

**Chapter 74**

**Guide for Professional Vocational Technical Educator License Renewal**

#### **Massachusetts Department of Elementary and Secondary Education**

# Office of Educator Licensure

#### **Atten: Vocational Technical Educator Licensure**

135 Santilli Highway, Everett, MA 02149

781-338-6600

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

**Introduction**

The Vocational Technical Education Regulations 603 CMR 4.00 and the Guidelines for Vocational Technical Education Programs and Educator Licensure are the basis for this Guide. The Department does not represent this Guide as a replacement for the official Vocational Technical Education Regulations and Guidelines for Vocational Technical Education Programs and Educator Licensure which, should be reviewed because they contain important information that is not included in this Guide including, but not limited to, Professional Standards for teachers, administrators and cooperative education coordinators, as well as general provisions for licensure and employment that includes revocation, suspension, limitation and denial of licenses. The official copies of the Vocational Technical Education Regulations and Guidelines for Vocational Technical Education Programs and Educator Licensure are implemented by the Department of Elementary and Secondary Education.

**Renewal Schedule**

Professional Vocational technical teacher licenses must be renewed every five calendar years in order to remain active.

**References**

Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure

Chapter 74 Guide for Professional Vocational Technical Teacher Licensure

Chapter 74 Guide for Initial and Professional Vocational Technical Administrator Licensure

The online Educator Licensure & Recruitment System (ELAR) at [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure). ELARcontains full information on vocational technical educator licensure.

Applicants may also want to review the Massachusetts Educator Licensure Series (MELS), a collection of slideshows explaining various aspects of the Licensure process, found here: <https://www.youtube.com/channel/UClS1IAPHRGoqr6iyzNHTgqg>

Additional references are listed with the requirements for each license field in this Guide.

**How to Use this Guide**

The purpose of this guide is to provide the necessary information to individuals who will need to renew their Professional Vocational Technical Education license. In the following pages, we will discuss the requirements for renewing a professional level license and the process for submitting an application for renewal. Educators are encouraged to review all information in this guide as well as the information on the Licensure Office’s website: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)

**The Professional Vocational Technical Educator License**

One of the key differences of the Professional Vocational Technical Educator license is the period of validity. While a Preliminary or Initial license is valid for years of employment, (meaning that only time spent working under the license counts against it), the Professional license is valid for five calendar years, (meaning that the license expires after five years regardless of whether or not the educator is employed under it). In order to keep a Professional level license active, educators must earn Professional Development Points (PDPs) during the 5-year window that the license is considered active. PDPs may be earned through a variety of activities such as workshop/seminars, college coursework and district-sponsored initiatives.

**Requirements for Professional License Renewal**

The renewal of an educator’s first Professional license requires the educator to earn 150 PDPs during the five-year cycle that the license is active, this is commonly referred to as renewing a primary license. Educators who are currently employed in the role of their license should work with their school district to develop a Professional Development Plan for how they will earn the necessary PDPs during their renewal cycle. Information on the types of activities that earn PDPs may be found in Appendix A of this document.

Professional license renewal requires a minimum number of PDPs in certain topic areas such as Subject Matter Knowledge and Skills, Safety and Health, and Pedagogy. These topic areas will vary depending on the category of license renewed, (teacher vs. administrator). Educators should consult the appropriate page in this guidebook for information on which topics they will be required to earn PDPs in.

For each additional license that is renewed, an additional 30 PDPs must be earned with 15 of those PDPs in the subject matter knowledge and skills of the license.

Educators should also note that if an occupational license/certificate was required for their vocational license, it is expected that the occupational license/certificate is active and in good standing at the time of their Professional License Renewal. Educators are expected to maintain that license/certification throughout their teaching career.

**Impact of the SEI Endorsement on Professional Vocational License Renewal**

In 2017 the Vocational Technical Education Licensure Regulations (603 CMR 4.00) were updated to incorporate the Sheltered English Immersion (SEI) Endorsement into the requirements for Vocational Technical Education Licensure. One change made was the requirement that Vocational Technical Educators who are renewing a Professional Vocational Teacher or Administrator license will be required to earn 15 PDPs in SEI, English as a Second Language or Bilingual Education and 15 PDPs in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.

The new PDP requirements went into effect July 1, 2021. Therefore, if an educator’s Professional Vocational Teacher or Administrator license is **renewed after July 1, 2021**, they will be required to meet this new distribution.

Another outcome of the 2017 Vocational Technical Regulation changes was the creation of the SEI cohort. This cohort consisted of Career and Technical Education teachers who were assigned an English Learner during the 2017/2018 school year. Such educators were expected to earn the SEI Endorsement by July 1, 2021 either by completing a DESE-sponsored RETELL course or through some other means, such as passing the SEI MTEL test. If they did not earn the SEI endorsement by this date, they would see their license go into a “RETELL Restricted” status. A license that is “RETELL Restricted” may not be extended, advanced or renewed until the educator earns the endorsement and the restriction is lifted.

Educators should note that possession of the SEI Endorsement is only a requirement for license renewal if they were placed into the SEI cohort. If an educator with a Professional license was not placed into the SEI cohort, then they do not need to earn the SEI endorsement for license renewal. They need only ensure that they obtain the necessary PDPs in SEI/ESL/Bilingual Education. However, such an educator may still need to earn the SEI endorsement for employment purposes, (i.e. if it is required by their school district). Educators should consult with their employing school district to see if the SEI Endorsement is required for employment purposes.

**How to Apply for License Renewal**

Educators have two options when it comes to applying for renewal: submitting an application via the ELAR system (which is how over 96% of the renewal applications are received) OR submitting a paper application. The cost of renewing the Primary license is $100. The cost of renewing each Additional license is $25.

Part of the Professional License Renewal Application is a statement attesting that as of the application submission date, all requirements for renewal have been completed. Therefore, educators should **not** submit a renewal application until they have confirmed that they have collected the necessary PDPs, occupational license (if applicable) and supervisor approval (if applicable).

Educators do not need to submit evidence of PDPs when submitting an application for renewal. However, educators should ensure that they keep careful record of appropriate documentation for all PDPs earned in case they are selected for a License Renewal Audit. If selected for an Audit, the educator will need to produce evidence for the PDPs earned during the renewal cycle.

To apply online, educators should log into their ELAR account, (which may be reached here: <https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>). On the Welcome page, click on the link that reads “Apply to renew your professional level license or endorsement.” Follow the steps provided. The application is considered officially submitted once the payment has been processed at the end of the application.

If an educator wishes to submit a paper License Renewal Application, it may be found here: <http://www.doe.mass.edu/licensure/voctech/pk12-vte-professional-license-renewal-application.docx> A completed copy of this application along with proper payment may be mailed to the Office of Educator Licensure. Educators should note that a paper application may take additional time to process. It is much quicker/more secure to submit an online application via the educator’s ELAR account.

**Primary vs. Additional License Designation**

If an educator is renewing Professional licenses in more than one field, the educator must designate, upon license renewal, which license field is the primary license field. The primary license field is usually (but not necessarily) the license field the educator is employed under. The renewal of a Primary license typically requires 150 PDPs and the renewal of each additional license requires an additional 30 PDPs. However, educators should consult the table of contents in this guidebook for the page that details their license field specific renewal requirements in order to find out what is required when their license is renewed as a primary versus as an additional license.

The first license renewed within a renewal cycle will be designated as the primary license by default. For example, if an educator is working under an Initial Voc Supervisor/Director, 9-14, license and is attempting to renew a Professional Carpentry, 9-14, license that they are currently not employed under, the ELAR system will require the Carpentry, 9-14, license to be listed at the Primary license. The educator may only change which license is listed as the Primary when more than one Professional license is being renewed.

**Professional Development Plan**

Each vocational technical educator who holds a Professional-type license must have a Professional Development Plan. The educator develops this plan in coordination with their supervisor at the employing school district to ensure that the educator’s development is in line with the district’s goals. The specific requirements for the development and approval of Professional Development Plans for vocational technical educators are contained in the Vocational Technical Education Regulations and can be found in the *Appendices* of this document.

**When a Professional License is not Renewed**

If a Professional license is not renewed by the expiration date, the license will go into an “Inactive” status and remain in this status for a period of five calendar years unless the educator renews the inactive license or gains employment under the inactive license. If the inactive license has not been renewed at the end of the five-year Inactive period, the license will then go into an “Invalid” status. It is important to note that at no point does the educator “lose” their Inactive or Invalid license. It is more appropriate to think of the license as going dormant. Provided they have collected the necessary PDPs and hold a valid copy of any required occupational license/certificate, an educator with an Inactive or Invalid license may renew their license at any time in order to make it active again. An educator renewing an Inactive or Invalid license will not be asked to re-take any tests required for the Preliminary license.

An educator with an inactive license who is newly hired, (i.e. to a new field, a new grade level or to a new school district), can be legally employed under that license for up to two years from the date of hire. Such an educator would be expected to renew their inactive license by the end of this two-year period if they will be continuing to be employed in the role.

An educator who holds an Invalid license may not be hired under that license until they have completed the necessary requirements and have applied to renew it. If a school district wishes to hire an educator with an Invalid license in a role that requires said license, they will need to apply for a waiver. Such a decision is up to the discretion of the school district.

**Renewing an Inactive or Invalid License**

The requirements for renewing an Inactive license are the same for renewing a license that is currently active. Educators are expected to have earned 150 PDPs during the renewal cycle for their primary license and an additional 30 PDPs for each additional secondary license renewed. For example, if an educator is renewing an Inactive Automotive Technology, 9-14, and an Inactive Auto Collision and Repair, 9-14, license, they would need to ensure that they have collected a total of 180 PDPs.

The renewal of an Invalid license requires the completion of 150 PDPs in the areas outlined in this document regardless of whether or not the renewed license is considered an additional license. For example, if an educator is renewing an Invalid Baking, 9-14, license and an Invalid Culinary Arts, 9-14, license, a total of 300 PDPs will be required.

When an educator renews an Inactive or Invalid license, they should be aware that all necessary PDPs must come from within the five years prior to submitting an application. For example, if an educator submits a renewal application for an Inactive license on August 1, 2022, it is expected that all necessary PDPs were earned between the dates August 1, 2017 to August 1, 2022.

**Professional License Renewal Audit**

In order to maintain the integrity of the license renewal process, the Licensure Office will conduct audits on randomly selected educators who have renewed their Professional license. If selected for an audit, educators will be expected to submit evidence of the Professional Development activities completed in order to qualify for renewal. Examples of evidence could include, certificates of completion, official college transcripts or letters from PD providers.

If the Licensure Office determines that the educator did not meet the requirements for renewal, the license status will revert to what it would be if the educator had not applied for renewal. The educator may then apply for renewal again once they have collected the necessary PDPs, subject to review by the Licensure Office.

**Resources for Additional Questions**

If you have any additional questions about Professional Vocational Technical Education License Renewal or about the Licensure process, please feel free to utilize the following resources:

You may speak with a Licensure Office representative via the Licensure Call Center at 781-338-6600. The Licensure Call Center is open each business day from 9am-1pm and 2pm-5pm

If you wish to speak with a Licensure Office representative in-person. The Licensure Walk-in Welcome Center Service Counter is available at the Massachusetts Department of Elementary and Secondary Education at 135 Santilli Highway, Everett, MA 02149.

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| Advanced Manufacturing | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Agricultural Mechanics | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Animal Science | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Automotive Collision Repair & Refinishing | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of valid Automotive Services Excellence (ASE) certification in at least two areas of automotive collision repair and refinishing (one of the areas must be painting/refinishing) |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of valid Automotive Services Excellence (ASE) certification in at least two areas of automotive collision repair and refinishing (one of the areas must be painting/refinishing). |

Information regarding Automotive Service Excellence (ASE) certification is available from the National Institute for Automotive Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF), both at 1305 Dulles Technologies Drive, Herndon, VA 20171-3421, Tel: 703/713-0100 <http://www.natef.org>.

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| Automotive Technology | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of valid Automotive Services Excellence (ASE) certification in at least three areas of automotive technology |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of valid Automotive Services Excellence (ASE) certification in at least three areas of automotive technology |

Information regarding Automotive Service Excellence (ASE) certification is available from the National Institute for Automotive Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF), both at 1305 Dulles Technologies Drive, Herndon, VA 20171-3421, Tel: 703/713-0100 <http://www.natef.org>.

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| Aviation Technology | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a current Federal Aviation Administration (FAA) Airframe & Power-plant Certification 147 |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a current Federal Aviation Administration (FAA) Airframe & Power-plant Certification 147 |

Information regarding FAA Airframe & Power-plant certification 147 may be found on the FAA website, here: <https://www.faa.gov/licenses_certificates/airline_certification/amts/>

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| Baking | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Current certification in food sanitation |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Current certification in food sanitation |

Food Sanitation certification is issued by the following:

* Experior Assessments, 600 Cleveland St., Suite 900, Clearwater, FL 33755, 800-200-6241
* National Registry of Food Safety Professionals,1200 E. Hillcrest St., Suite 303, Orlando, FL 32803, 800-446-0257 ([www.nrfsp.com](http://www.nrfsp.com))
* ServSafe The Educational Foundation of the National Restaurant Association, 250 South Wacker Drive, Suite 1400 Chicago, IL 60606-5834, 800-765-2122 ([www.servsafe.com](http://www.servsafe.com))

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| Biotechnology | |
| ***Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Building and Property Maintenance\*\* | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Building and Property Maintenance\*\* – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 points in the subject matter knowledge and skills of the license |

\*\*This license field was previously called: Facilities Management

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| ****Business Technology**** | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Business Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Cabinetmaking | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Cabinetmaking – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Carpentry | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Construction Supervisor license |
| **Carpentry – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Construction Supervisor license |

MA Construction Supervisor licenses are issued by the MA Department of Public Safety, 1 Ashburton Place, Room 1301, Boston, MA 02108-1618, Tel. 617/727-3200 or 1-800-223-0933 <https://www.mass.gov/construction-supervisor-licensing>

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| Construction Craft Laborer | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Construction Craft Laborer – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Cosmetology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Cosmetologist Instructor license |
| **Cosmetology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Cosmetologist Instructor license |

The MA Board of Registration of Cosmetologists at the Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, MA 02118, Tel (617) 727-3074, issues MA Cosmetologist license and Instructor’s licenses [www.mass.gov/dpl](http://www.mass.gov/dpl)

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| Criminal Justice | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Criminal Justice – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Culinary Arts | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of valid certification in food sanitation |
| **Culinary Arts – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of valid certification in food sanitation |

Food Sanitation certification is issued by the following:

* Experior Assessments, 600 Cleveland St., Suite 900, Clearwater, FL 33755, Tel. 800-200-6241
* National Registry of Food Safety Professionals,1200 E. Hillcrest St., Suite 303, Orlando, FL 32803, Tel. 800-446-0257 ([www.nrfsp.com](http://www.nrfsp.com))
* ServSafe The Educational Foundation of the National Restaurant Association, 250 South Wacker Drive, Suite 1400 Chicago, IL 60606-5834, Tel. 800-765-2122 ([www.servsafe.com](http://www.servsafe.com))

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| Dental Assisting | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of valid dental assisting certification |
| **Dental Assisting – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of valid dental assisting certification |

The Dental Assisting National Board, 676 N. St. Clair St., Suite 1808, Chicago, Illinois 60611, issues Dental Assisting Certification <http://www.dentalassisting.com/>

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| Design & Visual Communications | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Design and Visual Communications – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Diesel Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of current Automotive Services Excellence (ASE) certification in at least one area of diesel technology |
| **Diesel Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Current Automotive Services Excellence (ASE) certification in at least one area of diesel technology |

Information regarding Automotive Service Excellence (ASE) certification is available from the National Institute for Automotive Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF), both at 1305 Dulles Technologies Drive, Herndon, VA 20171-3421, Tel: 703/713-0100 <http://www.natef.org>.

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| Drafting | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Drafting – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Early Education & Care | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Early Education and Care – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

Massachusetts Early Education and Care Lead Teacher licenses are issued by the MA Office of Early Education and Care, 51 Sleeper Street, 4th Floor, Boston, MA 02111, Tel. 617/988-6600 [www.mass.gov/eec/licensing](http://www.mass.gov/eec/licensing)

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| Electricity | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Journeyman Electrician license |
| ❒ | Possession of a valid Massachusetts Master Electrician license |
| **Electricity – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Journeyman Electrician license |
| ❒ | Possession of a valid Master Electrician license |

The MA Board of State Examiners of Electricians at the Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, Massachusetts 02118-6100, Tel. (617) 727-3074, issues MA Master and Journeyman Electrician licenses  [www.mass.gov/dpl](http://www.mass.gov/dpl)

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| Electronics | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Electronics – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Engineering Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Engineering Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Environmental Science & Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Environmental Science & Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Fashion Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Fashion Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Graphic Communications | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Graphic Communications – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Health Assisting | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Registered Nurse (RN) license |
| **Health Assisting – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Registered Nurse (RN) license |

The Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 500, Boston, MA 02114, Tel. (617) 727-9961, issues MA RN License: <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/>

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| Heating Ventilation Air Conditioning Refrigeration | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of valid Section 608 EPA Certification at the Universal level |
| **Heating-Ventilation-Air Conditioning-Refrigeration – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of valid Section 608 EPA Certification at the Universal level |

Information about Section 608 EPA Certification at the Universal Level may be found here: <https://www.epa.gov/section608/section-608-technician-certification>

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| Horticulture | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Pesticide Applicator license |
| **Horticulture – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Pesticide Applicator license |

MA Pesticide Applicator licenses are issued by the MA Dept. of Food & Agriculture, 251 Causeway Street, Suite 500, Boston, MA 02114, Tel. (617) 626-1700 <http://www.mass.gov/eea/agencies/agr/pesticides/pesticide-applicator-licensing-and-certification-fees.html>

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| Hospitality Management | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid certification in food sanitation |
| **Hospitality Management – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid certification in food sanitation |

Food Sanitation certification is issued by the following:

* Experior Assessments, 600 Cleveland St., Suite 900, Clearwater, FL 33755, Tel. 800-200-6241
* National Registry of Food Safety Professionals,1200 E. Hillcrest St., Suite 303, Orlando, FL 32803, Tel. 800-446-0257 ([www.nrfsp.com](http://www.nrfsp.com))
* ServSafe The Educational Foundation of the National Restaurant Association, 250 South Wacker Drive, Suite 1400 Chicago, IL 60606-5834, Tel. 800-765-2122 ([www.servsafe.com](http://www.servsafe.com))

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| Information Support Services & Networking | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Information Support Services & Networking – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Machine Tool Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Machine Tool Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Major Appliance Installation/Repairing | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of valid Section 608 EPA certification at the Universal level |
| **Major Appliance Installation/Repairing – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of valid Section 608 EPA certification at the Universal level |

Information about Section 608 EPA Certification at the Universal Level may be found here: <https://www.epa.gov/section608/section-608-technician-certification>

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| Marine Service Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Marine Service Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Marketing | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Marketing – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Masonry & Tile Setting | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Masonry & Tile Setting – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Medical Assisting | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of current National Certification as a Medical Assistant |
| **Medical Assisting – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of current National Certification as a Medical Assistant |

The Licensure Office accepts certification as a Medical Assistant or Medical Assistant/Secretary is accepted from one of the following organizations:

* American Association of Medical Assistants; 20 N. Wacker Dr., Ste. 1575, Chicago, IL 60606. [www.aama-ntl.org](http://www.aama-ntl.org)
* American Medical Technologists; 710 Higgins Road, Park Ridge, IL 60068-5765. [www.americanmedtech.org](http://www.americanmedtech.org)
* National Health Career Association; 134 Evergreen Place, E. Orange, NJ 07018. [www.nhanow.com](http://www.nhanow.com)

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| Metal Fabrication & Joining Technologies | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Metal Fabrication & Joining Technologies – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Painting & Design Technologies | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Painting & Design Technologies – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Plumbing | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Journeyman Plumber license |
| ❒ | Possession of a valid Massachusetts Master Plumber license |
| **Plumbing – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Journeyman Plumber license |
| ❒ | Possession of a valid Massachusetts Master Plumber license |

The MA Board of State Examiners of Plumbers & Gas Fitters at the Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, MA 02118-6100, Tel.  (617) 727-3074, issues MA Master and Journeyman Plumber licenses <https://www.mass.gov/orgs/division-of-professional-licensure>

|  |  |
| --- | --- |
| Power Equipment Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Power Equipment Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Programming & Web Development | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Programming and Web Development – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Radio & Television Broadcasting | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Radio & Television Broadcasting – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Robotics and Automation Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Robotics and Automation Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Sheet Metalworking | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Sheet Metalworking – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Stationary Engineering | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts First, Second or Third-class Boiler Engineer license |
| **Stationary Engineering – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts First, Second or Third-class Boiler Engineer license |

MA Boiler Engineer licenses are issued by the MA Department of Public Safety, 1 Ashburton Place, Room 1301 Boston, MA 02108-1618, Tel. (617) 727-3200 <http://www.mass.gov/eopss/agencies/dfs/boiler-and-pressure-vessel-program/engineer-and-fireman-licenses.html>

|  |  |
| --- | --- |
| Telecommunications | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Telecommunications – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Welding | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid National Welding certification |
| **Welding – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid National Welding certification |

National Welding Certification is issued by the American Welding Society (AWS), 550 NW LeJeune Rd., Miami, FL 33126, Tel. (800) 443-9353 <http://www.aws.org>

**Licensure for Post-Secondary Chapter 74 Programs**

|  |  |
| --- | --- |
| Medical Laboratory Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Medical Laboratory Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Practical Nursing (LPN) | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | Possession of a valid Massachusetts Registered Nurse (RN) license |
| **Practical Nursing (LPN) – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |
| ❒ | Possession of a valid Massachusetts Registered Nurse (RN) license |

The MA Board of Registration in Nursing, 239 Causeway Street, Suite 500, Boston, MA 02114, Tel. (617) 973-0900, issues MA RN licence <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/>.

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| --- | --- |
| Surgical Technology | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following topics: | |
| ❒ | Minimum of 10 points in subject matter knowledge and skills |
| ❒ | Minimum of 10 points in pedagogy |
| ❒ | Minimum of 10 points in academic and technical curriculum integration |
| ❒ | Minimum of 10 points in safety and health |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| **Surgical Technology – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

# ADMINISTRATOR LICENSES

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| Superintendent/Assistant Superintendent | |
| ***Professional License Renewal Primary License Field*** | |
| 150 Professional development points must be earned in the following areas: | |
| ❒ | Minimum of 15 points in content |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | school law |
| ❒ | school finance |
| ❒ | labor relations |
| ❒ | safety and health |
| ❒ | other areas deemed necessary by the district’s professional development plan |
| **Superintendent/Assistant Superintendent – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Principal/Assistant Principal | |
| ***Professional License Renewal Primary License Field*** | |
| Professional development points (150 points) must be earned in the following areas: | |
| ❒ | Minimum of 15 points in content |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | curriculum |
| ❒ | supervision |
| ❒ | school law |
| ❒ | labor relations |
| ❒ | safety and health |
| ❒ | other areas deemed necessary by the district’s professional development plan |
| **Principal/Assistant Principal – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Supervisor/Director | |
| ***Professional License Renewal Primary License Field*** | |
| Professional development points (150 points) must be earned in the following areas: | |
| ❒ | Minimum of 15 points in content |
| ❒ | Minimum of 15 points in Sheltered English Immersion, English as a Second Language or Bilingual Education |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | curriculum |
| ❒ | supervision |
| ❒ | school law |
| ❒ | labor relations |
| ❒ | safety and health |
| ❒ | other areas deemed necessary by the district’s professional development plan |
| **Supervisor/Director – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

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| Cooperative Education Coordinator | |
| ***Professional License Renewal Primary License Field*** | |
| Professional development points (150 points) must be earned in the following areas: | |
| ❒ | Minimum of 15 points in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles |
| ❒ | labor laws |
| ❒ | safety and health |
| ❒ | other areas deemed necessary by the district’s professional development plan |
| **Cooperative Education Coordinator – Professional License Renewal**  ***Secondary License Field*** | |
| ❒ | 30 professional development points must be earned with a minimum of 15 of those points in the subject matter knowledge and skills of the license |

# APPENDIX A: Additional Information on Professional Development Requirements

The requirements for professional development for vocational technical educators are significantly aligned with those for educators licensed under Chapter 71.

Note that Professional Development Plan forms are the same for vocational technical educators and other licensed educators. The process for supervisor approval is the same as well. The template for this approval is provided in this Guide (see Appendix B).

Documentation and Record Keeping:

Each vocational technical educator shall maintain the following materials to verify completion of professional development requirements:

1. an individual Professional Development Plan, to be implemented over the five-year period, that includes the educator's goals for strengthening knowledge and skills resulting in improvements in teaching
2. reasonable documentation that validates the completion of each activity and the number of PDPs accrued
3. record log of completed professional development activities, that at a minimum includes the topic and type of professional activities completed, the dates of such activities and the number of PDPs accrued

Each vocational technical educator shall maintain the Professional Development Plan, documentation of PDPs, and record log for five years from the date of license renewal. This documentation is subject to review by the vocational technical educator's supervisor and audit by the Department of Elementary and Secondary Education.

Approval of Professional Development Plans:

Vocational technical educators must obtain approval of their proposed professional development plans from their supervisors pursuant to the timelines in the Vocational Technical Education Regulations.

Approval for proposed individual professional development plans shall be from the vocational technical educator's direct supervisor or an appropriate designee. In most instances, this will mean that the plans of teachers and other educators who report to the principal will be approved by the principal, a principal's plan will be approved by the superintendent, and a superintendent's plan will be approved by the chairperson of the school committee.

Approval of a professional development plan shall be based on whether the proposed professional development plan is consistent with the educational needs of the school and/or district and whether the plan is designed to enhance the ability of the educator to improve student learning. A supervisor may consider whether the plan requires an educator to earn PDPs regularly throughout the five-year period when evaluating the plan.

Approval of individual professional development plans shall not be unreasonably withheld. In the event that a supervisor rejects a plan, teachers and other educators who report to the principal may seek review of the denial from the superintendent, principals may seek review from the school committee chairperson, and superintendents may seek review from the Department of Elementary and Secondary Education. An educator may then seek additional review from the Department, according to the provisions set forth in the Vocational Technical Education Regulations.

A supervisor shall review each individual professional development plan at least every two years. A supervisor shall review the professional development plan of any educator new to the district or school within three months of the educator's beginning employment in the new position. A supervisor may require an educator to amend the plan or may withdraw approval for a plan that had been previously approved, provided, however, that any PDPs that were earned consistently with an approved plan shall be deemed approved in applying for license renewal. Any PDPs that are earned prior to the approval of a plan may be subject to disapproval, if in the opinion of the educator's supervisor, the PDPs are not consistent with the educational improvement goals of the school and/or district.

Vocational technical educators who are employed in a Massachusetts public school will be required to attest in their license renewal application that they have obtained their supervisor's approval of their completed professional development plan. (**Has your supervisor approved your professional development plan?)**. A supervisor's approval will indicate that the supervisor has reviewed the log of professional development activities maintained by the educator to ensure that the reported activities are consistent with the approved professional development plan. Educators may be required to produce the signed approval, if audited. Vocational technical educators who are not employed in a Massachusetts public school at the time that they apply for license renewal shall submit their professional development plan directly to the Office of Educator Licensure, without a supervisor's approval.

**Options and Examples of Professional Development Activities:**

The following options and examples outline professional development activities that may count toward license renewal. The options and examples will assist vocational technical educators in developing an ongoing individual professional development plan consistent with the educational needs of the school and/or district while providing flexibility in the kinds of activities that are eligible for professional development points for license renewal.

For your convenience, the Department of Elementary and Secondary Education has created a searchable registry of Department-approved Professional Development Providers. These organizations have been authorized by the Department to offer professional development activities and to award Professional Development Points. Educators should note that this is not a registry of ALL approved providers. The PD Provider registry may be found here: <http://www.doe.mass.edu/pd/search/>

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| ***New Employment Activities:*** Educators may accrue up to 75 PDPs for a five-year renewal cycle through an educator-designed professional development such as new employment activities (work experience) that provide the individual with new skills. One clock hour of new employment experience will equal one PDP. In order to be considered new, the skills to be acquired must be new to the individual educator. | | |
|  | | |
| ***Vocational Technical Education Framework Development:*** Educators who participate on Vocational Technical Education Framework Committees for the development of the frameworks may earn PDPs. | | |
|  | | |
| ***Additional Occupational Licenses/Certification for Professional Development Points toward license renewal*:** Achieving a **new** occupational license or certification in a licensed occupation may earn a vocational technical teacher a maximum of 50 PDPs in the field of the educator’s license. The state/federal/industry licenses/certifications listed under the requirement for each license field in this Guide are approved for PDPs in the field of the Professional license. **Note that license/certification renewals are not considered new licenses/certifications.** However, the continuing education required for the renewal would count as PDPs. | | |
| **Undergraduate and Graduate Courses, Seminars, or Institutes:**  Colleges and universities offer upper-level undergraduate and graduate-level courses. School districts, collaboratives, museums, scientific institutes, cultural institutions, and other providers may offer equivalent courses of study after obtaining approval from the Department.  Please refer to Appendix C of the *Recertification Guidelines for Massachusetts Educators* at <https://www.doe.mass.edu/licensure/academic-prek12/guidelines-recert-ma-educators.docx> for specific Department guidelines regarding approval. | | |
| ***Upper-level (except where otherwise noted) or equivalent or lower-level undergraduate course*** | | ***One semester hour = 22.5 PDPs*** |
| A graduate-level course of study or its approved equivalent in the content area of the license, or an upper-level undergraduate course or its approved equivalent when the content is substantially new to the educator, will be considered. Advanced academic study will be awarded more PDPs. | | |
| ***Upper-level undergraduate course or approved equivalent***  ***(only when substantially new to the educator)*** | | ***One semester hour = 22.5 PDPs*** |
| ***Graduate-level course or approved equivalent*** | | ***One semester hour = 22.5 PDPs*** |
| ***Initiatives sponsored by Districts, Collaboratives, or Registered Providers:*** Educators who participate in school district-based in-service programs that focus on strengthening knowledge and skills in content areas are eligible to receive one PDP per clock hour. Educators may receive PDPs after the successful completion of a professionaldevelopment program (minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documented product.  Some professional development programs are not readily measured in clock hours or may result in a large number of hours. The Department has established the maximum number of points per year for some programs in an effort to encourage educators to participate in a variety of professionally relevant and meaningful activities. Educators who participate in the following professional development programs within a five-year renewal cycle are eligible to receive one PDP per clock hour but may not apply more than the identified maximum number of points per year toward license renewal. Educators may apply the earned PDPs toward either the content-based pedagogy/professional skill area or the elective points or both depending upon whether or not the pedagogical activities are content-based. | | |
|  | | |
| **Eligible Program** | **Maximum Number of Points Per Year** | |
| Mentoring | 15 PDPs from districts that have submitted a mentoring plan to the Department of Elementary and Secondary Education | |
| Peer Coaching | 15 PDPs | |
| Peer Assistance and Review Programs | 15 PDPs | |
| Cooperating Teacher | 15 PDPs | |
| National Board of Professional Teaching Standards | 120 PDPs for successful completion (30 PDPs in content, 60 PDPs in pedagogy and 30 PDPs in elective) | |
|  | | |
| ***Audited Courses:*** Undergraduate or graduate course or equivalent audits one semester hour = 7.5 PDPs | | |

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| ***Team for Accreditation or Inspection (Example: c. 74 new program on sites):*** 30 PDPs upon submission of a written report | | |
| **Eligible Person** | **Maximum Number of Points Per Year** | |
| Team member | 30 PDPs in five-year cycle | |
| School faculty member preparing for visit | 30 PDPs in five-year cycle | |
| Note: PDPs for accreditation or inspection visits may be used for points not subject to supervisor approval. | | |
|  | | |
| ***Teacher of a graduate-level Course or Approved Equivalent for Educators:*** A teacher of a graduate-level course or approved equivalent is eligible to receive 45 PDPs per semester hour for the first time the course is taught in a five-year renewal cycle. The graduate-level course must be related to the content area of the educator’s license. | | |
|  | | |
| ***Educator Designed Activities:*** Educators may earn PDPs through an educator designed professional development activity that results in a product that would be shared with other educators. | | |
|  | | |
| **Professional Conference:** While PDPs are no longer awarded for attendance at a professional conference, educators are eligible to receive 30 PDPs the first time they make a presentation at a professional conference in a five-year renewal cycle. In addition, educators who attend a professional conference may extend their learning by developing a school-based activity or curriculum, or by publishing written material as described below. These activities will assist educators in earning PDPs for license renewal. | | |
|  | | |
| ***School-Based Activity:*** Educators may earn PDPs for developing and implementing an activity for students, parents, or teachers that incorporates the learning standards of the Curriculum Frameworks. Educators may earn one PDP per clock hour with a maximum of 30 points in all in a five-year cycle when the school-based activity is distributed or implemented within a local school, district, or university. Educators may count PDPs from school-based activities toward license renewal content requirement when the activity is directly related to the content area of the license.  **Examples of school-based activities:**   * Design and coordinate extended learning activities for students. * Design and implement a series of seminars for teachers and/or parents. Training topics might include: * developing and implementing standards-based units * designing instructional practices that support learning in a standards-based classroom/shop * supporting students with disabilities within a standards-based classroom/shop * supporting gifted and talented students within a standards-based classroom/shop | | |
|  | | |
| ***Presenters/Trainers:*** Educators who develop and present a minimum of three separate sessions in a professional development series are eligible to receive twice the number of PDPs given to participants, with the presenter receiving a minimum of 10 PDPs and a maximum of 24 PDPs. These points may be counted the first time the training is provided in a five-year cycle. | | |
| ***Curriculum Development****:* Educators who author a new curriculum unit that is published in a school or district guide or formally shared in other ways, including software, student text book or professional resource may earn 15 points per curriculum unit and may accrue up to 60 points in five years. | | |
|  | | |
| ***Published Written Materials:*** | | |
| Doctoral dissertation | | 90 PDPs in five years |
| Master's or CAGS thesis | | 45 PDPs in five years |
| Book(s) | | 90 PDPs per book |
| Professional journal articles or chapters in a professional book | | 30 PDPs per chapter or article in a book or journal |
| Published results of action research | | 30 PDPs in five years |
| ***Note:*** When a professional development activity includes the development of a work to be used, distributed, or published, legal issues concerning ownership and copyright protection may arise. Educators who write copyrightable material while "on the job" should discuss these issues with their employer. | | |
| ***Continuing Education Units:*** Courses provided by professional development providers that meet specific standards are often measured in Continuing Education Units (CEUs) as defined by the International Association for Continuing Education. For more information call 202-463-2905 or visit the website at [www.iacet.org.](http://www.iacet.org) One CEU = 10 PDPs | | |

# APPENDIX B: Sample Professional Development Plan

This sample Individual Professional Development Plan represents a culinary arts teacher who needs 150 PDPs for license renewal with a minimum of 10 PDPs in each of the required areas. This plan is aligned with a sample School Improvement Plan and 80% of the professional development activities are consistent with the educational needs of the school.

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| --- |
| Name: Last First Middle Renewal Date    Home Address City State Zip Code    Primary License Field License Number    Additional License Field License Number    District School Grade Level(s) Subject(s)  Professional Development Points Required for Renewal of **Primary Field = 150**  Minimum number of PDPs required in subject matter and skills = 10  Minimum number of PDPs required in pedagogy = 10  Minimum number of PDPs required in core subject and technical curriculum integration = 10  Minimum number of PDPs in safety and health = 10  Minimum number of PDPs in SEI/ESL/Bilingual Education = 15  Minimum number of PDPs required in training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles = 15  Professional Development Points Required for Renewal of Additional License Field = 30  My professional growth goals (please number):   1. increase my knowledge of Strand Four of the Massachusetts Vocational Technical Education Hospitality Management Vocational Technical Education Framework 2. increase my knowledge of American Culinary Federation’s (ACF) Secondary Accreditation requirements 3. increase my knowledge of writing across the curriculum (Strand Three of the VTEF 4. increase my knowledge of occupational safety and health (Strand One of the VTEF) 5. increase my knowledge of student-developed portfolios for the Certificate of Occupational Proficiency 6. increase my skills in high-end food preparation (Strand Two of the VTEF)   My professional growth goals are consistent with the following district and/or school goals:   1. increase the number of students who earn licenses and certificates in their technical program area 2. implement techniques and strategies that will improve students’ writing skills 3. implement techniques and strategies for authentic assessments that capture what students know and can do 4. align technical programs to national program standards 5. implement techniques and strategies that will improve students’ literacy level |

**Sample Record of Approved Professional Development Activities for Primary License Field**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional Development Activity** | **Professional Growth Goal Number** | **Subject Matter Knowledge and Skills PDPs** | **Pedagogy PDPs** | **Core Subjects & Technical Curriculum Integration PDPs** | **Safety & Health PDPs** | **SEI/ESL/ Bilingual education PDPs** | **Students with diverse Learning Styles PDPs** | **Date Approved and Supervisor’s Initials** | **Date Completed** |
| DOE Content Institute: Hospitality Management | 1 | 67.5 |  |  |  |  |  |  |  |
| OSHA Sponsored Training: Safety | 4 |  |  |  | 10 |  |  |  |  |
| School-Based Study Group: Writing Across the Curriculum | 3 |  |  | 10 |  |  |  |  |  |
| Participation on Certificate of Occupational Proficiency Portfolio Standards Committee | 5 |  | 20 | 10 |  |  |  |  |  |
| Participation as a member of an ACF Accreditation Team | 2 | 30 |  |  |  |  |  |  |  |
| Employment in Restaurant Learning High-End Foods Incl. Culinary Sauces | 6 | 75 |  |  |  |  |  |  |  |
| RETELL course |  |  |  |  |  | 67.5 |  |  |  |
| Special Education Workshop |  |  |  |  |  |  | 15 |  |  |

Sample Record of Additional Professional Development Activities

**for Elective PDPs or for Additional License Field**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional Development Activity** | **Professional Growth Goal Number** | **Subject Matter Knowledge and Skills PDPs** | **Pedagogy PDPs** | **Core Subjects & Technical Curriculum Integration PDPs** | **Safety & Health PDPs** | **SEI/ESL/ Bilingual Education PDPs** | **Students with Diverse Learning Styles PDPs** | **Date Approved and Supervisor’s Initials** | **Date Completed** |
| Peer Coaching | 5 |  | 15 |  |  |  |  |  |  |
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| Use additional copies of this form if necessary. | | |
| *Educator’s Name* | | *License Number* |
| **Initial Review and Approval** | | Date: |
| The signature below indicates that 80% of this educator’s Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning. | | |
|  | |  |
| *Supervisor’s Name (print)* | *Title* | Signature |

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| **First Two Year Review** | | Date: |
| The signature below indicates that this educator’s Individual Professional Development Plan was reviewed. | | |
| *Please check one*   * + The Plan remains consistent with the education needs of the school and/or district.   + The Plan was reviewed and amended | | |
|  | |  |
| *Supervisor’s Name (print)* | *Title* | Signature |

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| **Second Two Year Review** | | Date: |
| The signature below indicates that this educator’s Individual Professional Development Plan was reviewed. | | |
| *Please check one*   * + The Plan remains consistent with the education needs of the school and/or district.   + The Plan was reviewed and amended | | |
|  | |  |
| *Supervisor’s Name (print)* | *Title* | Signature |

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| **Final Endorsement** | | Date: |
| The signature below indicates the supervisor has reviewed this educator’s Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan. | | |
|  | |  |
| *Supervisor’s Name (print)* | *Title* | Signature |

# APPRENDIX C: Reconsideration and Hardship Waiver or Modification

**Reconsideration:**

An applicant for license renewal may request that the Commissioner reconsider the Department’s decision not to renew such applicant’s license. An applicant may also appeal a supervisor’s decision not to approve or endorse a professional development plan to the Commissioner after seeking any review available at the local school district pursuant to 603 CMR 4.12(8)(e). The applicant shall submit a written request for reconsideration to the Commissioner within 30 days of the date that the applicant received notice that his or her application for license renewal has been denied or that the individual professional development plan was rejected at the highest available level of local review. The decision of the Commissioner shall be final.

**Hardship Waiver or Modification:**

Upon demonstration of extreme hardship, the Commissioner may waive or modify the requirement of completion of the requisite number of PDPs as set forth in 603 CMR 4.12. A showing of extreme hardship may include serious illness or other catastrophic circumstances that are beyond the control of the educator. No modification or waiver will be granted without satisfactory evidence that the educator has made a good faith effort to obtain the required number of PDPs but that extreme hardship has prevented the educator from doing so.

The Commissioner, in his or her discretion, may impose reasonable conditions upon any modification or waiver granted.

The decision of the Commissioner shall be final.

# APPENDIX D: Educator Approvals to Technical Educator Licenses Crosswalk

**CROSSWALK FROM VOCATIONAL EDUCATOR APPROVALS TO VOCATIONAL TECHNICAL EDUCATOR LICENSES Effective September 1, 2003**

| **APPROVALS PREVIOUSLY ISSUED:** | **LICENSES TO BE ISSUED:** | |
| --- | --- | --- |
| Aircraft Maintenance | None – retired 9/1/03 but renewable | |
| Air Conditioning | Heating, A/C, Refrigeration Technology | |
| Agricultural Mechanics | Agricultural Mechanics | |
| Agricultural Production – Animal Science | Animal Science | |
| Agricultural Production – Plant Science | Horticulture | |
| Agricultural Resources | Natural Resources | |
| Auto Technology | Automotive Technology | |
| Auto body | Automotive Collision Repair and Refinishing | |
| Biotechnology | Biotechnology | |
| Bilingual Vocational Teacher | None – retired 9/1/03 but renewable | |
| Boat Building | None – retired 9/1/03 but renewable | |
| Building & Property | Building & Property Maintenance | |
| Cabinet Making | Cabinetmaking | |
| Carpentry | Carpentry | |
| Child Care and Development | Child Care and Development | |
| Clothing and Textiles | Fashion Technology | |
| Clothing Management and Production | Fashion Technology | |
| Commercial Design | Commercial Design | |
| Commercial Garment Design (Fashion Design) | Fashion Technology | |
| Computer Technology/Network | Network Systems, Information Support and Services | |
| Computer Programming | Computer Programming and Software Development | |
| Consumer Education | None – retired 9/1/03 but renewable | |
| Copy Press | Graphic Communications | |
| Cosmetology | Cosmetology | |
| Culinary Arts – Baking | Baking | |
| Culinary Arts – Chef | Culinary Arts | |
| Data Processing | None – retired 9/1/03 but renewable | |
| Data Processing Operator | None – retired 9/1/03 but renewable | |
| Dental Assistant | Dental Assisting | |
| Dental Laboratory Technology | None – retired 9/1/03 but renewable | |
| Diesel Mechanics | Diesel Technology | |
| Dietary Aide | None – retired 9/1/03 but renewable | |
| Drafting, Architectural | Drafting | |
| Drafting, General | Drafting | |
| Drafting, Electromechanical | Drafting | |
| Drafting, Machine | Drafting | |
| Drafting, Structural | Drafting | |
| Electricity | Electricity | |
| Electronics | Electronics | |
| Electronics, Assembly | Electronics | |
| Environmental Technology | Environmental Technology | |
| Family Relations | None – retired 9/1/03 but renewable | |
| Foods and Nutrition | None – retired 9/1/03 but renewable | |
| Food Management | None – retired 9/1/03 but renewable | |
| Forestry | Natural Resources | |
| Graphics Pre Press | Graphic Communications | |
| General Sheet Metal | Sheet Metal | |
| Health Services Assistant | Health Sciences | |
| Health Sciences | Health Sciences | |
| Heating | Heating, A/C, Refrigeration Technology | |
| Home Management | None – retired 9/1/03 but renewable | |
| HVAC&R | Heating, A/C, Refrigeration Technology | |
| Hotel & Rest | Hospitality Management | |
| Industrial Stitching | None – retired 9/1/03 but renewable | |
| Instructor of Trade Apprentices | None – retired 9/1/03 but renewable | |
| Landscaping | Horticulture | |
| Licensed Practical Nursing | Practical Nursing (LPN) | |
| Machine Shop | Machine Technology | |
| Major Appliance Repair | Major Appliance Installation/Repairing | |
| Marine Science | None – retired 9/1/03 but renewable | |
| Marketing | Marketing | |
| Masonry | Mason & Tile Setting | |
| Marine Mechanics | Marine Mechanics | |
| Media Technology | Radio and Television Broadcasting | |
| Medical Assisting | Medical Assisting | |
| Medical Assistant/Secretary | Medical Assisting | |
| Medical Laboratory Technology | Medical Laboratory Technology | |
| Metal Fabrication | Metal Fabrication | |
| Mill Carpentry | Carpentry | |
| Occupational Therapy | None – retired 9/1/03 but renewable | |
| Office Technology | Office Technology | |
| Offset Printing | Graphic Communications | |
| Operating Room Technology | Operating Room Technology | |
| Optics | None – retired 9/1/03 but renewable | |
| Ornamental Horticulture | Horticulture | |
| Painting and Decorating | Painting & Wall Covering | |
| Photography | None – retired 9/1/03 but renewable | |
| Physical Therapy Aide | None – retired 9/1/03 but renewable | |
| Plant Maintenance | Building & Property Maintenance | |
| Plumbing | Plumbing | |
| Precision Sheet Metal | Sheet Metal | |
| Radio and Television Repair | None – retired 9/1/03 but renewable | |
| Sheet Metal | Sheet Metal | |
| Small Engine Repair | Small Engine Mechanics | |
| Steam Engineering | Stationary Engineering | |
| Telecommunications | Telecommunications | |
| Upholstering | None – retired 9/1/03 but renewable | |
| Welding | Welding | |
| No approval | Digital Media Technology | |
| No approval | Engineering Technology | |
| No approval | Fiber Optics | |
| Special Needs Vocational Teacher | None – retired 9/1/03 but renewable | |
| **OTHER:** | | |
| Superintendent-Director of Reg. Voc. District | | Voc. Tech Superintendent/Asst. Supt. |
| Asst. Supt-Dir. of Reg. Voc. District | | Voc. Tech Supervisor/Director |
| Director of Voc Tech High School | | Voc. Tech Supervisor/Director |
| Asst. Director of Voc Tech High School | | Voc. Tech Supervisor/Director |
| Director of Postsecondary Tech Programs | | Voc. Tech Supervisor/Director |
| Asst. Director of Postsecondary Tech Programs | | Voc. Tech Supervisor/Director |
| Director of Voc. Tech Programs | | Voc. Tech Supervisor/Director |
| Dir. of Occ. Ed. Programs in a Comp. School | | Voc. Tech Supervisor/Director |
| Director of Adult Voc Tech Programs | | Voc. Tech Supervisor/Director |
| Department Head | | Voc. Tech Supervisor/Director |
| Coordinator of Adult Practical Arts | | Voc. Tech Supervisor/Director |
| Coordinator of Guidance/PPS | | Voc. Tech Supervisor/Director |
| Coordinator of Allied Health | | Voc. Tech Supervisor/Director |
| Coordinator of Marketing | | Voc. Tech Supervisor/Director |
| Coordinator of Marketing | | Marketing Teacher |
| Coordinator of Special Ed | | Voc. Tech Supervisor/Director |
| Coordinator of Academic Coordinator | | Voc. Tech Supervisor/Director |
| Coordinator of Occ. Ed. Coord. in Reg. Voc | | Voc. Tech Supervisor/Director |
| Coordinator of Occ. Ed. Coord in Comp School | | Voc. Tech Supervisor/Director |
| Area Coordinator | | Voc. Tech Supervisor/Director |
| Cooperative Education Coordinator | | Voc. Tech Coop. Ed. Coordinator |
| Vocational Guidance Counselor | | None – retired 9/1/03 but renewable |
| No approval | | Voc. Tech Principal/Asst. Principal |

# APPENDIX E: Merged Vocational Licenses Crosswalk

**CROSSWALK FROM VOCATIONAL TECHNICAL TEACHER LICENSES** **TO VOCATIONAL TECHNICAL TEACHER LICENSES (Licenses Merged) Effective December 12, 2006**

**On June 27, 2006, the Massachusetts Board of Education approved the following mergers.**

| **LICENSES PREVIOUSLY ISSUED:** | **MERGED LICENSE** |
| --- | --- |
| 1. Telecommunications, 2. Fiber Optics | Telecommunications – Fiber Optics |
| 1. Commercial Design, 2. Digital Media Technology | Design & Visual Communications |
| 1. Horticulture, 2. Natural Resources | Horticulture |

# APPENDIX F: Licenses with Title Change Crosswalk

**CROSSWALK FROM VOCATIONAL TECHNICAL TEACHER LICENSES** **TO VOCATIONAL TECHNICAL TEACHER LICENSES (Licenses with Titles Changed) Effective December 12, 2006**

**On June 27, 2006, the Massachusetts Board of Education approved the following license title changes.**

| **LICENSES PREVIOUSLY ISSUED:** | **NEW TITLE** |
| --- | --- |
| Building and Property Maintenance | Facilities Management |
| Child Care and Development | Early Education and Care |
| Computer Programming and Software Development | Programming & Web Development |
| Environmental Science | Environmental Science & Technology |
| Health Sciences | Health Assisting |
| Heating, Air Conditioning, Refrigeration | Heating-Ventilation-Air Conditioning-Refrigeration |
| Machine Technology | Machine Tool Technology |
| Marine Mechanics | Marine Service Technology |
| Mason and Tile Setting | Masonry & Tile Setting |
| Metal Fabrication | Metal Fabrication & Joining Technologies |
| Network Systems, Information Support and Services | Information Support Services & Networking |
| Painting and Wall Covering | Painting & Design Technologies |
| Small Engine Mechanics | Power Equipment Technology |

# APPENDIX G: Questions and Answers

Additional Q’s and A’s will be added.

* **Do the regulations require that I get my professional development plan approved by my supervisor?** *Yes*.

**What recourse do I have if my supervisor refuses to approve my professional development plan. ?** *The regulations have a process for educators to seek review if their plan is rejected which is outlined in CMR 603 4.12(g). 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, principals may seek review from the school committee chairperson, and superintendents may seek review from the Department. An educator may then seek additional review from the Department, according to the provisions of 603 CMR 4.12(6)*

* **What are PDPs?** *They are a unit of measurement of professional development activities. All licensed educators must earn PDPs for license renewal. Most academic and all vocational technical educators must earn 150 PDPs over a five-year period for license renewal. One clock hour (60 minutes) of new employment experience is equivalent to one PDP for vocational technical educators. A vocational technical educator can earn up to 75 PDPs toward license renewal for new employment experiences in a five-year period. One semester hour (one credit) of college credit is equivalent to 15 PDPs. One continuing education unit is equivalent to 10 PDPs. Professional development activities sponsored or approved by the Department and advanced academic and vocational technical education subject matter studies will receive 1.5 PDPs per clock hour.*
* **I have to take 21 clock hours of continuing education in order to renew my electrician license. Will these hours count toward my license renewal as an electrical teacher?** *Yes, so long as those clock hours are earned within your renewal cycle.*
* **If I am not employed as a teacher, who will review and approve my professional development plan?** *Whereas you do not have a supervisor, you will do the required professional development without a supervisor’s approval of your professional development plan. If you obtain employment as a teacher, your supervisor will then review your plan for approval. When you apply to renew your license, you will submit the required information about your professional development as stipulated on the application form.*
* **I hold a Journeyman Electrician license and a Vocational Technical Teacher license to teach electrical that I obtained in 1998. Why is the state requiring me to get a Master Electrician license when I renew my teacher license?** *Because the education for the Master license includes business practices and your students would benefit from your increased knowledge in this area.*
* **I am employed as a vocational technical teacher out-of-state. I hold a MA Vocational Technical Educator license that I would like to keep. May my supervisor approve my professional development plan even though she is out-of-state?** *Yes, as long as you and your supervisor follows the MA applicable regulations and guidelines.*
* **Can I get PDPs for teaching a non-college credit evening course required for the Journeyperson Electrician license? Note that I teach electrical during the day.** *The answer to this question is no, because you cannot earn PDPs for teaching what you need the professional development to be licensed to teach. You teach the course material for the journeyperson course during the day under your Vocational Teacher license.*
* **How long must I retain a copy of my Five-Year Professional Development Plan and PDP documentation after I renew my Professional Educator license?** *You must retain them for five years after you use them for the renewal of your license. In this way, you will have the documentation if the Department selects you for a professional development audit.*
* **Is volunteer work learning new technical skills that will be taught to students an allowable professional development activity for teachers with a Professional Vocational Technical Teacher license?** *This would be allowable subject to supervisor approval, as is new employment experience.*
* **I have to be recertified by Automotive Services Excellence (ASE) in several ASE areas. 1) May I receive PDPs for the ASE recertification? 2) If not, may I receive PDPs for the professional development I do to prepare for the ASE recertification**? *1) ASE recertification or for that matter any recertification) alone does not qualify for PDPs. 2) The professional development that one would do to prepare for ASE recertification is in many cases self-study that does not qualify for PDPs. However, if one were to take courses, seminars, or participate in new employment activities etc. in order to prepare for ASE recertification, PDPs could be earned.*
* **Can I get PDPs for: 1. Being a Skills USA event manager 2. staying after school to prepare students for the Health Careers Knowledge Bowl event for SkillsUSA?** *The answer to this question is no, because you cannot earn PDPs for doing what you need the professional development to be licensed to do. Both activities are part of what vocational technical teachers do as part of their profession. Note however, that training you receive to be the event manager may count if the training consisted of 10 hours* (minimum of 10 hours on a topic*). Note that the 10 hours could be earned over time e.g., two hours training per year for five consecutive years.*
* **Can I receive PDP's for the renewal process for my RN License and my CPR Instructor Certification?** *PDPs may be earned for the professional development activities, courses etc. that are required for the renewals. PDPs cannot be awarded for simply filing the paperwork and fee to renew a license or certification.*