

Professional License Renewal

2015 Addendum:

Guidelines

For Massachusetts Educators



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Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000

Mitchell D. Chester, Ed.D.
Commissioner

TY: N.E.T. Relay 1-800-439-2370

January 12, 2015

Dear Colleagues:

The Department of Elementary and Secondary Education is pleased to present the *Professional License Renewal 2015 Addendum to the Guidelines for Massachusetts Educators*. This addendum to the existing License Renewal Guidelines is intended to provide educators with the professional license information necessary to successfully renew their Professional license in accordance with the new regulations.

As you know, license renewal is achieved through the completion of high quality professional development activities with the opportunity to strengthen student learning and best practices in content knowledge and pedagogical skills. Educators must continue to meet these goals by developing an Individual Professional Development Plan (IPDP) that coincides with school and district goals. This guide will also explore the educator plan in terms of how some professional development may be applicable towards license renewal.

We hope this publication is informative, providing you with the necessary tools for license renewal.

Thank you for your dedication and commitment towards the educational needs of the students of the Commonwealth. Best wishes for continued success.

Sincerely,

Mitchell D. Chester, Ed.
Commissioner of Elementary and Secondary Education

Introduction

This addendum to the existing [License Renewal Guidelines](#) is intended to provide guidance to educators who hold a professional license to successfully renew their license(s) in accordance with the new regulations.

In June of 2012, the Board of Elementary and Secondary Education adopted new regulations ([603 CMR 7.00](#) and [603 CMR 44.00](#)) that focused on instruction for English Language Learners. Three major changes to the License Renewal Regulations include:

- 1) Requirement of SEI Endorsement for License Renewal:** If you are a core academic teacher¹ who had or will have one or more English language learners (ELLs) in your classroom during your district's cohort training window, you must possess the Sheltered English Instruction (SEI) Teacher Endorsement by the conclusion of your cohort year in order to renew your license thereafter.² If you are a principal/assistant principal or supervisor/director³ (hereafter referred to as "administrator") who supervised or will supervise or evaluate one or more core academic teachers of ELLs during your district's cohort training window, you must possess the SEI Administrator Endorsement by the conclusion of your cohort year in order to renew your license thereafter.

This requirement applies to you if you work in a Massachusetts public school, including charter schools, or are employed by an education collaborative.

Using the Educator Plan for Educator Evaluation in License Renewal: Educators and supervisors can use their Educator Plans used currently for the [Educator Evaluation](#) system to satisfy requirements for Educator License Renewal. Forms such as the [Addendums for Educator Plans and Individual Professional Development Plans](#) can be found at: <http://www.doe.mass.edu/eval/resources/evalforms/>.

- 2) Professional Development Points (PDPs) - Point Requirements Changed:** The required distribution of Professional Development Points (PDPs) has changed for all educators who renew a primary license on or after July 1, 2016. Educators who renew their primary license on or after July 1, 2016 must earn:
 - (a) At least 15 PDPs related to Sheltered English Immersion or English as a Second Language.
 - (b) At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles.

¹ The following teachers are "core academic teachers" for purposes of providing SEI instruction: teachers of students with moderate disabilities; teachers of students with severe disabilities; subject-area teachers in English, reading or language arts; mathematics, science; civics and government, economics, history, and geography; and early childhood and elementary teachers who teach such content.

² All districts serving ELLs between 2012 and 2016 have been assigned to a Cohort. Districts in each cohort have been assigned by the Department to a training window. To determine your district's cohort and associated training window, go to: <https://custom.cvent.com/5DE05641F7844FB0942E41F55F06FB4B/files/f2e73d2b17d645a79cd7f12b56d63673.xlsx>.

Each core academic teacher and administrator working in a district assigned to a cohort has been, or will be assigned by the Department to a cohort year. Cohort years run from July 1 through August 31. Once assigned to a cohort year, an educator must obtain the SEI Endorsement by August 31 or, thereafter, will be unable to renew their license.

³ Commonwealth charter school administrators who are not required to hold an educator license should review 603 CMR 7.09(3)(b) concerning the supervisor/director license to determine whether your role would require you to obtain the SEI Administrator Endorsement.

- (c) At least 90 PDPs in content/pedagogy with no less than 60 PDPs in or related to the content area of the educator's primary license;

Each of these new requirements is described in more detail below.

SEI Endorsement

In the years between 2012 and 2016, the Department will train well over 26,000 teachers and administrators in the area of SEI through an approved course of study.

For the purposes of the SEI Endorsement requirement, core academic teachers are defined by 603 CMR 7.02. Typically, an educator's cohort year runs from July 1st of one year to August 31st of the following year. Please note, the 2015-16 cohort year ends on June, 30, 2016, not August 31, 2016. Whether or not an educator can renew their license with or without the SEI Endorsement depends on when their license is scheduled to be renewed and when their cohort year ends.



Applying for renewal prior to the conclusion of your cohort year – does not require the SEI Endorsement:

- An educator who has been assigned to the 2015-16 SEI cohort year and has a core academic teacher license or a principal/assistant principal or supervisor/director license due to be renewed on May 3, 2015 is not required to have earned the SEI Endorsement in order to successfully renew his/her license.

Applying for renewal after your cohort year has ended – requires possession of the SEI Endorsement:

- An educator who has been assigned to the 2014-15 SEI cohort year and has a core academic teacher license or a principal/assistant principal or supervisor/director license due to be renewed on October 1, 2015 will be required to possess the SEI Endorsement at the time of renewal.

For example:

A political science/political philosophy teacher who was enrolled in the 2014-15 SEI cohort year would have until August 31, 2015 to obtain the Endorsement. If the teacher renewed the professional political science/political philosophy license prior to August 31, 2015, the endorsement would not be required; however, if the license was renewed on or after September 1, 2015, the SEI endorsement would be required to renew the license.

“Carrying Over” PDPs earned through the Department approved course of study to earn the SEI Endorsement

Educators who hold a core academic teacher license as defined in 603 CMR 7.02 who obtain the SEI Endorsement through the Department's approved course of study will earn PDPs for successful

completion of their Endorsement course. Not only will these PDPs be considered as professional development related to the content of the educator’s license, but some educators may be able to utilize the PDPs earned towards their future renewal cycle or they could use the SEI PDPs in multiple renewal cycles if they choose.

Type of SEI Course	Completed Category Trainings	PDPs
Short Bridge	1, 2, and 4	22.5
Long Bridge	1 & 2, or 1 & 4, or 2 & 4	45
Full Course	1, 2, or 4 or none	67.5
SEI Administrator course	1 or more	22.5

Depending on how close an educator may be to his/her scheduled renewal of the professional license and his/her progress to renew that license, an educator may not need to utilize all or any of the PDPs earned through the SEI course of study. As a result, the educator can “carry over” PDPs earned en route to the SEI Endorsement in one renewal cycle towards his/her next renewal cycle (see below example).

For example:

A Supervisor/Director of Science who is due to renew his/her professional license on June 17, 2014, who was part of the 2012-13 (or 2013-14) cohort, had already accumulated 135 PDPs prior to the beginning of the SEI course as a result of other professional development. Upon successful completion of the full-length SEI course, the Supervisor/Director obtained the endorsement and was awarded 67.5 PDPs. The educator is allowed to apply 15 of the PDPs towards the 6/17/14 renewal and will be able to apply the remaining 52.5 PDPs towards the next renewal of the Supervisor/Director license due to be renewed again in June of 2019. See **Table 1** for additional information.

(Renewal of a license with completion of the SEI course)
Supervisor/Director of Science

Table 1

PDP Requirement	Professional Development Activity	Hours Completed	Professional Development Points
Content/Pedagogy – 120 (minimum of 90 must be in content)	Leadership Connection	3 credit graduate course	3 graduate semester hours/course = 67.5 PDPs
	Fostering better schools; Successful Students	3 credit graduate course	= 67.5 PDPs
Total Content/Pedagogy PDPs = 135			

PDP Requirement	Professional Development Activity	Hours Completed	Professional Development Points
RETELL Course	Approved SEI course of study	45 hours	= 67.5 PDPs - 15 PDPs (out of 67.5 has been) applied for this renewal cycle) Remaining 52.5 PDPs may be applied towards next renewal cycle
			Total PDPs = 150

In cases where an educator will be claiming the PDPs earned through the SEI course of study and applying them to more than one renewal cycle, the educator must maintain documentation to support **both** renewals. For example, in the above scenario, if the Supervisor/Director was selected for an audit in 2019, he/she would have to submit documentation to support the renewal in 2014 and 2019.

Educator Evaluation and License Renewal

Educators with a professional license who participate in a district-sponsored, approved provider-sponsored evaluation training program or a training program on the Massachusetts Framework for Educator Evaluation through their own district will be able to count those activities towards their license renewal, even if the training program was less than 10 hours. This will be true for teachers and professional support personnel, who are likely to participate in a program that is less than 10 hours.



Normally, educators must attain at least 10 hours in a topic area in order for those activities to be accepted towards license renewal. However, the Department will accept the activities of the evaluation training program, regardless of how many hours are completed. In addition, the activities of the evaluation training program will be considered as “related to the content area” of the educator’s license. With administrators, it is likely that the Department’s evaluation training program will be in excess of 10 hours and will directly connect to the Professional Standards for Administrative Leadership as indicated in 603 CMR 7.10(2) and as a result, an exception to the license renewal process is not necessary.

Individual Professional development Plan (IPDP) and Educator Plan Alignment

The regulations revised by the Board in June of 2012 enable educators and supervisors to use their Educator Plans (used in educator evaluation) to satisfy requirements for educator license renewal ([603 CMR 44.04 \(1\)\(c\)](#)). When this is applicable, educators and supervisors are encouraged, though not required, to coordinate educators’ goals and related professional development activities to meet requirements for both educator evaluation and license renewal. The Department has provided [sample Educator Plan forms](#) that provide the option for educators to identify and record opportunities to earn PDPs for license renewal within the activities associated with their Educator Plans. These activities and related PDPs can be transferred directly to the IPDP form, which educators are still required to complete and maintain for the duration of the 5-year license renewal cycle.

The requirements for each plan are described below:

- **IPDP:** Each educator who holds a Professional license must develop an IPDP which describes activities that will apply toward license renewal within a given five-year cycle. The IPDP should focus on the educator's goals for strengthening his or her content knowledge and professional skills in his or her licensure area(s) and for remaining current with other educational developments. It also should identify the expected goals for improvement in teaching and learning to be achieved over the five-year period. In addition to the educator's goals, the Plan must address the goals of the school and/or the district. At least 80% of the proposed PDPs in the educator's plan must be consistent with the educational needs identified by the school and/or district plan, and the plan must be designed to improve student learning.
- **Educator Plans:** Each educator must have an Educator Plan according to the regulations (603 CMR 35.06(3)). An Educator Plan outlines a course of action that an educator will take to pursue goals. Educator Plans include a minimum of one individual or team goal to improve the educator's professional practice tied to one or more Performance Standards and a minimum of one individual or team goal to improve the learning, growth, and achievement of the students under the educators' responsibility.

The Educator Plan outlines actions that educators will take in order to attain these goals, including but not limited to: professional development activities, self-study, and coursework, as well as other supports and resources for completing these actions.

It is important to note that not all of the professional development undertaken pursuant to an Educator Plan under [603 CMR 35.00](#) (evaluation) may meet the requirements of [603 CMR 44.00](#) (license renewal), and the timing of the plans for educator evaluation and educator license renewal will not always coincide (Educator Plans can be in place for up to two years, whereas license renewal operates on a 5-year cycle). That said, in many instances the educator's professional development activities will meet the licensure requirements so that successful completion of the professional development activities undertaken to meet the goals of the Educator Plan may contribute to meeting the requirements for license renewal.

The Distribution of Professional Development Points

Requirements for an educator renewing a primary license on/after July 1, 2016:

A total of 150 PDPs is required to renew a single license. The following point distribution must be met in order to renew:

- At least 15 PDPs related to SEI or English as a Second Language
- At least 15 PDPs related to strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles
- At least 90 PDPs in the content area of the license or in pedagogy, with no less than 60 PDPs in content and/or content-based pedagogy. The remaining required 30 PDPs may be earned through elective activities that address other educational issues and topics that improve student learning.



Please Note:

- Educators renewing a license related to special education (including but not limited to: Moderate Disabilities, Severe Disabilities, Vision Impairments, Speech, Language and Hearing Disorders) and English as a Second Language/English Language Learners are exempt from earning the additional 15 PDPs in their respective content area, however, they must still earn a total of 150 PDPs. These educators have the flexibility of earning additional PDPs related to content, pedagogy or content based pedagogy.
- A minimum of 10 hours in a topic must be earned in order for the points to be applied towards license renewal. **(See Points Distribution in Table 2):**

**(Renewal of a Single License)
History (8-12)**

Table 2

PDP Requirement	Professional Development Activity	Hours Completed	Professional Development Points
Content/Pedagogy 90 PDPs	Geography: Major Features of the World	3 semester hours	3 graduate semester hours/course = 67.5 PDPs
	Teaching AP History	Summer Seminar	= 25 hours = 25 PDPs
Total Content/Pedagogy PDPs = 92.5			
15 PDPs required in English as a Second Language/ Sheltered English Immersion	Theories and sheltered strategies for developing English language skills for content teachers	15 hour workshop	15 hours from an approved provider = 15 PDPs
15 PDPs required in instructing students with disabilities	Principles & Applications of Behavioral Management	3 credit course	3 credit undergraduate course = 45 PDPs
Educational-related issues/topics (Elective) 30 PDPs	Earning elective PDPs is optional and since the educator has earned 152.5 PDPs, they have satisfied the requirements of license renewal.		
Total PDPs = 152.5			