



Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

(781) 338-6600

75 Pleasant Street, Malden, Massachusetts 02148-4906

TTY: N.E.T. Relay (800) 439-2370

Course Substitution for Professional Vocational Technical Teacher License

One of the requirements for Vocational Technical Educators to advance a Preliminary Vocational Educator teacher license to the Professional type is the completion of seven professional education college courses approved by the Department of Elementary and Secondary Education for a total of 21 college credits. These courses cover a range of objectives and a complete list of the Course Objectives that each course covers may be found in the Chapter 74 Guide for Professional Vocational Technical Teacher Licensure at: <http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/vte-chapter-74-guide-professional-licensure.pdf>

If an educator feels that they have covered all of the objectives listed for one or more of these professional education courses in other coursework completed for college credit, they may apply for a course substitution. This process allows the Office of Educator Licensure to accept other coursework completed for college credit in lieu of a professional education course(s). In order for a course substitution to be approved **all objectives within a vocational professional education course must be covered**. Coverage of the objectives may be satisfied through multiple courses and in such cases the applicant must provide the appropriate documentation for all applicable courses.

To apply for course substitution, educators should:

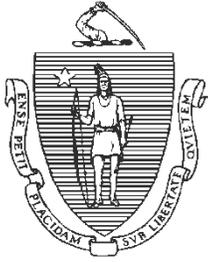
- Apply for the Professional teacher license;
- Have official college transcripts on file for all completed coursework to be considered;
- Submit a completed Professional Vocational Educator License Course Substitution Form found on the next page of this document;
- Submit a letter from the college/university for the coursework you wish to have considered for substitution stating the specific course objectives that were covered in the coursework completed at their institution. This letter must be on official college/university letterhead and be signed by the course instructor, appropriate department head, registrar, dean, or president. You may also submit a copy of the official catalog course description for the coursework if the description specifically states which course objectives are covered in the course.

It is possible that additional documentation may be required and in such cases applicants only need to submit the additional documentation requested. You will be notified as to the results of your request for course substitution after a review has been completed.

Please note that the course substitution process is only available for the seven professional education courses approved by the Department. Educators may not apply for a course substitution for the required 18 academic credits in English, math and science.

Please note: This document can be uploaded directly into your ELAR account.

For directions, please visit www.mass.gov/ese/licensure and select the How to Use the ELAR Portal link in the left navigational bar.



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Vocational Course Substitution Request Form

Applicant's name (please print): _____
First *Last*

MA Educator License # or MEPID: _____

In the table provided below, please state the number and title of the course(s) you wish to substitute for the corresponding approved professional education course. Course Objectives that each course covers may be found in the Chapter 74 Guide for Professional Vocational Technical Teacher Licensure at:

<http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/vte-chapter-74-guide-professional-licensure.pdf>

Approved professional education course:	Other completed course(s) to be substituted:
Seminar for the Beginning Vocational Technical Education Teacher	
Managing Student Behavior in a Healthy and Safe Environment	
Developing and Implementing a Standards-based Curriculum in Vocational Technical Education	
Addressing the Needs of Students with Disabilities in Vocational Technical Education	
Teaching Methods for Vocational Technical Education - Instructional Strategies	
Teaching Methods for Vocational Technical Education – Research-based Practices to Develop Effective Instructional Strategies	
Teaching Methods for Vocational Technical Education – Educating and Assessing the Vocational Technical Education Learner	

Attached to this form, please find the evidence I have provided verifying the professional education course objectives that were covered through the other completed course(s) to be substituted as noted above. I understand that it is my responsibility to provide both this and any additional evidence required for substitution purposes.

Signature of Applicant: _____ Date: _____
m/d/yy

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