*****Massachusetts Department of***

***Elementary and Secondary Education***

### 135 Santilli Highway, Everett, MA 02149 Telephone: (781) 338-3000 TTY: N.E.T. Relay 1-800-439-2370

**Course Substitution for Professional Education Courses No Longer Offered**

The 2020 changes made to the Vocational Technical Education Regulations (603 CMR 4.00), reduced the number of occupational education credits required to advance a Preliminary Vocational Teacher license to the Professional level from 21 to 18. The previously required occupational education courses, *Seminar for the Beginning Vocational Technical Education Teacher* and *Managing Student Behavior in a Healthy and Safe Environment* will be merged to create a new course that will be required in order to advance a Vocational Teacher license. This was done to accommodate the addition of the Sheltered English Immersion (SEI) endorsement requirement in the 2017 regulation changes.

The new merged course will be offered starting with the spring 2021 semester and under the course title: *Seminar for the Beginning Vocational Technical Teacher*. Therefore, educators looking to advance their Vocational Teacher license should take note of when they took the *Seminar* course and plan accordingly. If a teacher took the course prior to the spring 2021 semester, they will have completed the old version of the course. If they took the course during the spring 2021 semester or after, then they will have completed the new course.

In order to assist vocational technical educators who may have taken one or both of the previously required courses (i.e. they completed *Seminar for the Beginning Vocational Technical Education Teacher* and *Managing Student Behavior in a Healthy and Safe Environment* prior to December 31, 2020)for their Professional license, a course substitution policy has been developed to assist in the transition from the “old” requirements to the “new” requirements and allow the Licensure Office to accept the previously required coursework towards the new requirements. The next page of this policy outlines various scenarios that educators may be in depending on their progress towards a Professional license and then outlines how to move forward. Educators who have completed one of the required courses may submit documentation that they have demonstrated the course objectives of the other course while working under the Preliminary license.

In order to have the substitution approved, educators should do the following:

1. Submit an application for the Professional Vocational Technical Education license
2. Submit an official college transcript for the college coursework completed

If applicable, submit the appropriate form signed by their Principal documenting demonstration of the course objectives from the required course.

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| **If the Educator….** | **Then…** |
| HAS completed BOTH the old version of *Seminar for the Beginning Vocational Technical Teacher* AND *Managing Student Behavior in a Healthy and Safe Environment* | The Licensure Office will accept completion of BOTH courses as the equivalent of the new version of the *Seminar for the Beginning Vocational Technical Teacher* course. |
| HAS completed the old version of *Seminar for the Beginning Vocational Technical Teacher* BUT NOT *Managing Student Behavior in a Healthy and Safe Environment* | The educator may use the form found on page 3 to document coverage of the objectives found in *Managing Student Behavior in a Healthy and Safe Environment* |
| HAS completed *Managing Student Behavior in a Healthy and Safe Environment* BUT NOT the old version of *Seminar for the Beginning Vocational Technical Education Teacher* | The educator may EITHER use the form found on page 4 to document coverage of the objectives found in the old version of *Seminar for the Beginning Vocational Technical Education Teacher*  OR  They may take the new version of *Seminar for the Beginning Vocational Technical Education Teacher* |
| HAS NOT completed EITHER *Managing Student Behavior in a Healthy and Safe Environment* OR the old version of *Seminar for the Beginning Vocational Technical Education Teacher* | The educator should take the new version of *Seminar for the Beginning Vocational Technical Education Teacher* course (available Spring semester 2021). |
| HAS taken the new version of the *Seminar for the Beginning Vocational Technical Education Teacher* course | The educator does not need to take any additional steps to have the coursework accepted |

Managing Student Behavior in a Healthy and Safe Environment

This form is to be used by vocational technical educators who have completed the course *Seminar for the Vocational Technical Education Teacher* but have not completed *Managing Student Behavior in a Healthy and Safe Environment*. It must be signed by the principal of the school district where the educator is currently employed.

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| --- | --- | --- | --- | --- | --- |
| Candidate Information | | | | | |
| First name: |  | Last name: |  | | |
| Educator License# or MEPID: | | | | | |
| Attestation Statement | | | | | |
| By signing this form, I am attesting that I have observed this educator demonstrate a knowledge and an understanding of each of the following *Managing Student Behavior in a Healthy and Safe Environment* course objectives during the time they have been employed in this school district | | | | | |
| Course Objective | | | | | Rating |
| * Demonstrate how to establish and manage classroom/shop routines and procedures to maximize learning time | | | | | * Met * Not Met |
| * Demonstrate how to establish clearly articulated standards of behavior and consequences for non-compliance | | | | | * Met * Not Met |
| * Establish a record keeping process to document students learning progress and behavior | | | | | * Met * Not Met |
| * Articulate and demonstrate an understanding of discipline techniques for addressing student behavior and mutual respect | | | | | * Met * Not Met |
| * Convey knowledge of and enthusiasm for their discipline to students | | | | | * Met * Not Met |
| * Demonstrate strategies that involve parents/guardians in students’ learning and how to communicate clearly to them | | | | | * Met * Not Met |
| * Demonstrate how to create a safe environment conducive to student learning | | | | | * Met * Not Met |
| * Articulate knowledge of OSHA and Child Labor laws and their implications for managing a safe and healthy environment | | | | | * Met * Not Met |
| * Demonstrate a knowledge of the critical components of comprehensive health and safety plan for their shop or classroom | | | | | * Met * Not Met |
| * Demonstrate an understanding of legal and ethical issues in the use of technology and other resources | | | | | * Met * Not Met |
| Employing School District: | | | | | |
| Principal Name (Print): | | | | Phone #: | |
| Principal (Signature): | | | | Date: | |

Seminar for the Beginning Vocational Technical Education Teacher

This form is to be used by vocational technical educators who have completed the course *Managing Student Behavior in a Healthy and Safe Environment* but have not completed *Seminar for the Beginning Vocational Technical Education Teacher*. It must be signed by the principal of the school district where the educator is currently employed.

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| --- | --- | --- | --- | --- | --- |
| Candidate Information | | | | | |
| First name: |  | Last name: |  | | |
| Educator License# or MEPID: | | | | | |
| Attestation Statement | | | | | |
| By signing this form, I am attesting that I have observed this educator demonstrate a knowledge and understanding of each of the following *Seminar for the Beginning Vocational Technical Education Teacher* course objectives during the time they have been employed in this school district | | | | | |
| Course Objective | | | | | Rating |
| * Demonstrate a familiarity of the state and federal laws and regulations that govern schools | | | | | * Met * Not Met |
| * Identify effective strategies to collaborate with colleagues to improve instruction, assessment and student achievement | | | | | * Met * Not Met |
| * Implement effective classroom/shop routines and procedures that maximize instructional time | | | | | * Met * Not Met |
| * Identify the elements of a quality course/program curriculum | | | | | * Met * Not Met |
| * Identify the characteristics of an effective teacher | | | | | * Met * Not Met |
| * Identify research-based effective instructional strategies and methods for assessing student performance | | | | | * Has met * Not Met |
| * Identify elements of quality homework assignments and the process for evaluating teacher-assigned homework | | | | | * Met * Not met |
| * Plan a unit of study with clear objectives and relevant measurable outcomes | | | | | * Met * Not met |
| * Demonstrate an understanding of their moral and legal responsibilities | | | | | * Met * Not met |
| Employing School District: | | | | | |
| Principal Name (Print): | | | | Phone #: | |
| Principal (Signature): | | | | Date: | |