points earned before	7/1/2000:	12	
' Payment	Enter the other Professional Development Points earned before $7/1/2000$:		15	
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p 3 irm PDP p 4 Affidavit p 5 irm Application p 6 · Payment	 You are requesting renewal in a primary area of Elementary, 1-6 You have earned 12 Professional Development Points in content and pedagogy and 15 Professional Development Points in other activities prior to 7/1/2000. Subsequently, the professional development points you should have earned after the above date (Or after Initial Approval of your Plan, if you are employed) should have been: 93 total professional development points. 74 of the 93 points earned after the Initial Approval date must be in content or pedagogy. 55 of the 74 points earned after the Initial Approval date must be in content No more than 19 'other' points (training outside of content and pedagogy) that were received after your initial plan approval, can be used towards renewal. Please remember, you must receive at least 4 points in a given topic to apply these points towards your renewal, for all activities completed before Initial Approval date. Please remember, you must receive at least 10 points in a given topic to apply these points towards your renewal, for all activities completed after Initial Approval date. 				
	For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper form.				
	Download or Print PDP document				
	1. Are you currently employed in a Massachusetts public school district? Yes O No O (back next) cancel X				

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	Please review your Professional Development Plan to ensure that it is accurate and that you have completed the requirements for renewal of the selected license(s).			
	For your convenience, to record your eligible Professional Development Activities, please click on this link to download the paper fo			
	Download or Print PDP document			
	1. Are you currently employed in a Massachusetts public school district?	Yes 💿 No 🔿		
	2. Since you <u>are</u> currently employed in a Massachusetts public school district, you are required to review and obtain endorsement of your Professional Development Plan with your supervisor prior to submitting an application for licensure renewal. Has your supervisor approved your professional development plan?	Yes O No O		
		♦ back next ♦ cancel 🔀		



Questions & Answers