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**Career Vocational Technical Education &**

 **the Sheltered English Immersion Endorsement**

**April 2021**

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**Introduction**

The Department of Elementary and Secondary Education (DESE) is providing this guidance to help educators and districts comply with the Sheltered English Immersion (SEI) requirements relating to career vocational technical educators. Any educator who was part of the SEI career vocational technical cohort must obtain the SEI Endorsement prior to July 1, 2021.

The SEI requirements were adopted by the Board of Elementary and Secondary Education on June 26, 2018. The requirements relating to career vocational technical educators are a continuation of the Rethinking Equity and Teaching for English Language Learners (RETELL) initiative, which is designed to strengthen teaching and learning for English learners.[[1]](#footnote-2) The first section of this guidance document discusses different pathways for earning the SEI Endorsement. The second section discusses “the cohort of all career vocational technical teachers who instructed English learners during the 2017-2018 school year, and principals, assistant principals, and supervisors/directors who supervised or evaluated such teachers.” 603 CMR 14.08(2). The third section discusses the requirements that will go into effect starting on July 1, 2021 relating to career vocational technical teachers who are assigned to provide sheltered English instruction to an English learner, and principals, assistant principals, and supervisors/directors that supervise or evaluate such teachers. 603 CMR 14.08(3)-(4).

1. **Routes to Earning the SEI Endorsement**

The following are currently available pathways for earning the SEI Endorsement:

• Completing and passing a for-cost SEI course approved by the Department. You can find information about participating in a for-cost SEI course at this link: <http://www.doe.mass.edu/retell/For-Cost.html>. Please contact the course providers directly for more information.

• Studying for and passing the SEI MTEL Subject Test. You can find study materials and information about the SEI MTEL at this link: <http://www.mtel.nesinc.com/TestView.aspx?f=HTML_FRAG/MA056_PrepMaterials.html> .

• Possession of a valid ESL/ELL license.

• Successfully completing the transcript review process, which confirms possession of a bachelor's degree in a Department-approved major or other Department-approved graduate level training relevant to the SEI Endorsement. To request a transcript review, apply for the endorsement and select path 2, which is a transcript review based on a related degree or graduate level training. Instructions for applying for the SEI Endorsement can be found at this link: <http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/sei-endorsement-how-to-apply.pdf>. Should you have questions about applying for a transcript review, please contact the Office of Educator Licensure at: 781-338-6600.

1. **Cohort of Career Vocational Technical Educators**

In accordance with 603 CMR 14.08(2), “the cohort of all career vocational technical teachers who instructed English learners during the 2017-2018 school year, and principals, assistant principals, and supervisors/directors who supervised or evaluated such teachers, must earn the appropriate SEI Endorsement by July 1, 2021.” The Department provided an opportunity for cohort members to take a no-cost SEI course in 2019.

Career vocational technical educators who were assigned to the 2017-18 cohort have until July 1, 2021 to earn the SEI Endorsement or they will not be able to renew, advance, or extend their license(s) after July 1, 2021 until they obtain the SEI Endorsement. Upon showing of hardship, the Department “may grant a member of the cohort an extension of time beyond July 1, 2021. Hardship shall consist of serious illness or injury, or other circumstances that are beyond the control of the individual and impede the individual's ability to complete the requirements for an SEI endorsement.” 603 CMR 14.08(2).

**SEI Restrictions**

An educator who was part of the career vocational technical education cohort and who does not earn the SEI Endorsement by July 1, 2021 will have a restriction associated with their license(s) as indicated below. *See* 603 CMR 14.08(2). The restrictions will be placed on the licenses of career vocational technical educators who are members of the cohort, but do not earn an SEI endorsement as follows:

* For those who hold only vocational licenses issued pursuant to 603 CMR 4.0, all of their vocational licenses will be restricted.
* For those who hold both core academic licenses and vocational licenses, both core academic licenses issued under 603 CMR 7.00 and any vocational licenses issued under 603 CMR 4.00 will be restricted.
* For those who hold only core academic license(s) as indicated in 603 CMR 7.00, the core academic license(s) will be restricted.
* For those members of the cohort who were teaching a career vocational technical subject under a license issued under 603 CMR 7.00 in an area that is not core, that license will be restricted.

Restricted status prevents an educator from advancing, extending, or renewing their licenses as described above. Obtaining the appropriate SEI Endorsement lifts the SEI restricted status.

1. **Requirements for Career Vocational Technical Educators Starting July 1, 2021**

In addition to the above, starting on July 1, 2021:

1. Vocational technical teachers must have the SEI Endorsement to be able to earn a Professional license. 603 CMR 4.07(4)(f).
2. Educators renewing a primary Professional Vocational Technical Teacher license need to have earned at least 15 professional development points in SEI, English as a second language, or bilingual education. 603 CMR 4.12(8)(a)1.
3. Any career vocational technical teacher who is assigned to provide sheltered English instruction to an English learner shall either hold the SEI Teacher Endorsement, or is required to earn such endorsement within one year from the date of the assignment. 603 CMR 14.08(3).
4. No principal, assistant principal, or supervisor/director shall supervise or evaluate a career vocational technical teacher who provides sheltered English instruction to an English learner unless such principal, assistant principal, or supervisor/director holds the SEI Teacher Endorsement or the SEI Administrator Endorsement, or will earn either endorsement within one year of the commencement of such supervision or evaluation. ) 603 CMR 14.08(4).

As a result of #3 and #4, some educators may need to earn the SEI Endorsement based on their work assignment sooner than they would need to earn it based on when they need to advance, renew, or extend their license.

If you have questions about licensure, you can contact the Licensure Call Center, which is open each business day 9-1pm and 2-5pm, at 781-338-6600.

**APPENDIX A**

**“Vocational” Regulations – 603 CMR 4.00**

**Definitions:**

**Career Vocational Technical Education Program:** For purposes of Sheltered English Immersion, a career vocational technical education program shall include programs approved under M.G.L. c. 74; programs that meet the definition of career and technical education listed in the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. § 2302(5); and any other programs that may be designated by the Commissioner.

**Career Vocational Technical Subjects:** For purposes of Sheltered English Immersion, such subjects shall include automotive technology, carpentry, culinary arts, engineering, exploratory, masonry, information technology, and any other subjects listed by the Department in guidance. *See also Appendix B.*

**Career Vocational Technical Teacher:** For purposes of Sheltered English Immersion, a teacher of a career vocational technical subject in a career vocational technical education program at the secondary level.

**603 CMR 4.07(3) Sheltered English Immersion Endorsement for Preliminary Vocational Technical Teacher License.**

Starting on July 1, 2021, a career vocational technical teacher who is assigned to provide sheltered English instruction to an English learner shall either hold a Sheltered English Immersion (SEI) Teacher Endorsement or earn such endorsement within one year from the date of the assignment pursuant to 603 CMR 14.08(3). 603 CMR 4.07(3) shall not apply to career vocational technical teachers who are required to obtain the SEI Endorsement in accordance with 603 CMR 14.08(2).

**603 CMR 4.13(8)(b) Sheltered English Immersion:**

1. Starting on July 1, 2021, no career vocational technical teacher shall be assigned to provide sheltered English instruction to an English learner unless such teacher either holds an SEI Teacher Endorsement or will earn an SEI Teacher Endorsement within one year from the date of the assignment.
2. Starting on July 1, 2021, no principal, assistant principal, or supervisor/director shall supervise or evaluate a career vocational technical teacher who provides sheltered English instruction to an English learner unless such principal, assistant principal, or supervisor/director either holds an SEI Teacher or SEI Administrator Endorsement or will earn such endorsement within one year of the commencement of such supervision or evaluation.
3. Any career vocational technical teacher, principal, assistant principal, or supervisor/director who supervises or evaluates a career vocational technical teacher who provides sheltered English instruction to an English learner and who fails to obtain an SEI endorsement within the time period designated for his or her cohort established by 603 CMR 14.08(2), will not be eligible to advance or renew his or her license until such individual obtains the SEI endorsement. Provided however, in accordance with 603 CMR 14.08(2), upon a showing of hardship, the Department may grant an educator an extension of time beyond the date specified in 603 CMR 14.08(2).

**“Academic” Regulations – 603 CMR 7.00**

**Definitions:**

**Career Vocational Technical Education Program:** For purposes of Sheltered English Immersion, a career vocational technical education program shall include programs approved under M.G.L. c. 74; programs that meet the definition of career and technical education listed in the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. § 2302(5); and any other programs that may be designated by the Commissioner.

**Career Vocational Technical Subjects:** For purposes of Sheltered English Immersion, such subjects shall include automotive technology, carpentry, culinary arts, engineering, exploratory, masonry, information technology, and any other subjects listed by the Department in guidance. *See also Appendix B.*

**Core Academic Teachers:** For purposes of Sheltered English Immersion instruction and Bilingual Education, early childhood and elementary teachers, teachers of students with moderate disabilities, teachers of students with severe disabilities, and teachers of the following academic subjects: English, reading or language arts, mathematics, science, civics and government, economics, history, and geography.

**603 CMR 7.15(9)(b) - Sheltered English Immersion**.

1. Notwithstanding 603 CMR 7.15(9)(a), starting on July 1, 2016, no core academic teacher shall be assigned to provide sheltered English instruction to an English learner unless such teacher either holds an SEI Teacher Endorsement, or will earn an SEI Teacher Endorsement within one year from the date of the assignment.
2. Notwithstanding 603 CMR 7.15(9)(a), starting on July 1, 2021, no career vocational technical teacher shall be assigned to provide sheltered English instruction to an English learner unless such teacher either holds an SEI Teacher Endorsement, or will earn an SEI Teacher Endorsement within one year from the date of the assignment.
3. Notwithstanding 603 CMR 7.15(9)(a), starting on July 1, 2016, no principal, assistant principal, or supervisor/director shall supervise or evaluate a core academic teacher who provides sheltered English instruction to an English learner unless such principal, assistant principal, or supervisor/director either holds an SEI Teacher or SEI Administrator Endorsement, or will earn such endorsement within one year of the commencement of such supervision or evaluation.
4. Notwithstanding 603 CMR 7.15(9)(a), starting on July 1, 2021, no principal, assistant principal, or supervisor/director shall supervise or evaluate a career vocational technical teacher who provides sheltered English instruction to an English learner unless such principal, assistant principal, or supervisor/director either holds an SEI Teacher or SEI Administrator Endorsement, or will earn such endorsement within one year of the commencement of such supervision or evaluation.
5. Notwithstanding 603 CMR 7.04, 603 CMR 7.05, 603 CMR 7.09 and 603 CMR 7.15 (5), any core academic teacher, principal, assistant principal, or supervisor/director supervising or evaluating a core academic teacher, who fails to obtain an SEI endorsement within the time period designated for his or her cohort established pursuant to 603 CMR 14.07(2), will not be eligible to advance or renew his or her license until such educator obtains the SEI endorsement. Provided however, in accordance with 603 CMR 14.07(2), upon a showing of hardship, the Department may grant an educator an extension of time beyond the date designated for his or her cohort to earn an SEI endorsement.
6. Notwithstanding 603 CMR 7.04, 603 CMR 7.05, 603 CMR 7.09 and 603 CMR 7.15(5), any career vocational technical teacher, principal, assistant principal, or supervisor/director who supervises or evaluates a career vocational technical teacher who provides sheltered English instruction to an English learner and who fails to obtain an SEI endorsement by the date specified in 603 CMR 14.08(2), will not be eligible to advance or renew his or her license until such individual obtains the SEI endorsement. Provided however, in accordance with 603 CMR 14.08(2), upon a showing of hardship, the Department may grant an educator an extension of time beyond the date specified in 603 CMR 14.08(2).

**Education of English Learners Regulations - 603 CMR 14.00**

**14.07: Assignment of English Learners to Teachers in School Districts.**

(1) Core academic teachers who provide sheltered English instruction to English learners in school districts, including charter schools and education collaboratives, must earn an SEI Teacher Endorsement as set forth in 603 CMR 7.00: *Educator Licensure and Preparation Program Approval* and 603 CMR 14.07. Principals, assistant principals, and supervisors/directors who supervise or evaluate such teachers, must earn an SEI Teacher Endorsement or SEI Administrator Endorsement as set forth in 603 CMR 7.00 and 603 CMR 14.07.

(2) Individuals who were assigned to a cohort by the Department in each of the years from July 1, 2012 through June 30, 2016 and who failed to earn an SEI endorsement by the time designated for their cohort shall not be eligible to advance or renew their educator license under 603 CMR 7.00: *Educator Licensure and Preparation Program Approval* and 603 CMR 44.00: *Educator License Renewal* until such educators earn an SEI endorsement. Provided however, upon a showing of hardship, the Department may grant an educator an extension of time beyond the time designated for his or her cohort to earn an SEI endorsement. Hardship shall consist of serious illness or injury, or other circumstances that are beyond the control of the educator and impede the educator's ability to complete the requirements for an SEI endorsement.

(3) As of July 1, 2016, any core academic teacher who is assigned to provide sheltered English instruction to an English learner shall either hold an SEI Teacher Endorsement, or is required to earn such endorsement within one year from the date of the assignment. Any school district that assigns an English learner to a core academic teacher who has a year to obtain an SEI endorsement, shall take all reasonable steps to ensure that such English learner is assigned to core academic teachers with an SEI endorsement in subsequent school years.

(4) As of July 1, 2016, no principal, assistant principal, or supervisor/director shall supervise or evaluate a core academic teacher who provides sheltered English instruction to an English learner unless such principal, assistant principal, or supervisor/director holds an SEI Teacher Endorsement or SEI Administrator Endorsement, or will earn either endorsement within one year of the commencement of such supervision or evaluation.

(5) For purposes of 603 CMR 14.07, "core academic teacher" shall mean early childhood and elementary teachers, teachers of students with moderate disabilities, teachers of students with severe disabilities, and teachers of the following academic subjects: English, reading or language arts, mathematics, science, civics and government, economics, history, and geography.

**14.08: Career Vocational Technical Teachers and Administrators**

(1) Career vocational technical teachers who provide sheltered English instruction to English learners in school districts, including charter schools, education collaboratives, agricultural high schools, and regional vocational technical school districts, must earn an SEI Teacher Endorsement as set forth in 603 CMR 4.00, 603 CMR 7.00, and 603 CMR 14.08. Principals, assistant principals, and supervisors/directors who supervise or evaluate such teachers, must earn an SEI Teacher Endorsement or SEI Administrator Endorsement as set forth in 603 CMR 4.00, 603 CMR 7.00, and 603 CMR 14.08.

(2) The cohort of all career vocational technical teachers who instructed English learners during the 2017-2018 school year, and principals, assistant principals, and supervisors/directors who supervised or evaluated such teachers, must earn the appropriate SEI Endorsement by July 1, 2021. Members of the cohort who fail to earn an SEI endorsement by July 1, 2021, shall not be eligible to advance or renew their license under 603 CMR 4.00, 603 CMR 7.00, and 603 CMR 44.00 until such members earn an SEI endorsement; provided however, upon a showing of hardship, the Department may grant a member of the cohort an extension of time beyond July 1, 2021. Hardship shall consist of serious illness or injury, or other circumstances that are beyond the control of the individual and impede the individual's ability to complete the requirements for an SEI endorsement.

(3) Starting on July 1, 2021, any career vocational technical teacher who is assigned to provide sheltered English instruction to an English learner shall either hold the SEI Teacher Endorsement, or is required to earn such endorsement within one year from the date of the assignment. Any school district that assigns an English learner to a career vocational technical education teacher who has a year to obtain the SEI Teacher Endorsement, shall take all reasonable steps to ensure that such English learner is assigned to career vocational technical teachers with the SEI Teacher Endorsement in subsequent school years.

(4) Starting on July 1, 2021, no principal, assistant principal, or supervisor/director shall supervise or evaluate a career vocational technical teacher who provides sheltered English instruction to an English learner unless such principal, assistant principal, or supervisor/director holds the SEI Teacher Endorsement or the SEI Administrator Endorsement, or will earn either endorsement within one year of the commencement of such supervision or evaluation.

(5) For purposes of 603 CMR 14.08, "career vocational technical teacher" shall mean a teacher of a career vocational technical subject in a career vocational technical education program at the secondary level; "career vocational technical education program" shall include programs approved under M.G.L. c. 74; programs that meet the definition of career and technical education listed in the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. § 2302(5); and any other programs that may be designated by the Commissioner; "career vocational technical subjects" shall include automotive technology, carpentry, culinary arts, engineering, exploratory, masonry, information technology, and any other subjects listed by the Department in guidance.

**Appendix B**

**Career Vocational Technical Subjects**

As defined in 603 CMR 14.08(5), a “career vocational technical teacher” is “a teacher of a career vocational technical subject in a career vocational technical education program at the secondary level.” Career vocational technical subjects “include automotive technology, carpentry, culinary arts, engineering, exploratory, masonry, information technology, and any other subjects listed by the Department in guidance.” 603 CMR 14.08(5). For purposes of SEI, the Department has defined Career Vocational Technical Subjects to include the following:

* Any subjects falling under the clusters listed in Table 1 on page 69 of the [EPIMS Data Handbook](https://www.doe.mass.edu/infoservices/data/epims/epims-datahandbook.docx) under “code for secondary courses” that start with 10 through and including 21. *See relevant excerpt from Table 1 below:*

|  |  |  |
| --- | --- | --- |
| Subject Area-Course | Code for Prior-to-Secondary Courses | Code for Secondary Courses |
| Computer and Information Sciences | 60 | 10 |
| Communications and Audio/Visual Technology | 61 | 11 |
| Business and Marketing | 62 | 12 |
| Manufacturing | 63 | 13 |
| Health Care Services | 64 | 14 |
| Public, Protective, and Government Services | 65 | 15 |
| Hospitality and Tourism | 66 | 16 |
| Architecture and Construction | 67 | 17 |
| Agriculture, Food, and Natural Resources | 68 | 18 |
| Human Services | 69 | 19 |
| Transportation, Distribution, and Logistics | 70 | 20 |
| Engineering and Technology | 71 | 21 |

* Any subjects in areas listed in [Appendix G3: CIP Codes](https://www.doe.mass.edu/infoservices/data/epims/appendices.xlsx) of the Education Personnel Information Management System (EPIMS). *See list below.*

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| **Appendix G3: CIP Codes** |
| **Subject Area Course** | **Code** |
| Agricultural Mechanics | C010201 |
| Agricultural & Domestic Animal Services, Other | C010599 |
| Applied Horticulture/Horticulture Operations, General | C010601 |
| Radio and Television | C090701 |
| Graphic Communications | C100301 |
| Computer Programming/Programmer, General  | C110201 |
| Information Science/Studies  | C110401 |
| Cosmetologist/Cosmetologist, General  | C120401 |
| Cooking and Related Culinary Arts, General  | C120500 |
| Early Childhood Education and Teaching  | C131210 |
| Engineering Technology, General  | C150000 |
| Electrical, Electronic and Communications Engineering Technology, General  | C150303 |
| Telecommunications Technology/Technician  | C150305 |
| Biomedical Technology/Technician  | C150401 |
| Electromechanical Technology/Electromechanical Engineering Technology | C150403 |
| Environmental Engineering Technology Environmental Technology  | C150507 |
| Drafting & Design Technology/Technician, General | C151301 |
| Consumer Merchandising/Retailing Management | C190203 |
| Criminal Justice | C430107 |
| Masonry | C460101 |
| Carpentry/Carpenter | C460201 |
| Electrician  | C460302 |
| Building Property Maintenance & Management  | C460401 |
| Painting/Painter and Wall Coverer | C460408 |
| Plumbing Technology/Plumber | C460503 |
| Construction Craft Laborer | C469999 |
| Appliance Installation & Repair Technology/Technician  | C470106 |
| Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance Technology/Technician | C470201 |
| Autobody/Collision & Repair Technology/Technician  | C470603 |
| Automobile/Automotive Mechanics Technology/Technician | C470604 |
| Diesel Mechanics Technology Technician  | C470605 |
| Small Engine Mechanics and Repair Technology/Technician | C470606 |
| Aviation Maintenance Technology | C470607 |
| Marine Maintenance/Fitter and Ship Repair Technology Technician | C470616 |
| Mechanic & Repair Technologies/Technicians, Other  | C479999 |
| Sheet Metal Technology/Sheetworking | C480506 |
| Advanced Manufacturing Technology | C480510 |
| Precision Metal Working, Other | C480599 |
| Cabinetmaking and Millwork/Millwright | C480703 |
| Design & Visual Communications | C500401 |
| Fashion/Apparel Design  | C500407 |
| Health Services/Allied Health/Health Sciences, General | C510000 |
| Dental Assisting/Assistant  | C510601 |
| Medical/Clinical Assistant  | C510801 |
| Business/Office Automation/Technology/Data Entry | C520407 |
| Hospitality Administration/Management, General  | C520901 |
| Exploratory | C990100 |

1. RETELL is a commitment by the Commonwealth to address a persistent gap in academic proficiency experienced by English learner (EL) students. [↑](#footnote-ref-2)