



# *The Commonwealth of Massachusetts*

Massachusetts Department of Elementary & Secondary Education  
Office of Educator Licensure

## VOCATIONAL TECHNICAL EDUCATOR LICENSURE APPLICATION PACKAGE

*March 2016*

- Application
- Charge Card Authorization Form
- Internship Program Forms
- Checklist



**Department of Elementary &  
Secondary Education**

<http://www.mass.gov/ese/licensure>

Massachusetts Department of Elementary & Secondary Education  
Attention: Vocational Technical Educator Licensure  
75 Pleasant Street ■ Malden ■ MA ■ 02148-4906  
Tel: (781) 338-3000  
E-mail: [VocEducator@doe.mass.edu](mailto:VocEducator@doe.mass.edu)





This document was prepared by the  
Massachusetts Department of Elementary and Secondary Education  
Mitchell D. Chester, Ed.D.  
Commissioner

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Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370  
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# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Dear Applicant,

Thank you for choosing to become an educator in Massachusetts. Our students routinely lead the nation in national assessments of educational progress, in large measure due to the commitment, dedication and high quality of our educators.

Few professions offer the opportunities that educators have to make a difference in children's lives every day and no other profession has a greater impact on our state or our nation's future. Whether you are applying for your first license, seeking to advance an existing license or applying to add another license to your educational credentials, please be assured that your commitment to high quality instruction and our Commonwealth's students is both commendable and deeply appreciated.

This is an exciting time for education in the Commonwealth. With the impetus of the federal **RACE TO THE TOP** program, Massachusetts is placing unprecedented resources and focus on educational improvement and strengthening teaching, learning and educator development. The Department of Elementary and Secondary Education is committed to supporting and assisting you as you begin your teaching journey and throughout your career as an educator in Massachusetts.

Best wishes for success in all your efforts.

Sincerely,

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



Mitchell D. Chester  
Commissioner of Elementary and  
Secondary Education

[www.doe.mass.edu/educators](http://www.doe.mass.edu/educators)

**Massachusetts educators must understand their responsibilities as “mandated reporters” as stipulated by law. Please read this completely.**

**G.L.C.119,S.51A**

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, fire-fighter or policeman, office for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse maltreatment, or neglect; the

circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible thereof, and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

## GENERAL QUESTIONS & ANSWERS

### I. FEES

#### Q. What is the cost to apply for a license?

- A. First time applicants must pay a \$100 fee for the first academic or vocational license area/level applied for. Any additional license areas/levels will cost \$25 each.

*Example 1:* Applying for first time license in Electronics (9-14) preliminary and General Science (8-12) = \$100 + \$25 = \$125.

*Example 2:* Applying to add an additional license in Electronics (9-14) professional, and General Science (8-12) = \$25 + \$25 = \$50.

#### Q. Will my fee be refunded if I do not yet qualify for the license?

- A. No. The fee is non-refundable and non-transferable once the evaluation service has been provided. If you do not qualify, you will receive a detailed evaluation letter from the Department that outlines any remaining requirements, and how they can be satisfied. Upon completion of these requirements, simply mail in the necessary documentation, labeled with your social security number, and the application will be re-evaluated. You will not need to pay another application fee to have an existing application re-evaluated. The application will remain on file until all requirements have been satisfied.

#### Q. May I pay the fee with cash or personal check?

- A. No. A certified check, money order, or credit card payment are the options available. We accept MasterCard and VISA.

*\*If paying by credit card, complete the additional charge card authorization form on page 13.*

### II. MA TESTS FOR EDUCATOR LICENSURE (MTEL)

#### Q. Which test is required for licensure in vocational technical education?

- A. For licensure as a vocational technical teacher, vocational technical supervisor/director or vocational technical cooperative education coordinator, the Department will accept passing either the PreK-12 communication and literacy examination OR the Vocational Technical Skills Test. For individuals seeking licensure as a vocational technical superintendent/assistant superintendent or vocational technical principal/assistant principal, you must pass the PreK-12 Communication and Literacy exam.

#### Q. How can I register for the MA Voc. Tech Literacy Skills Test?

- A. Registration can be completed online or by hard copy. To apply online, visit [www.doe.mass.edu/mtel](http://www.doe.mass.edu/mtel). Paper registration forms can be found inside the MTEL Registration Bulletin, which you can obtain by calling the testing company, National Evaluation Systems, Inc. (NES) at 413.256.2892.

#### Q. What is the cost to register for the MTEL?

- A. All fees associated with taking the MTEL exam are paid to the testing company, National Evaluation Systems, Inc. (NES). For the most current and accurate fee schedule, refer to the MTEL Registration Bulletin, or visit [www.doe.mass.edu/mtel](http://www.doe.mass.edu/mtel). Currently, the cost for the Communication and Literacy Skills is \$125 (test is \$70, a \$30 registration fee and a \$25 computer-based testing fee). Additional fees (i.e., late registration fees, etc.) may be charged.

#### Q. When will the tests be offered?

- A. Many of the MTEls are offered by appointment, year round, Monday through Saturday (excluding some holidays). Please refer to the MTEL website: [www.mtel.nesinc.com](http://www.mtel.nesinc.com) for more information.

### III. DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION'S TECHNICAL TEACHER COMPETENCY TESTING (Written and Performance Subject Area Tests)

#### Q. Who is required to take the examinations?

- A. All candidates applying for vocational technical teacher licensure are required to pass written and performance examinations in their area of expertise. Tests are not developed for all subject areas at this time. Eventually all vocational technical licensure areas will have subject area tests. Technical competency examinations are required in the vocational technical areas listed below: \*

Agricultural Mechanics	Fashion Technology
Animal Science	Graphic Communication
Auto Collision Repair & Refinish	Health Assisting
Auto Technology	Heating, A/C & Refrigeration
Baking	Horticulture
Biotechnology	Hospitality Management
Building & Property Management	Information Support Services & Networking
Business Technology	Machine Tool Technology
Cabinetmaking	Major Appliance Install/Repairing
Carpentry	Marine Service Technician
Construction Craft Laborer	Marketing
Cosmetology	Mason & Tile Setting
Criminal Justice	Medical Assisting
Culinary Arts	Metal Fabrication & Joining Tech
Dental Assisting	Painting & Design Tech
Design & Visual Communication	Plumbing
Diesel Technology	Power Equipment Technology
Drafting	Programming & Web Development
Early Education & Care	Radio & TV Broadcasting
Electronics	Sheet Metal Working
Electricity	Stationary Engineering
Engineering Tech	Telecommunications
Environmental Science & Tech	Welding

\* Applicants should check with the Office of Educator Licensure regarding the availability of tests when filing an application.

**Q. How can I register for the Technical Teacher Competency Testing?**

A. You may call 978.441.4946 or access the website at [www.gltech.org](http://www.gltech.org) and select Teacher Test.

**Q. What is the cost to register for the examinations?\***

Written examination and/or retest fee.....	\$150
Performance examination and/or retest fee.....	\$250
Late registration (mail).....	\$ 50
Change of registration.....	\$ 25
Emergency registration (telephone).....	\$ 25
Payment default.....	\$ 25
Cancellation of a performance examination Less than three weeks prior to scheduled Exam....	\$ 25
Refund of test fee (processing fee) .....	\$ 25

**Q. When will the tests be offered?**

A. Presently the written examinations are offered eight times a year, usually on Saturday. The performance examinations are offered two times a year, once in the fall and once in the spring. Visit [www.doe.mass.edu/cte](http://www.doe.mass.edu/cte) or [www.gltech.org](http://www.gltech.org) for a list of test dates.

#### IV. GENERAL INFORMATION

**Q. Can I apply for a license if I haven't completed all of the requirements yet?**

A. Yes. Candidates are encouraged to submit licensure applications as soon as they know that they would like to obtain a particular license. If you have not completely satisfied all requirements at the time of the evaluation, you will receive a detailed correspondence from the Department that outlines any remaining requirements, and how they can be satisfied.

**Q. How long will it take for the Department to process my application?**

A. It is not possible to say exactly how long it will take. The answer depends on several factors, such as the type of license, the volume of applications being processed at the time, and whether the application was filled out correctly and completely. You may check the status of your application online by visiting [www.doe.mass.edu/educators](http://www.doe.mass.edu/educators) and logging into your **ELAR** account.

**Q. How can I ensure my application will be processed as quickly as possible?**

A. Visit [www.doe.mass.edu/educators](http://www.doe.mass.edu/educators) and click on ELAR to apply online. Applying and paying online does expedite processing. Make sure you have mailed all college transcripts and other required documentation to the Vocational Technical Licensure Office to be added to your file, and be sure to write your Social Security Number or Massachusetts Educators License Number on each document you submit. Based on the large volume of documents received by the Licensure Office daily, it is usually a good idea to submit all supporting documentation (transcripts, letters, other licenses, etc.) all together in one packet rather than separately.

**Q. Is there a number I can call if I have any questions about the vocational technical application process?**

A. Yes. You can call 781.338.6614 to speak to a Vocational Technical Licensure representative, Monday through Friday – 8:45 a.m. to 5:00 p.m.

\* Fees are subject to change.

## TYPES OF LICENSURE



### PRELIMINARY VOCATIONAL TECHNICAL TEACHER LICENSE:

A Vocational Technical Educator license issued to a person who has met the requirements established by the Board of Education for the Preliminary Vocational Technical Teacher license. The Preliminary Vocational Technical Teacher license is valid for five years of teaching and may be renewed at the discretion of the Commissioner for one additional five-year term pursuant to 603 CMR 4.11.

### PRELIMINARY-EXTENSION

The Preliminary Vocational Technical Educator license is valid for five years and may, for a showing of extreme hardship such as serious illness or other catastrophic circumstances that are beyond the control of the educator, be renewed at the discretion of the Commissioner for one additional five-year term. In order to be eligible, the candidate shall:

- present evidence of sound moral character, and
- submit an application detailing the extreme hardship and a plan outlining how the candidate will fulfill requirement for the professional license.

### INITIAL VOCATIONAL TECHNICAL EDUCATOR LICENSE

A Vocational Technical Educator license issued to a person who has met the requirements established by the Board of Education for an Initial Vocational Technical Administrator or Cooperative Education Coordinator license. The Initial Vocational Technical Educator license is valid for five years and is not renewable.

### PROFESSIONAL VOCATIONAL TECHNICAL TEACHER LICENSE:

A Vocational Technical Educator license issued to a person who has met the requirements established by the Board of Education for a Professional Vocational Technical Teacher Administrator or Cooperative Education Coordinator license. The Professional Vocational Technical Educator license is valid for five years and is subject to license renewal for additional five-year terms pursuant to 603 CMR 4.12.

# VOCATIONAL TECHNICAL LICENSES, TYPES AND REQUIREMENTS



## Licenses to be Issued Under 2003 Regulations (and their Requirements)

### Teacher Licenses

There are three types issued: Preliminary, Preliminary-Extension and Professional

#### LEGEND

<b>HS</b>	=	High school diploma/GED required
<b>AD</b>	=	Associate's degree required ( <i>see regulations for area</i> )
<b>BD</b>	=	Bachelor's degree required ( <i>see regulations for area</i> )
<b>MD</b>	=	Master's degree required ( <i>see regulations for area</i> )
<b>Y</b>	=	Years of specific occupational employment experience required
<b>YEd</b>	=	Years of specific educational experience required
<b>WP</b>	=	Written & performance test in license field required
<b>VTLST</b>	=	Vocational Technical Literacy Skills Test required
<b>MCL</b>	=	MA Communication & Literacy test required
<b>EL</b>	=	Educator license required ( <i>see regulations for area</i> )
<b>IN</b>	=	One year induction program required

**Note:** College degrees may substitute for some employment experience depending on the license field and particular degree.

#### AGRICULTURE AND NATURAL RESOURCES CLUSTER

Area	Preliminary				Professional			
AGRICULTURAL MECHANICS	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
ANIMAL SCIENCE	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
ENVIRONMENTAL TECHNOLOGY	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
HORTICULTURE	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	Pesticide Applicator License				Pesticide Applicator License			

#### ARTS AND COMMUNICATION SERVICES CLUSTER

Area	Preliminary				Professional			
DESIGN & VISUAL COMMUNICATIONS	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
GRAPHIC COMMUNICATIONS	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
RADIO & TV BROADCASTING	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

#### BUSINESS AND CONSUMER SERVICES CLUSTER

Area	Preliminary				Professional			
COSMETOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	Cosmetologist & Instructor Licenses				Cosmetologist & Instructor Licenses			
FASHION TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
MARKETING	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
BUSINESS TECHNOLOGY	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

#### CONSTRUCTION CLUSTER

Area	Preliminary				Professional			
CABINETMAKING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
CARPENTRY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
CONSTRUCTION CRAFT LABORER	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
ELECTRICITY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
BUILDING & PROPERTY MANAGEMENT	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
HEATING, AIR CONDITIONING, REFRIGERATION	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
MASON & TILESETTING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
PAINTING & DESIGN TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
PLUMBING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
SHEET METAL WORKING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

### EDUCATION CLUSTER

Area	Preliminary				Professional			
EARLY EDUCATION & CARE	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

### HEALTH SERVICES CLUSTER

Area	Preliminary				Professional			
DENTAL ASSISTING	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
HEALTH ASSISTING	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
MEDICAL ASSISTING	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
MEDICAL LABORATORY TECH	AD	4Y	WP*	VTLST	EL	39 Course Credits	3YEd	IN
OPERATING ROOM TECHNOLOGY	BD	3Y	WP*	VTLST	EL	39 Course Credits	3YEd	IN
PRACTICAL NURSING (LPN)	BD	3Y		VTLST	EL	39 Course Credits	3YEd	IN

### HOSPITALITY AND TOURISM CLUSTER

Area	Preliminary				Professional			
BAKING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
CULINARY ARTS	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
HOSPITALITY MANAGEMENT	AS	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

### INFORMATION TECHNOLOGY SERVICES CLUSTER

\* These particular tests are not yet available. They will be required when they become available.

Area	Preliminary				Professional			
PROGRAMMING & WEB DEVELOPMENT	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
INFORMATION SUPPORT SERVICES & NETWORKING	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

### LEGAL AND PROTECTIVE SERVICES CLUSTER

Area	Preliminary				Professional			
CRIMINAL JUSTICE	AS	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

### MANUFACTURING, ENGINEERING AND TECHNOLOGY CLUSTER

Area	Preliminary				Professional			
BIOTECHNOLOGY	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
DRAFTING	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
ELECTRONICS	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
ENGINEERING TECHNOLOGY	BD	3Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
MACHINE TOOL TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
MAJOR APPLIANCE INSTALLATION/REPAIRING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	Section 608 EPA Certification at the Universal Level				Section 608 EPA Certification at the Universal Level			
METAL FABRICATION & JOINING TECHNOLOGIES	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
ROBOTICS AND AUTOMATION TECHNOLOGY	AD	4Y		VTLST	EL	39 Course Credits	3YEd	IN
STATIONARY ENGINEERING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	MA Boiler Engineer License				MA Boiler Engineer & Fireman Licenses			
TELECOMMUNICATIONS/FIBER OPTICS	AD	4Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
WELDING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	Welding Certification				Welding Certification			

### TRANSPORTATION CLUSTER

Area	Preliminary				Professional			
AUTOMOTIVE COLLISION REPAIR & REFINISHING	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	ASE (3 areas)				ASE (3 areas)			
AUTOMOTIVE TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	ASE (2 areas)				ASE (2 areas)			
DIESEL TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
	ASE (1 area)				ASE (1 area)			
MARINE SERVICES TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN
POWER EQUIPMENT TECHNOLOGY	HS	5Y	WP	VTLST	EL	39 Course Credits	3YEd	IN

## VOCATIONAL TECHNICAL ADMINISTRATOR LICENSES

**Note: College degrees may substitute for some employment experience depending**

LEGEND	
<b>HS</b>	= High school diploma/GED required
<b>AD</b>	= Associate's degree required ( <i>see regulations for area</i> )
<b>BD</b>	= Bachelor's degree required ( <i>see regulations for area</i> )
<b>MD</b>	= Master's degree required ( <i>see regulations for area</i> )
<b>Y</b>	= Years of specific occupational employment experience required
<b>YEd</b>	= Years of specific educational experience required
<b>WP</b>	= Written & performance test in license field required
<b>VTLST</b>	= Vocational Technical Literacy Skills Test required
<b>MCL</b>	= MA Communication & Literacy test required
<b>EL</b>	= Educator license required ( <i>see regulations for area</i> )
<b>IN</b>	= One year induction program required
<b>APR</b>	= 300 hr. apprenticeship/internship in the role of license
<b>Note: College degrees may substitute for some employment experience depending on the license field and particular degree.</b>	

**There are two types issued: Initial and Professional**

VOCATIONAL TECHNICAL ADMINISTRATOR LICENSES									
Area	Initial					Professional			
Vocational Technical Superintendent/Assistant Superintendent	BD	EL	3YEd	3Y	MCL APR	Performance Assessment*	EL	3YEd	IN
Vocational Technical Principal/Assistant Principal	BD	EL	3YEd	3Y	MCL APR	Performance Assessment*	EL	3YEd	IN
Vocational Technical Supervisor/Director	BD	EL	3Y	VTLST	Internship		EL	3YEd	IN

## VOCATIONAL TECHNICAL COOPERATIVE EDUCATION COORDINATOR LICENSES

**under 2003 pathway are as follows.**

**There are two types issued: Initial and Professional**

VOCATIONAL TECHNICAL						
Area	Initial			Professional		
Vocational Technical Cooperative Education Coordinator	HS	EL	VTLST & Internship	EL	3YEd	IN
	<i>or</i>					
	HS	5Y	VTLST & Internship			

# APPLICATION FOR MASSACHUSETTS VOCATIONAL TECHNICAL EDUCATOR'S LICENSURE



*For Official Use Only*

(Please type or print)

**PART A. APPLICATION INFORMATION**

1.	SSN:				
2.	Name (last, first, middle):				
3.	Previous Last Name(s) (if applicable, please attach documentation):				
4.	Street Address:	Apt # (if any):			
	City:	State:	Zip Code:		
5.	Daytime Telephone No:	Email (if any):			
6.	Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
6a.	Have you previously applied for a Massachusetts Educator License in an academic or vocational technical area? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>YES</b> , cost for each license listed below is \$25      If <b>NO</b> , cost is \$100 for the first license and \$25 for each additional				
6b.	Do you currently hold either an academic or vocational technical Massachusetts Educator License? <input type="checkbox"/> Yes <input type="checkbox"/> No				
7.	List the License Area and Type of EACH license you are applying for:				
	<b>Area</b>	<b>Type</b> ( <i>Preliminary, Preliminary-Extension, Initial, Professional</i> )			
8.	<b>Payment and Mailing Information</b> ( <i>see page 5 for fee information</i> )  Please enclose with your application a certified check or money order ( <i>no personal checks or cash</i> ) payable to: <p style="text-align: center;"><b>The Commonwealth of Massachusetts</b></p> Mail the completed application and supporting documents to: <p style="text-align: center;"><b>Massachusetts Department of Elementary and Secondary Education                  Office of Vocational Technical Licensure                  75 Pleasant Street                  Malden, MA 02148</b></p>				
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #003366; color: white; padding: 5px;"><b>Amount Enclosed</b></td> </tr> <tr> <td style="text-align: center; padding: 20px 0;">\$</td> </tr> </table>		<b>Amount Enclosed</b>	\$
<b>Amount Enclosed</b>					
\$					

\*If paying by credit card, check here:  and complete additional charge card authorization form on page 13.

9. **Transcripts**

Please indicate the official transcripts (or copies showing the Registrar’s signature) which you are submitting with your application as well as those that may be coming under separate cover.

These documents are enclosed with this application:	These documents will follow:

10. **Affidavit/Applicant’s Signature**

The Massachusetts Department of Elementary and Secondary Education has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data for the purpose of screening prospective and current holders of educator licenses awarded by the Department of Elementary and Secondary Education and for access to CORI conviction data in the context of proceedings relative to the decertification process. A criminal record check may be conducted for criminal and pending or criminal case information only, as authorized, and it will not necessarily disqualify me.

**State law requires applicants for licensure to affirm certain information. Please check all of the statements below that apply. If you do not check each statement, please enclose a letter of explanation. We will then contact you and will determine your eligibility for licensure.**

I certify that:

- I have never appeared in any federal or state court in the Commonwealth of Massachusetts or any other commonwealth, state, district, territory or country as a defendant for any criminal offense. (You must leave this blank and provide an explanation regardless of the outcome of the case if you appeared as a defendant. Generally speaking, any process before a court where you are required to enter a plea or where you could be placed on probation prior to entering a plea is considered an appearance as a defendant. Failure to disclose criminal court appearances will be grounds for license denial or revocation.)
- I have not been identified by any child protection agency as a perpetrator of child abuse or neglect.
- I have not been dismissed for cause from any position I held.
- I have not been asked to resign from any position or resigned from any position while under investigation or as a result of discipline.
- I have not had a professional license or certificate denied, revoked, suspended, surrendered or annulled, and no action is pending to revoke or suspend any professional license or certificate I hold.
- In accordance with MA General Laws Chapter 62C, §49A, I have filed all state tax returns and paid all Massachusetts taxes required by law, and I am in compliance with all Massachusetts laws relating to payment of child support. Note: If you have not resided or earned income in Massachusetts, in most cases, you do not owe any Massachusetts income tax and can answer the above question in the affirmative. If you are unsure about the correct answer, please consult a tax professional before you leave this question blank.
- I have read General Laws Chapter 119, §51A, which requires educators and others who are paid to care for or work with children, to make a report immediately to the Department of Social Services or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand my obligations under §51A and the penalties for failure to comply. (See page 4 of Application Packet).
- I understand and acknowledge that as a condition of holding an educator license, a criminal background check may be conducted for criminal and pending case information as authorized by the Criminal History Systems Board and that a criminal record will not automatically disqualify me.
- This application contains no misrepresentations or falsehoods. I understand the misrepresentations or falsehoods may be cause for denial or revocation of my educator license.
- I understand that I must notify the Commissioner of the Massachusetts Department of Elementary and Secondary Education in writing within ten days if, in the future, the answers to any of these questions change.

**Signed under the penalties of perjury:**

Print Your Full Name:

Your Signature:

Date:



## INTERNSHIP PROGRAMS

The vocational technical education regulations require that a Department-approved one-year supervisory internship based on the Professional Standards for Vocational Education Administrators be completed by those educators seeking the Initial Supervisor/Director license. For the Initial Cooperative Education Coordinators license, a one-year supervisory internship based on the Professional Standards for Cooperative Education Coordinators must be completed.

The internship shall be 300 hours and may be accomplished over one or two years. Each educator doing an internship shall have a trained mentor who holds an appropriate license. The mentor for the supervisor/director license internship shall hold an Initial or Professional Vocational Technical Administrator license (Vocational Technical Superintendent/Assistant Superintendent, Vocational Technical Principal/Assistant Principal or Vocational Technical Supervisor/Director) and the mentor for the Cooperative Education Coordinator license intern shall hold either an Initial or Professional Vocational Technical Cooperative Education license.

**VOCATIONAL TECHNICAL SUPERVISOR/DIRECTOR  
COOPERATIVE EDUCATION COORDINATOR LICENSURE  
INTERNSHIP PROGRAM APPLICATION FORM**



*This form should be completed by an administrator and returned to the Office of Educator Licensure  
ATTN: Vocational Technical Educator Licensure*

<b>Type of Program (Check one):</b>	
<input type="checkbox"/> Vocational Technical Supervisor/Director	<input type="checkbox"/> Vocational Technical Cooperative Education Coordinator

<b>Person Completing Form</b>	
Name of School District:	
Name of Person Completing this Form:	
Title of Person Completing this Form:	email:

***Sign for the type of program checked above***

<b>Signature of Person Completing this Form</b>	
<b>Vocational Technical Supervisor/Director:</b>	
I certify that the Vocational Technical Supervisor/Director Licensure Internship Program will be based on the Professional Standards for Vocational Technical Administrators contained in the Vocational Technical Education Regulations 603 CMR 4.10 and the Professional Standards for Administrators contained in the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.10	
Signature:	Date:

<b>Cooperative Education Coordinator:</b>	
I certify that the Cooperative Education Coordinator Licensure Internship Program will be based on the Professional Standards for Vocational Technical Cooperative Education Coordinators contained in the Vocational Technical Education Regulations 603 CMR 4.10	
Signature:	Date:

**VOCATIONAL TECHNICAL SUPERVISOR/DIRECTOR  
COOPERATIVE EDUCATION COORDINATOR LICENSURE  
INTERNSHIP PROGRAM COMPLETION FORM**



*This form should be completed by an administrator and returned to the Office of Educator Licensure  
ATTN: Vocational Technical Educator Licensure*

<b>Internship Completer Information</b>		
Name:		
Address:		
City:	State:	ZIP Code:
Email:	Tel No:	
Educator licensure # (if applicable):	District of Internship:	

<b>Type of Program (Check one):</b>
<input type="checkbox"/> Vocational Technical Supervisor/Director <input type="checkbox"/> Vocational Technical Cooperative Education Coordinator

<b>Mentor Information</b>	
Name:	Title:
Mentor's Educator Licensure #:	

<b>Completer's Supervisor Information</b>	
Name:	Title:
<b>Supervisor's signature indicating intern completed program:</b>	
Signature:	Date:

## APPLICANT'S CHECKLIST



**Please Note:** Along with filing an application, paying the required fee and submitting documentation, you may also be required to take and pass specific tests or complete college coursework. Refer to page(s) 7-11, the Chapter 74 Manual for Vocational Technical Educator Licensure and Relicensure or the Vocational Technical Education Regulations and Guidelines 603 CMR 4.00 for requirements specific to your license request.

*To ensure a timely application process, please review your application and refer to this checklist.*

*If your application is incomplete, it will be returned to you.*

- I indicated the vocational technical field and type of each license I am applying for (#7 on the application form).
- If applicable, I am submitting proof of name change: marriage certificate, court order or driver's license with social security number.
- I am enclosing a bank check, money order or charge card authorization form for the appropriate fee. (See "Fees" section on page 5 to be sure you have included the correct dollar amount.)
- If applicable, I am enclosing a copy of a high school diploma, GED or official college transcript required for license field being sought. Refer to page(s) 7-10.
- If applicable, I am enclosing documentation of the required number of years of full-time work (**not teaching**) experience on original letterhead of employing firm/organization/institution, signed by the owner/president/human resource officer or other designated official. Refer to page(s) 7-10.
- If applicable, I am enclosing a copy of a current state or national occupational license/certification, if required. Refer to page(s) 7-11.
- For those seeking vocational technical licensure as administrator, enclose documentation of specific years of occupational/vocational employment experience. Refer to page 10.
- If required for the particular license field, submit the Internship Outline form or the Internship Completion form. Refer to page(s) 14-16.
- I read and answered all questions in the affidavit (page 12) and I have signed and dated it.
- I printed my social security number on the face of every document I am submitting to the Office of Vocational Technical Educator Licensure and I understand that failure to do so may result in the need to re-send documents and/or delay the issuance of my license.
- Please address all correspondence to the attention of:

MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION  
Office of Vocational Technical Educator Licensure  
75 Pleasant Street  
Malden, MA 02148