

**Chapter 74**

**Guide for Professional Vocational Technical Teacher Licensure**

#### **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)

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# Introduction

This Guide was prepared to assist teachers who have a Preliminary Vocational Technical Teacher license with the process of obtaining the Professional Vocational Technical Teacher license. This Guide is designed to provide individuals with a “snapshot” of the license requirements by field in an easy to read format.

The Vocational Technical Education Regulations [603 CMR 4.00](http://www.doe.mass.edu/lawsregs/603cmr4.html) and the [Guidelines for Vocational Technical Education Programs and Educator Licensure](http://www.doe.mass.edu/ccte/cvte/laws.html) are the basis for this Guide. These documents contain important information that is not included in this Guide including, but not limited to, Professional Standards for teachers, licensure for administrators and cooperative education coordinators, as well as general provisions for licensure and employment and the professional responsibilities of educators. 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. The Department does not represent this Guide as a replacement for the official Vocational Technical Education Regulations and the Guidelines for Vocational Technical Education Programs and Educator Licensure.

# References

Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines available online at <http://www.doe.mass.edu/ccte/cvte/laws.html>. \* This webpage contains copies of the law, regulations and guidelines on which vocational technical educator licensure and Chapter 74 vocational technical education program approval are based.

Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure[[1]](#footnote-2)\*

Chapter 74 Guide for Initial and Professional Vocational Technical Administrator Licensure\*

Chapter 74 Guide for Professional Vocational Technical Educator License Renewal\*

The online Educator Licensure & Recruitment system (ELAR), [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure), contains 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 direction for individuals who are looking to advance their Chapter 74 Preliminary stage Vocational Technical Education license to the Professional stage. In the following pages we will provide an overview of the Vocational Teacher Licensure Process, how to apply for a Vocational Technical Teacher License, the general requirements for each vocational technical teacher license field and information on how to document compliance with the requirements. 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 Vocational Teacher Licensure Process

Massachusetts Chapter 74 Vocational Technical Teacher licenses come in two types, Preliminary and Professional. Both types of licensure are valid to be employed as a teacher in the Commonwealth of Massachusetts. Interested applicants should note that they cannot begin the licensure process at the Professional stage. The Preliminary license must be earned first.

If you have not yet earned the Preliminary Vocational Teacher license for your chosen field, please refer to the *Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure*. The Preliminary Licensure Guide may be found here: [http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-preliminary-licensurefx](http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-preliminary-licensure.docx).

Once issued, the Professional Vocational Teacher license is valid for five calendar years. Educators should note that this is one of the key differences between the Preliminary and Professional licenses. The Professional license must be renewed every five calendar years regardless of whether the educator is working under the license. Once a vocational educator earns a Professional license, they should begin taking steps to complete the requirements for license renewal.

For more information as to what is required to renew a Professional Vocational Technical Teacher license, please see the *Chapter 74 Guide for Professional Vocational Technical Educator License Renewal*, found here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-professional-license-renewal.docx>**.**

# Applying for the Professional License

An educator does not need to have completed all requirements for a license in order to submit the application. Interested educators are encouraged to apply for their license at their earliest possible convenience, even if they have not completed all requirements. Submitting an application merely begins the review process where the Licensure Office will begin to review an applicant’s qualifications and provide information as to how to document the remaining requirements.

The Educator Licensing and Renewal (ELAR) system is the online licensing system used by the Office of Educator Licensure to track the Licensure process for all applicants. Through the ELAR system, educators are able to complete all aspects of the license application process and to review their current license information. As the Licensure Office no longer mails out hard copies of licenses, all educators who have applied for or earned a Massachusetts license have an ELAR account, regardless of whether they set it up themselves. Educators are encouraged to apply for their license via the ELAR system.

If you are having difficulty logging into an existing ELAR account, please contact the Licensure Call Center for assistance. A call center representative will be able to reset your password and help you log in. The call center is open each business day from 9am-1pm and 2pm-5pm and may be reached at 781-338-6600.

A step-by-step guide on how to apply for a license in the ELAR system may be found here: <http://www.doe.mass.edu/licensure/elar/how-to-apply.docx>

A paper application is also available for educators to fill out and mail to the Licensure Office. However, applicants should note that all correspondence about their application will occur online via the applicant’s ELAR account. A copy of the paper application may be found here: <http://www.doe.mass.edu/licensure/voctech/application-package.docx>.

Applications are reviewed on a rolling basis whenever new documentation is submitted to the Licensure Office. There is no fee for each additional review and open applications do not expire in the ELAR system. An applicant’s first application will cost $100 and each additional application submitted will cost $25. As the Professional license is, by default, an additional license, the cost will be $25.

# The License Application Review Process

Once you have applied for a Massachusetts Educator License, you may begin submitting documentation of the requirements. All documents may be uploaded to your ELAR account in PDF or jpeg format. A step-by-step guide on how to upload documents to your ELAR account may be found here: <http://www.doe.mass.edu/licensure/elar/how-to-upload-documents.docx>

An open Vocational Technical Education License application will have a listed status of “Not Ready,” “Ready for Review” or “Pending.”

A “Not Ready” status on a Vocational Technical Education license application indicates that an individual has filled out an application, but they have either not yet submitted payment for the application or they have not submitted any documentation for review. If the application is still in a “Not Ready” status after you have submitted payment for an application AND you have submitted documents to be reviewed, then please contact the Licensure Call Center to ensure that it is reviewed in a timely manner.

An application goes into a “Ready for Review” status when new documentation is added to an educator’s ELAR profile. “Ready for Review” indicates that the file is in line to be reviewed by a member of the Office of Educator Licensure’s evaluator team. Educators should note that as long as an application goes into a “Ready for Review” status, they do not need to contact the Licensure Office to inform us that a document has been uploaded. Open applications are processed in the order that they go into a “Ready for Review” status. The turn-around time on a Vocational Technical Education license application will vary depending on the time of year and may range from a few days to a few weeks.

Upon review, the evaluator will determine which (if any) requirements have been properly documented and mark them as “verified met” on the educator’s application. If all requirements have been fulfilled, the license is granted.

If there are outstanding requirements, the status of the application will switch to “Pending” and the applicant will be emailed an evaluation letter. This letter will detail which requirements remain and what the applicant’s options are for fulfilling said requirements. If an educator has submitted documentation that has been determined to be unacceptable, the evaluation letter will detail why the documents cannot be accepted and (if applicable) what must be changed in the documentation in order to make them acceptable. The application will then stay in a “Pending” status until new documentation is submitted for review and the review process will begin again.

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# Documenting Requirements for the Professional license

In general, the requirements for a Professional Vocational Educator license are made up of the following components:

* possession of a preliminary license in the field of the Professional license sought
* completion of three years of employment under the corresponding Preliminary license
* completion of a one-year induction program with a trained mentor
* one of the following academic coursework options:
  + completion of 18 college credits in English/math/science/license field subject matter knowledge
  + possession of a bachelor’s degree
  + possession of a higher-level college degree than the one required to earn the Preliminary license
* completion of the six professional education courses
* maintenance of any required state/national occupational license
* possession of the Sheltered English Immersion (SEI) endorsement *(only if earning the Professional license after July 1, 2021)*

Please note that additional details about each of the above requirements is provided in the next several pages.

Applicants should note that the requirements for the Professional license are more consistent between license fields than they are for the Preliminary license. However, applicants should be sure to review the appropriate license field page later in this guidebook for the specific licensure requirements.

It is the responsibility of the applicant to organize the necessary documents for all requirements in such a manner that the Office of Educator Licensure will be able to measure compliance. If additional clarity or documentation is required, the Licensure Office will inform the applicant via an official review and it is the responsibility of the applicant to provide the updated materials.

# Possession of a Preliminary License in the Field of the Professional License Sought

As the Licensure Office keeps track of all licenses issued via the ELAR system, educators should not need to submit documentation of a Preliminary license. The Licensure Office will verify that this requirement has been met.

# Completion of Three Years of Employment Under the Preliminary License

In order to be awarded a Professional Vocational Educator license, applicants must document three years of employment under the corresponding Preliminary license. This employment must occur after the date the Preliminary license was issued. In order to document the employment, educators should submit a completed copy of the Licensure Office’s Verification of School-based Employment/Induction and Mentoring form. A copy of this form may be found here: <https://www.doe.mass.edu/licensure/resources/form-verify-sb-employ-induction-mentor.docx>.

In the lieu of the form, educators also have the option of submitting a letter on official school letterhead, signed off by the school superintendent, principal, or HR director. This letter should denote the dates of employment and the specific license the educator was employed under.

Educators should note that time spent working under a waiver may not be counted towards this requirement. Employment is counted from the day the Preliminary license is issued onward.

# Completion of a One-Year Induction Program with a Trained Mentor

Educators who begin teaching under a Preliminary Vocational Technical Educator license must complete a one-year induction program with a trained mentor as a part of their first year of teaching. The employing school district will coordinate the induction program with the educator and will assign an appropriate mentor.

Completion of this program may be documented in the same letter/form that verifies three years of employment under the Preliminary license OR if the employing school district issues a certificate of completion for the induction program, the educator may submit a copy of the certificate.

# Completion of the Academic Coursework

In order to be awarded a Professional Vocational Educator license, applicants must document one of the following;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 18 college credits in the following areas:   * 3 college credits in English, level 101 or higher; * 3 college credits in mathematics, level 100 or higher * 3 college credits in science level 100 or higher * 9 college credits in any of the following: English, math, science or the vocational field subject matter knowledge | OR | Possession of a bachelor’s degree | OR | For licensure fields that require a High School Diploma/GED equivalent at the Preliminary stage, (such as Carpentry), possession of an associate degree |

Applicants should upload an official college transcript for all completed coursework into their ELAR account. An official college transcript will bear the signature of the registrar. The academic coursework may come from any completed coursework at an accredited university. A listing of DESE-recognized national accrediting organizations can be found here: <http://www.doe.mass.edu/licensure/academic-prek12/teacher/recognized-accrediting-organizations.html>

It is not necessary for completion of the academic coursework to occur after the issuance of the Preliminary license. If an educator has previously earned a college degree or completed any coursework, then it is possible that they have already completed courses that may be accepted towards this requirement. Educators who would like to know where they stand in terms of the academic coursework requirement should submit an application for the Professional license so that the Licensure Office may do an official review of the transcripts on file and provide a detailed evaluation. Additional information on the types of courses accepted towards the academic credits may be found in Appendix A of this guidebook

# Completion of the Six Professional Education Courses

In order to be awarded a Professional Vocational Educator license, educators must complete six, three-credit professional education courses approved by the Department of Elementary and Secondary Education. These courses address various pedagogical techniques for working in Vocational Technical Education. These courses are offered at Fitchburg State University, Westfield State University and through the Massachusetts Association of Vocational Administrators (also known as MAVA). The courses may be taken in any order. Educators should contact the university to see which courses are being offered in a given semester.

For your convenience, we have provided the contact information for the course providers:

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| --- | --- | --- |
| **Institution** | **Contact** | **Contact Info** |
| Fitchburg State University | Jim Alicata | (978) 665-3047 |
| Westfield State University | Donald Jarvis | (413) 572-8401 |
| MAVA | Dr. Sheila Harrity | sheilaharrity@MAVA.us |

After completing the courses, educators should submit an official college transcript documenting that they were awarded college credit for completing the course. An official college transcript will bear the signature of the registrar.

Additional information about the required courses may be found in Appendix A of this guide.

# Maintenance of any Required State/National Occupational License

Certain vocational fields will require educators to hold a state, federal or industry license or certification relevant to their field in addition to their vocational educator license. For example, an applicant for a Cosmetology, 9-14, license must also possess the Cosmetology Instructor license issued by the Massachusetts Board of Cosmetology. Vocational Educators are expected to maintain any required occupational licenses or certifications throughout their educational career. However, applicants should note that not all vocational fields require an additional license or certification. Please consult the appropriate license field page in this guidebook to see if the license field you are advancing requires an occupational license.

If an occupational license is required for a Chapter 74 Vocational Educator license, applicants should submit an official copy of the current license or certification that clearly denotes the applicant’s name and the expiration date of the license.

# Possession of the Sheltered English Immersion (SEI) Endorsement

One June 26, 2018, the Board of Elementary and Secondary Education voted to adopt regulations that incorporated the SEI Endorsement into the requirements for the Professional Vocational Technical Educator license. **However, this new SEI requirement for the Professional license will not go into effect until July 1, 2021.**

Therefore, if a Vocational Educator is able to earn their Professional license **before July 1, 2021**, earning the SEI Teacher Endorsement will not be a requirement.

If a Vocational Educator will be earning their Professional license **after July 1, 2021**, possession of the SEI endorsement will be a requirement.

Additional information about the incorporation of the SEI Endorsement into the Vocational Technical Teacher License requirements may be found in Appendix B.

As the Licensure Office keeps track of all licenses and endorsements issued via the ELAR system, educators do not need to submit evidence of possession of the SEI endorsement. The Licensure Office will verify that this requirement has been met or needs to be met.

Educators should note that they must apply for the SEI endorsement before the Licensure Office will be able to issue it. There is no cost to apply for the SEI endorsement in ELAR. A step-by-step guide on how to apply for the SEI endorsement via ELAR may be found here: <http://www.doe.mass.edu/licensure/elar/how-apply-sei-endorsement.docx>

# Resources for Additional Questions

If you have any additional questions about the Preliminary Vocational Technical Education License 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.

# Professional License Renewal

Once an individual has been granted a Professional Vocational Technical Teacher license, they begin pursuing the professional development that is required for the renewal of the Professional Vocational Technical Teacher license. The requirements for professional development and license renewal are contained in the Chapter 74 Guide for Professional Vocational Technical Educator License Renewal, found here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-professional-license-renewal.docx>.

# Professional Licensure Requirements:

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| --- | --- |
| ****Advanced Manufacturing\*\*\***** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Advanced Manufacturing |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

\*\*\*This field was previously called ‘Machine Tool Technology’

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Agricultural Mechanics**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Agricultural Mechanics |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix A.

\*\*For more information on these courses, please see Appendix B

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Animal Science**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Animal Science |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Automotive Collision Repair & Refinishing**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Automotive Collision Repair & Refinishing |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | Possession of current Automotive Services Excellence (ASE) certification in at least two areas of automotive collision repair and refinishing (one of the areas must be painting/refinishing) |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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>.

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Automotive Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Automotive Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | Possession of current Automotive Services Excellence (ASE) certification in at least three areas of automotive technology |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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>.

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Aviation Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Aviation Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Federal Aviation Administration (FAA) Airframe & Power-plant Certification 147 |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Baking**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Baking |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | Possession of current food sanitation certification |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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))

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Biotechnology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Biotechnology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Building and Property Maintenance**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Building and Property Maintenance |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

This license field was previously called: Facilities Management

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Business Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Business Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

This license field was previously called: Office Technology

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Cabinetmaking**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Cabinetmaking |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Carpentry**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Carpentry |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | Possession of a valid MA Construction Supervisor license |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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>

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Construction Craft Laborer**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Construction Craft Laborer |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Cosmetology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Cosmetology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | Possession of a valid Massachusetts Cosmetologist Instructor license |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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)

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Criminal Justice**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Criminal Justice |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Culinary Arts**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Culinary Arts |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of current certification in food sanitation |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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))

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix A.

\*\*For more information on these courses, please see Appendix A

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| ****Dental Assisting**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Dental Assisting |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of current dental assisting certification |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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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\*\*For more information on these courses, please see Appendix A

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| ****Design & Visual Communications**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Design & Visual Communications |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Diesel Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Diesel Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of current Automotive Service Excellence (ASE) certification in at least one areas of diesel technology |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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>.

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Drafting**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Drafting |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

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| ****Early Education and Care**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Early Education and Care |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Electricity**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Electricity |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Massachusetts Journeyman Electrician license |
| ❒ | Possession of a valid Massachusetts Master Electrician license |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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)

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

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| ****Electronics**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Electronics |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

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| ****Engineering Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Engineering Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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| ****Environmental Science & Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Environmental Science and Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

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| ****Fashion Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Fashion Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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| ****Graphic Communication**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Graphic Communications |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

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| ****Health Assisting**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Health Assisting |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Massachusetts license as a registered nurse (RN) |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

The MA 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 Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Heating-Ventilation-Air Conditioning-Refrigeration |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Section 608 EPA Certification at the Universal Level |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

MA Refrigeration Technician 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/orgs/division-of-professional-licensure>

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 Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Horticulture |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Massachusetts Pesticide Applicator license |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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 Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Hospitality Management |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid certification in food sanitation |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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 Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Information Support Services & Networking |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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| ****Major Appliance Installation/Repairing**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Major Appliance Installation/Repairing |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Section 608 EPA Certification at the Universal Level |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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 Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Marine Service Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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| ****Marketing**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Marketing |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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| ****Masonry & Tile Setting**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Masonry & Tile Setting |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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| ****Medical Assisting**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Medical Assisting |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid National Certification as a Medical Assistant OR Medical Assistant/Secretary |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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| ****Metal Fabrication & Joining Technologies**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Metal Fabrication & Joining Technologies |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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| ****Painting & Design Technologies**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Painting & Design Technologies |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
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\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

|  |  |
| --- | --- |
| ****Plumbing**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Plumbing |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Massachusetts Journeyman Plumber license |
| ❒ | Possession of a valid Massachusetts Master Plumber license |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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 [www.mass.gov/dpl](http://www.mass.gov/dpl)

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\*\*For more information on these courses, please see Appendix A

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| --- | --- |
| ****Power Equipment Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Power Equipment Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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\*\*For more information on these courses, please see Appendix A

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|  |  |
| --- | --- |
| ****Programming & Web Development**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Programming & Web Development |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Radio & Television Broadcasting**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Radio & Television Broadcasting |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| --- | --- |
| ****Robotics and Automation Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Robotics and Automation Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| --- | --- |
| ****Sheet Metalworking**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Sheet Metalworking |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| --- | --- |
| ****Stationary Engineering**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in E |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Massachusetts First, Second or Third-class Boiler Engineer license |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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>

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| --- | --- |
| ****Telecommunications – Fiber Optics**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Telecommunications – Fiber Optics |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Welding**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Welding |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid National Welding Certification |
| ❒ | Completion of 18 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of an Associate’s degree or higher from an accredited university |

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>

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

\* Note: A Vocational Technical Education Framework in Welding has not been developed.

# Licensure for Post-Secondary Chapter 74 Programs

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| --- | --- |
| ****Medical Laboratory Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Medical Laboratory Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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\*\*For more information on these courses, please see Appendix A

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

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| ****Practical Nursing (LPN)**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Practical Nursing (LPN) |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Possession of a valid Massachusetts license as a Registered Nurse (RN) |
| ❒ | Completion of 6 college degree credits in professional education courses as approved by the Department\*\* |
| ❒ | One of the following\*\*: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

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/>.

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

\* Note: A Vocational Technical Education Framework in practical nursing has not been developed.

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| ****Surgical Technology**** | |
| **Professional Vocational Technical Teacher License** | |
| ❒ | Possession of a Preliminary Vocational Technical Teacher license in Surgical Technology |
| ❒ | Completion of at least three full years of teaching under the Preliminary license in the program field or a related field acceptable to the Department |
| ❒ | Completion of a school district sponsored one-year induction program |
| ❒ | *Starting July 1, 2021\** Possession of the Sheltered English Immersion (SEI) Endorsement |
| ❒ | Completion of 6 college degree credits in professional education courses as approved by the Department.\*\* |
| ❒ | One of the following: |
|  | * Completion of 18 college credits made up of the following: 3 credits in English; 3 credits in mathematics; 3 credits in science; 9 credits in additional English/math/science courses or courses related to the vocational license field |
|  | * Possession of a Bachelor’s degree from an accredited university |

\*\*\*As of February 25, 2020, the name of the Operating Room Technology license was changed to Surgical Technology

\*Please note that Possession of the SEI Endorsement will not be a requirement for the Professional license until July 1, 2021. If an educator applies for and completes all other requirements for the Professional license before this date, they will not be required to earn the SEI endorsement in order to earn the Professional license. For more information on this requirement, please review Appendix B.

\*\*For more information on these courses, please see Appendix A

\* Note: A Vocational Technical Education Framework in Operating Room Technology has not been developed.

# APPENDIX A: REQUIRED COURSEWORK FOR THE PROFESSIONAL LICENSE

**Core Academic Coursework**

Educators have three options for completing the core academic coursework for the Professional license. These courses may be obtained at any accredited community, two or four-year colleges. A list of DESE-recognized national accrediting organizations may be found here: <http://www.doe.mass.edu/licensure/academic-prek12/teacher/recognized-accrediting-organizations.html>

When applying for the Professional license, educators should be sure to submit official college transcripts for all coursework completed and all college degrees earned so that the Licensure Office may accurately assess your options for completing the requirements.

**Option One:**

Completion of 18 college degree credits in the following areas:

|  |  |
| --- | --- |
| 3 college degree credits English Composition 101 or a higher level | 3 |
| 3 college degree credits in college mathematics 100 or a higher level | 3 |
| 3 college degree credits in college science 100 or a higher level | 3 |
| 9 college degree credits in English, math, science or subject matter knowledge of the vocational license field | 9 |
| 18 total |

The Licensure Office uses the Massachusetts Curriculum Frameworks when determining if the content of a course qualifies as a course in English, math or science. The current frameworks for English Language Arts and Literacy, Mathematics and Science and Technology may be found here: <http://www.doe.mass.edu/frameworks/current.html>

For additional information on what may be considered subject matter knowledge relevant to the vocational license field, please consult the Technical Knowledge and Skills Strand (Strand 2) of the appropriate Vocational Technical Education Frameworks. The Vocational Technical Education Framework for this program is available at <http://www.doe.mass.edu/ccte/cvte/frameworks/>

As per the 2017 vocational technical education regulations ([603 CMR 4.00](https://www.doe.mass.edu/lawsregs/603cmr4.html)), educators should also note that if they take the Sheltered English Immersion (SEI) course for college credit, it may be counted toward these 18 credits.

**Option Two:**

If an educator has earned a bachelor’s degree, it may be accepted in lieu of the 18 core academic credits.

**Option Three:**

If an educator has completed a level of education that is higher than what is required for the Preliminary license in their vocational license field, it may be accepted in lieu of the 18 academic credits.

Therefore:

* if a high school diploma/GED equivalent was required to earn the Preliminary license, an applicant may fulfill this requirement by possession of an Associate degree from an accredited university
* If an Associate degree was required for the Preliminary license, an applicant may fulfill this requirement by possession of a bachelor’s degree from an accredited university

**Occupational Education Coursework**

The Professional Vocational Technical Education license also requires the completion of 6, 3-credit college degree courses that address the Professional Standards for Vocational Technical Teachers set forth in the Vocational Technical Education Regulations. These courses are as follows:

|  |
| --- |
| 6, 3-credit Occupational Education Courses  Required for the Professional Vocational Teacher license |
| Seminar for the Beginning Vocational Technical Education Teacher– 3 credits\* |
| Teaching Methods for Vocational Technical Education - Instructional Strategies – 3 credits |
| Addressing the Needs of Students with Disabilities in Vocational Technical Education – 3 credits |
| Teaching Methods for Vocational Technical Education - Educating and Assessing the Vocational Technical Education Learner – 3 credits |
| Developing and Implementing a Standards-Based Curriculum in Vocational Technical Education – 3 credits |
| Teaching Methods for Vocational Technical Education – Using Research-based Practices to Develop Effective Instructional Strategies – 3 credits |

\*See explanation of retired courses on page 61 of this guidebook.

A course description for each of the six professional education courses listed above is provided on pages 62-67 of this guidebook.

The Department worked with Fitchburg State College and Westfield State College to develop the six professional education courses. The table on the following page lists the professional education courses required under the Vocational Technical Education Regulations.

Educators who hold a license that is only offered at the Post-Secondary Level, (Practical Nursing (LPN), Surgical Technology or Medical Laboratory Technology), should note that only two of the occupational education courses are required in order to advance that license to the professional stage. Those two courses are: *Developing and Implementing a Standards-based Curriculum in Vocational Technical Education* and *Teaching Methods for Vocational Technical Education – Educating and Assessing the Vocational Technical Education Learner*.

Educators should contact the Occupational Education department at Fitchburg and Westfield State College for information on when the courses are being offered and how to sign up for them.

These courses are also occasionally offered by the Massachusetts Association of Vocational Administrators (MAVA) at satellite locations around the state. MAVA then ensures that the educator receives college credit through either Fitchburg or Westfield State University. For more information on current MAVA offerings, please visit their website, here: <https://www.mava.us/professional-development>

**Occupational Education Courses Retired in 2020**

In January of 2020 the Board of Education approved changes to the [Vocational Educator Licensure Regulations](https://www.doe.mass.edu/lawsregs/603cmr4.html) that reduced the number of required Occupational Education courses from seven to six. As a result of that change, the Department of Elementary and Secondary Education worked with Westfield and Fitchburg State to merge the content of the courses *Seminar for the Beginning Vocational Education Teacher* and *Managing Student Behavior in a Healthy and Safe Environment.*

The result of this merger is the new version of *Seminar for the Beginning Vocational Technical Education Teacher* which will offered by the universities starting with the Spring 2021 semester.

Therefore, if an educator is taking the *Seminar* course from Spring 2021 onwards, they will have completed the new version of the course and should look to complete the other five occupational education courses detailed in the following pages.

For educators who have taken the version of the *Seminar* course offered prior to Spring 2021, who have taken the *Managing Student Behavior* course or who have already taken both, the Licensure Office has developed policy to detail how their coursework will be accepted and they may complete the license requirements. Educators who may fall into one of these categories should consult the document found here (<http://www.doe.mass.edu/licensure/voctech/course-substitution-for-retired-courses.docx>) for more information on how to complete this coursework.

Seminar for the Beginning Vocational Technical Education Teacher\*

**Course Description**

This course is designed to prepare individuals for her/his first teaching assignment. The course will identify the characteristics of an effective teacher, as well as provide some of the tools required by first year teachers to be successful. These include techniques for establishing effective classroom routines and procedures, student instruction and assessment, and for maintaining a positive classroom/shop climate that conveys high expectations. In addition, participants in the Seminar will be able to identify the elements of a course/program curriculum and learn how to develop a lesson plan, assign and grade homework and collaborate with colleagues to improve instruction, assessment and student achievement.

**Course objectives:**

Upon completion of this course, participants will be able to:

1. Demonstrate an understanding of the strategies for the transition to a teaching role.
2. Identify the characteristics of an effective teacher.
3. Demonstrate how to establish and manage classroom/shop/laboratory routines and procedures to maximize learning time and minimize negative student behavior.
4. Creates a safe environment for student learning regarding state and federal laws and regulations governing school districts, including OSHA and Massachusetts Child Labor Laws. This includes familiarity of the Vocational Technical Education Regulations 603 CMR 4.0 and M.G.L. c. 74 pertaining to vocational technical education programs.
5. Demonstrate a knowledge of the critical components of a comprehensive health and safety plan for their shop or classroom to manage a safe environment.
6. Establish and articulate clear standards of positive behavior as well as consequences for non-compliance while demonstrating strategies for reinforcing positive behavior and discipline techniques for addressing student behavior and mutual respect.
7. Identify elements of a quality course/program curriculum, methods for assessing student performance, and effective strategies to collaborate with colleagues to improve instruction, assessment, and student achievement by accessing research-based effective strategies.
8. Read, comprehend and synthesize quantitative and qualitative technical education ideas and concepts from a wide variety of sources, both written and electronic.
9. Plan a unit of study with clear objectives and relevant measurable outcomes including elements of quality homework assignments and the process for evaluating.
10. Establish a process to document students’ learning progress, competency and behavior
11. Identify and demonstrate strategies for establishing high student expectations that involve communication with parents/guardians regarding student learning.
12. Demonstrate an understanding of one’s moral, ethical, and legal responsibilities and in the use of technology and other resources.
13. Use technology, online resources, and peer-reviewed studies as effective educational tools.
14. Demonstrate an understanding of the integration of academic standards.
15. Acquire knowledge and skills essential for promoting equity, identifying bias, and supporting high achievement for all students.

\*Educators should note that the course objectives listed here reflect the version of the course created by merging the content of the pre-2021 *Seminar for the Beginning Vocational Technical Education Teacher* with *Managing Student Behavior in a Healthy and Safe Environment.* The course detailed above will offered starting with the Spring 2021 semester.

**Teaching Methods for Vocational Technical Education - Instructional Strategies**

**Course Description**

This course is designed to provide individuals with a wide variety of researched-based teaching methods and instructional strategies. Participants in this course will learn how to develop a unit of study and how learning styles, motivation, and expectations influence instructional choices made by the teacher. Participants will learn how to integrate technical and academic content by using a balanced instructional approach.

**Course Objectives**

Upon completion of this course, participants will be able to:

* acquire knowledge and skills essential for promoting equity and supporting high achievement **for all students**
* develop instructional units and lessons based on standards and performance indicators of the Certificate of Occupational Proficiency
* **demonstrate an understanding and ability to align Vocational Technical Education Framework standards with the English Language Arts, Mathematics, Science and Technology/Engineering, History and Social Science, Arts and Comprehensive Health Curriculum Frameworks**
* demonstrate the ability to plan units of study with clear objectives and outcomes
* demonstrate the ability to plan pedagogy appropriate to the specific discipline and the age, cognitive level and learning styles of students in the classroom and shop
* demonstrate how to include integrated technical and academic knowledge and skills in lesson plans and curriculum
* demonstrate a variety of methods for creating an effective classroom and shop learning environment
* articulate an understanding of various student academic and technical assessment methods and relevant feedback
* demonstrate the ability to use information in Individual Education Programs (IEP) to plan instructional strategies
* design effective homework assignments and the process for evaluating them
* convey knowledge of and enthusiasm for his/her discipline to students
* demonstrate how to partner with postsecondary institutions and registered apprenticeship programs for program development and articulation
* demonstrate how career/vocational technical student organizations can be used to improve student learning and develop student leadership skills
* demonstrate a knowledge of the elements of a professional development plan
* use technology, including online resources, as an effective educational tool
* read, comprehend and synthesize quantitative technical education ideas and concepts from a wide range of sources, both written and electronic.
* demonstrate an understanding of the underlying major mathematical concepts of the course

### **Addressing the Needs of Students with Disabilities in**

### **Vocational Technical Education**

**Course Description**

This course is designed to provide individuals with an overview of the Federal and State Special Education Laws and Regulations and how they are implemented in schools in Massachusetts. Participants will learn about the elements of an Individualized Education Program (IEP) and the roles of special and general educators. Participants will also learn how to design curriculum and instruction using the information on the IEP and how modify their related classrooms and shops to accommodate students with disabilities.

****Course Objectives****

Upon completion of the course, participants will be able to:

* demonstrate knowledge of state and federal laws and regulations governing special education in Massachusetts.
* demonstrate an understanding of the Education Reform Act
* demonstrate the skills needed to provide instructional supports to all students in their classrooms and shops with diverse learning needs
* demonstrate the essential teaching skills needed to promote equity and supporting high achievement **for all students**
* demonstrate knowledge of the IEP process, required forms and the roles of special and general educators
* demonstrate the collaborative skills and effective co-teaching strategies needed by special and general educators to successfully educate students with disabilities in the least restrictive environment in technical settings
* demonstrate appropriate curriculum design, instruction and classroom assessments using the individualized information on the IEPs of the students
* demonstrate the effective utilization of a full range of behavior management strategies
* demonstrate appropriate assistive technology and its use in related classrooms and shops
* demonstrate skills necessary to successfully communicate with parents and educators regarding students with disabilities in their classrooms and shops
* use technology, including online resources, as an effective educational tool
* read, comprehend and synthesize quantitative technical education ideas and concepts from a wide range of sources, both written and electronic.
* demonstrate an understanding of the underlying major mathematical concepts of the course

**Teaching Methods for Vocational Technical Education -**

**Educating and Assessing the Vocational Technical Education Learner**

**Course Description**

This course is designed to provide individuals with the knowledge and tools to teach and assess the technical, academic and employability knowledge/skills of students that are enrolled in vocational technical education programs. Participants in this course will be able to identify, develop, and model appropriate learning activities and assessments for the vastly divergent student population in vocational technical education.

**Course Objectives**

Upon completion of the course, participants will be able to:

* communicate high standards and expectations when evaluating student learning
* learn how to encourage all students to believe that effort is a key to achievement and be able to promote the concept that all students can achieve without exception
* demonstrate how assessment can be used to improve student achievement
* develop and implement student evaluations and assessments based on standards and performance indicators of the Certificate of Occupational Proficiency
* demonstrate the ability to plan student activities that include research, documentation, task performance, record keeping and evaluation of performance
* develop a wide range of written assessments to evaluate student performance and use the results to plan further instruction
* draw on the results of informal and formal assessments as well as knowledge of human development and student learning styles to plan learning activities appropriate for the full range of students within a classroom and shop setting
* employ appropriate sheltered English or subject matter instructional strategies for English Language Learners (ELL)
* demonstrate the ability to provide ongoing feedback to students and their parents or guardians on student achievement
* translate evaluations of student work into a record keeping system that accurately conveys the level of student achievement
* develop lesson plans that incorporate student career-decision making and employability skills
* use work-based activities to enhance student learning
* model leadership and sound personal, social and civic values and ethics
* use technology, including online resources, as an effective educational tool
* read, comprehend and synthesize quantitative technical education ideas and concepts from a wide range of sources, both written and electronic
* demonstrate an understanding of the underlying major mathematical concepts of the course

Developing and Implementing a Standards-based Curriculum in

Vocational Technical Education

**Course Description**

This course is designed to provide participants with the knowledge of the elements of a quality curriculum. Participants will learn how to develop a curriculum and a competency-based reporting system that incorporates the standards and performance indicators of the **Vocational Technical Education Frameworks and the English Language Arts, Mathematics, Science and Technology/Engineering, History and Social Science, Arts and Comprehensive Health Curriculum Frameworks.**

**Course Objectives**

Upon completion of the course, participants will be able to:

* demonstrate an understanding of the elements of a quality course and program curriculum
* demonstrate an understanding of the Certificate of Occupational Proficiency system including the Vocational Technical Education Frameworks
* **demonstrate an understanding of the English Language Arts, Mathematics and Science and Technology/ Engineering Curriculum Frameworks**
* **demonstrate the ability to align the Vocational Technical Education Frameworks standards with the English Language Arts, Mathematics, Science and Technology/Engineering, History and Social Science, Arts and Comprehensive Health Curriculum Frameworks**
* **demonstrate high expectations for student learning through curriculum development**
* develop a quality curriculum that includes the following components:
  + *title page that includes a course title and number based on a Program of Study, and CIP code*
  + course philosophy that is consistent with a school’s instruction philosophy and is made up of 6 – 8 goals to be achieved
  + *description that includes a brief narrative of scope and sequence, topics covered and outcomes expected, licenses, certifications available to students, articulation agreements if applicable*
  + *syllabus that includes a course summary, instructional philosophy, major course projects and activities, assessment plan, and timelines*
  + *occupational analysis that includes a narrative of the occupation and related industries, education qualifications for pathways, future trends and salary projections*
  + *competency validation that includes a description of the validation process, Certificate of Occupational Proficiency standards and National and State Industry and Licensure Standards*
  + *performance standards/indicators which include a description of measurable characteristics and that lists conditions of performance and performance criteria*
  + *competency reporting system which includes a process for periodic reporting to students and their parents guardians*
  + *instructional activities and needed resources*
* use technology, including online resources, as an effective educational tool
* read, comprehend and synthesize quantitative technical education ideas and concepts from a wide range of sources, both written and electronic
* demonstrate an understanding of the underlying major mathematical concepts of the course
* acquire knowledge and skills essential for promoting equity and supporting high achievement **for all students**

Teaching Methods for Vocational Technical Education – Using Research-based Practices to Develop Effective Instructional Strategies

****Course Description****

This course is designed to provide individuals with an understanding of how learning styles impact instruction and learning. Participants will learn how to develop a teaching unit that focuses on readiness assessment, use of learning styles, attention to whole-brain teaching, interpersonal skills, knowledge and skill assessment.

**Course Objectives**

Upon completion of this course, participants will be able to:

* demonstrate an understanding of current learning style/brain research and its implications for teaching and learning
* demonstrate the ability to assess individual learning styles and profile a class of students including students with disabilities
* demonstrate the ability to construct a lesson plan and teach a lesson that addresses the learning style strengths of a student/class
* demonstrate the ability to prepare and apply assessment instruments that address all learning styles
* articulate an understanding Howard Gardener’s multiple intelligence theory
* articulate an understanding of the “Triune Brain Theory”
* plan and provide instruction that is competency-based and is a balance between manipulative skills and technical knowledge
* demonstrate how to translate evaluations of student work into a record keeping system that accurately conveys the level of student achievement
* use technology, including online resources, as an effective educational tool
* read, comprehend and synthesize quantitative technical education ideas and concepts from a wide range of sources, both written and electronic
* demonstrate an understanding of the underlying major mathematical concepts of the course
* acquire knowledge and skills essential for promoting equity and supporting high achievement **for all students.**

# APPENDIX B: THE SHELTERED ENGLISH IMMERSION ENDORSEMENT

On June 26, 2018 the Massachusetts Board of Elementary and Secondary Education approved regulations that incorporated the Sheltered English Immersion (SEI) Endorsement into the career vocational technical education licensure requirements. In the next few pages, we will discuss how an educator earns the SEI Endorsement as well as how these regulation changes are being implemented.

There are currently four pathways to earn the SEI Teacher endorsement:

|  |  |
| --- | --- |
| 1. Completion of a course of study via a Department-approved provider | Individuals may enroll in SEI Endorsement courses through an approved provider. These courses are taught by instructors who have been vetted and trained by the Department. A list of all currently approved providers may be found here: <http://www.doe.mass.edu/retell/for-cost.html> |
| 1. Taking and passing the SEI MTEL | Educators who take and pass the SEI MTEL are eligible to receive the SEI Endorsement. Information about the test, including registration procedures and preparation materials can be found on the MTEL website, [www.mtel.nesinc.com](http://www.mtel.nesinc.com) |
| 1. Obtaining an English as a Second Language license either in MA or another state | Educators who hold a Provisional, Initial or Professional stage Academic English as a Second Language license OR an English Language Learners license, are eligible to receive the SEI Endorsement. Information about the requirements for these licenses may be found on the Licensure Requirements Tool found on the Licensure Office website: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure) |
| 1. Attainment of a bachelor’s degree in a major approved by the Department OR other graduate-level training approved by the Department. | This pathway is commonly referred to as the “Transcript Review.” Educators who have previously completed coursework related to ESL may opt to have the coursework reviewed to see if it covers all of the necessary topics. To request a transcript review, an educator must apply for the endorsement and select pathway 2. |

**Creation of the Vocational SEI Cohort**

Educators who were assigned an English Learner and administrators who were overseeing educators assigned an English Learners during the 2017/2018 school year were placed into a cohort of personnel required to earn the SEI Endorsement by July 1, 2021. These individuals were notified of their assignment to the cohort in August 2018 and were given the option of enrolling in a DESE-sponsored RETELL course to earn the SEI Endorsement.

The DESE-sponsored RETELL course was offered during the Spring and Fall of 2019. Any educator who does not take and pass the DESE-sponsored course will need to obtain the endorsement via other means.

Any educator placed in the cohort that does not obtain the SEI Endorsement by July 1, 2021 will see their license fall into a “RETELL Restricted” status. A RETELL Restricted license may not be advanced, extended or renewed until the educator earns the SEI Endorsement.

If a vocational educator was placed into the Vocational SEI Cohort and experiences a hardship that prevents them from earning the SEI Endorsement by July 1, 2021, they may apply for a hardship extension. Information on how to apply for such an extension may be found here: <http://www.doe.mass.edu/retell/hardship-exception.docx>

**Professional License Requirement Implementation**

Starting on July 1, 2021, any educators looking to advance their Preliminary Vocational Technical Education license to the Professional stage will need to obtain the SEI Endorsement. Therefore:

If you earn your Professional Vocational Technical Teacher license **prior to July 1, 2021**, obtaining the SEI Teacher Endorsement **WILL NOT** be a licensure requirement.

If you will be earning your Professional Vocational Technical Teacher license **after July 1, 2021**, obtaining the SEI Teacher Endorsement **WILL** be a licensure requirement.

Vocational Technical Educators who are in the process of obtaining the Professional license should determine when they will be able to complete the requirements to see if they will also be required to earn the SEI Endorsement.

If an educator already holds Professional Vocational Technical Teacher license by July 1, 2021 AND they were NOT placed into the Vocational SEI Cohort, then obtaining the SEI Endorsement will not be a licensure requirement. Possession of the SEI Endorsement will not be a requirement for Professional license renewal. Educators who fall into this category should note that while possession of the SEI Endorsement would not be a licensure requirement, their school district may still make possession of the SEI Endorsement a condition of employment.

However, it may be possible that such an educator will need to earn the SEI Endorsement for an employment requirement (see next section). As well, all educators renewing a primary professional license will still be expected to earn at least 15 Professional Development Points in SEI/ESL or bilingual education effective July 1, 2021. For more information on how the SEI Endorsement affects Professional License Renewal, please refer to the Chapter 74 Guide for Professional Vocational Technical Educator License Renewal, here: <http://www.doe.mass.edu/licensure/voctech/chapter-74-guide-professional-license-renewal.docx>.

**Employment Requirement**

Starting on July 1, 2021, any vocational educator who is assigned an English Learner to their classroom must either already hold the SEI Teacher Endorsement OR obtain the SEI Techer Endorsement within on calendar year of assignment.

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# APPENDIX C: INDUCTION/MENTORING PROGRAMS

The Education Reform Act and the educator licensure regulations 603 CMR 4.00 and 7.00 require school districts to provide systems of support for beginning educators. Induction programs offer this system of support through various components including an orientation, a mentoring relationship, a support team, opportunities for classroom observation and other mentoring activities. These programs help beginning educators refine practice, understand professional roles and responsibilities, and, ultimately, positively affect student achievement. Listed below are the Standards for Induction Programs for Teachers.

Please refer to the Department of Elementary and Secondary Education’s Induction and Mentoring website (<https://www.doe.mass.edu/edeffectiveness/mentor/>) for additional resources.

##### 603 CMR 7.12 Standards for Induction Programs for Teachers

1. Application. All school districts are required to provide an induction program for teachers in their first year of practice.
2. Standards. All induction programs shall meet the following requirements:
   1. an orientation program for beginning teachers and all other incoming teachers
   2. assignment of all beginning teachers to a trained mentor within the first two weeks of teaching
   3. assignment of a support team that shall consist of, but not be limited to, the mentor and an administrator qualified to evaluate teachers
   4. release time for the mentor and beginning teacher to engage in regular classroom observations and other mentoring activities
3. Additional Requirements. All programs shall submit an annual report to the Department that includes information on:
   1. program activities
   2. number and complete list of beginning teachers served
   3. number and complete list of trained mentors
   4. number of classroom observations made by mentors
   5. number of hours that mentors and beginning teachers spend with each other
   6. hiring and retention rates for beginning teachers
   7. participant satisfaction
   8. partnerships developed with other districts, professional associations, and institutions of higher education to support the beginning teacher induction program

# APPENDIX D: QUESTIONS and ANSWERS

Additional Q’s and A’s will be added.

**Are all school districts required to have induction programs with a trained mentor for all new core subject (academic) and technical teachers?** *Yes. The requirements and standards for induction programs are the same for all teachers.*

**If a teacher with Preliminary Vocational Teacher license is unable to complete the professional education courses within the required time frame will they be allowed additional time to complete the coursework?** *Yes. If an educator requires additional time to complete the requirements for the Professional license, they may apply for the Preliminary-Extension. Information about the Preliminary-Extension license may be found here:* [*http://www.doe.mass.edu/licensure/voctech/prel-ext-plan-hardship-form.docx*](http://www.doe.mass.edu/licensure/voctech/prel-ext-plan-hardship-form.docx)

**Sue has an Associate degree in Liberal Arts. Does she have to take the English, mathematics and science courses required for the Professional license, or will the English, mathematics and science courses she took in college toward her Associate’s suffice?** *Provided that she earned her degree at a regionally accredited university, these credits may be counted towards the English, math and science courses required for the Professional license.*

**Can professional education college courses I took in California count towards the Massachusetts professional education courses?** *Possibly. If you feel that courses taken in another state cover all of the objectives from the required Massachusetts occupational education courses, you may want to pursue the course substitution process. You will find more information about this process, here:* [*http://www.doe.mass.edu/licensure/academic-prek12/course-substitution-applications.docx*](http://www.doe.mass.edu/licensure/academic-prek12/course-substitution-applications.docx)

**I want to know where I stand in terms of the academic credit requirement. How do I find this out?** *Educators who want to know where they stand in terms of the academic credit requirements should submit an application for the Professional license. This will trigger a review of the educator’s file and the educator will be sent an evaluation letter detailing the remaining requirements for the Professional license.*

**When can I apply for the Professional license?** *Educators can apply for the Professional license at any time. Applications do not expire, and the educator is only charged a one-time fee when they first apply. There is no additional fee for each subsequent review. Once an application has been added to ELAR, it remains open and valid until documentation of all requirements have been submitted.*

1. \* These documents are available on the ESE-CVTE website at [www.doe.mass.edu/ccte/cvte/](https://www.doe.mass.edu/ccte/cvte/). They are also available in print form by contacting the Office of Educator Licensure at the telephone number(s), address or web address listed on the cover. [↑](#footnote-ref-2)