MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION

Chapter 74
Guide for Initial and Professional Vocational Technical Administrator and Cooperative Education Coordinator Licensure

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Massachusetts Department of Education

Office of Educator Licensure
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Introduction

This Guide was prepared to provide individuals with information on the requirements for obtaining the Initial and Professional Vocational Technical Administrator (Superintendent/Assistant Superintendent, Principal/Assistant/Principal, Supervisor/Director license) as well as the Initial and Professional Vocational Technical Cooperative Education Coordinator license. It is designed so that individuals will have a "snapshot" of the license requirements by field in an easy to read format.

The Vocational Technical Education Regulations 603 CMR 4.00, as amended by the Massachusetts Board of Education on June 26, 2007, and the "Guidelines for Vocational Technical Education Programs and Educator Licensure," are the basis for this Guide. They should be reviewed because they contain important information that is not included in this Guide including, but not limited to, Professional Standards for teachers, administrators and cooperative education coordinators, as well as general provisions for licensure and employment that includes revocation, suspension, limitation and denial of licenses. The official copies of the Regulations and Guidelines, as filed with the Secretary of State, are implemented by the Department of Elementary and secondary Education (ESE). The Department does not represent this Guide as a replacement for the official regulations and guidelines.

References

Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines * This document contains copies of the law, regulations and guidelines on which vocational technical educator licensure and Chapter 74 vocational technical education program approval are based.

Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure *

Chapter 74 Guide for Professional Vocational Technical Teacher Licensure*

Chapter 74 Guide for Vocational Technical Educator License Renewal*

The Vocational Technical Education section of the Office of Educator Licensure contains additional information on vocational technical educator licensure.

Additional references are listed with the requirements for each license field in this Guide.

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* These documents are available on the Office of Educator Licensure website at www.mass.gov/ese/licensure. They are also available in print form by contacting the Office of Educator Licensure at the telephone number(s), address, or email address listed on the cover.

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Superintendent/Assistant Superintendent – Initial Vocational Technical Educator License	
❒	Bachelor's degree
❒	Possession of at least an Initial license under 603 CMR 4.00 or 7.00 in another educational role or the Preliminary Superintendent/Assistant Superintendent license under 603 CMR 7.00
❒	Completion of at least three full years of employment in a district-wide, school-based, or other educational setting
❒	Completion of at least three full years of employment in vocational technical education or career and technical education or workforce training acceptable to the Department
❒	Passing score on the Communication and Literacy Skills Test*
	Demonstration of successful application of the Professional Standards for Administrators set forth in 603 CMR 7.10 through completion of a Performance Assessment for the Initial License **and** one of the following:
❒	An approved post-baccalaureate program of studies including a supervised practicum/practicum equivalent (500 hours) in the superintendent/assistant superintendent role
❒	An administrative apprenticeship/internship (500 hours) in the superintendent/assistant superintendent role with a trained mentor, using Department guidelines
❒	A Panel Review

Superintendent/Assistant Superintendent – Professional Vocational Technical Educator License	
❒	Possession of a current Initial Vocational Technical Superintendent/Assistant Superintendent license
❒	Completion of a one-year induction program with a trained mentor
❒	Completion of at least three full years of employment in the Vocational Technical Superintendent/Assistant Superintendent role with an Initial Vocational Technical Superintendent/Assistant Superintendent license

* The Communication and Literacy Skills Tests are given by National Evaluation Systems. Complete information on these tests is available at http://www.mtel.nesinc.com/ or by calling 413/256-2892.

Principal/Assistant Principal – Initial Vocational Technical Educator License	
❒	Bachelor's degree
❒	Completion of at least three full years of employment in an executive management/leadership role or in a supervisory, teaching, or administrative role in a public school, private school, higher education, or other educational setting accepted by the Department
❒	Completion of at least three full years of employment in vocational technical education or career and technical education or workforce training acceptable to the Department
❒	Passing score on the Communication and Literacy Skills test*
❒	Demonstration of successful application of the Professional Standards for Administrators set forth in 603 CMR 7.10 through the completion of a performance assessment for the Initial license (MA-PAL). (Only applies to educators who do not currently hold any MA Principal/Assistant Principal license.) **And** one of the following:

❒	An approved post-baccalaureate program of studies including a supervised practicum/practicum equivalent (500 hours) in the principal/assistant principal 9-12 role.
❒	An administrative apprenticeship/internship (500 hours) in the principal/assistant principal 9-12 role with a trained mentor, using Department guidelines
❒	A Panel Review. Eligibility for a Panel Review is limited to candidates who have completed **one** of the following: 1. A post-baccalaureate program in management/administration at an accredited college or university **or** 2. Three full years of employment in an executive management/leadership, supervisory, or administrative role

Principal/Assistant Principal – Professional Vocational Technical Educator License	
❒	Possession of a current Initial Vocational Technical Principal/Assistant Principal license
❒	Completion of a one-year induction program with a trained mentor
❒	Completion of at least three full years of employment in the Vocational Technical Principal/Assistant Principal role with an Initial Vocational Technical Principal/Assistant Principal license

* The Communication and Literacy Skills Tests are given by National Evaluation Systems. Complete information on these tests is available at http://www.mtel.nesinc.com/ or by calling 413/256-2892.

Supervisor/Director – Initial Vocational Technical Administrator License	
❒	Bachelor's degree
❒	Current Professional Vocational Technical Educator license
❒	Completion of at least three full years of employment in vocational technical education in the role of licensed vocational technical educator
❒	Completion of a Department-approved one-year supervisory internship in the Vocational Technical Supervisor/Director role with a trained mentor
	One of the following:
	❒ Passing score on the Communication and Literacy Skills test*
	❒ Passing score on the Vocational Technical Literacy Skills Test *

Supervisor/Director – Professional Vocational Technical Administrator License	
❒	Possession of a current Initial Vocational Technical Supervisor/Director license
❒	Completion of a one-year induction program with a trained mentor
❒	Completion of at least three full years of employment in the Vocational Technical Supervisor/Director role with an Initial Vocational Technical Supervisor/Director license

* The Vocational Technical Literacy Skills Test and the Communication and Literacy Skills Tests are given by National Evaluation Systems. Complete information on these tests is available at http://www.mtel.nesinc.com/ or by calling 413/256-2892.

Cooperative Education Coordinator – Initial Vocational Technical License - Route I	
❒	Possession of a current Professional Vocational Technical Teacher or Professional Vocational Technical Administrator license or Professional Guidance Counselor license
❒	Completion of a one-year supervisory internship in the Vocational Technical Cooperative Education Coordinator role with a trained mentor
	One of the following:
	❒ Passing score on the Communication and Literacy Skills test*
	❒ Passing score on the Vocational Technical Literacy Skills Test *

Cooperative Education Coordinator – Initial Vocational Technical License – Route II	
❒	Completion of at least five years, full-time, recent employment experience in business or industry in a role related to workforce education and training acceptable to the Department
❒	Completion of a one-year supervisory internship in the Vocational Technical Cooperative Education Coordinator role with a trained mentor
	One of the following:
	❒ Passing score on the Communication and Literacy Skills test*
	❒ Passing score on the Vocational Technical Literacy Skills Test *

Cooperative Education Coordinator – Professional Vocational Technical License	
❒	Possession of a current Initial Vocational Technical Cooperative Educator Coordinator license
❒	Completion of a one-year induction program with a trained mentor
❒	Completion of at least three full years of employment in the role of Vocational Technical Cooperative Education Coordinator with an Initial Vocational Technical Cooperative Education Coordinator license

* The Vocational Technical Literacy Skills Test and the Communication and Literacy Skills Tests are given by National Evaluation Systems. Complete information on these tests is available at http://www.mtel.nesinc.com/ or by calling 413/256-2892.

APPENDIX A
APPLICATION INSTRUCTIONS - Initial and Professional Vocational Technical Administrator and Cooperative Education Coordinator Licensure

Individuals are encouraged to apply for Vocational Technical Educator licensure online through the Educator Licensure & Recruitment System (ELAR). Individuals may apply for licensure by using the paper application form that may be obtained from the Office of Educator Licensure.

In addition to completing and submitting the application form (online or paper), along with the required fee that is $100 for the first license field and $25 for each additional license field, applicants must send to the Office of Educator Licensure the following:

1. Official college transcripts if they have not been previously submitted.
2. A copy of a letter signed by the superintendent or human resources officer in the school district where the induction program was completed, documenting the completion of the induction program, if such induction program is required for the particular license field.*
3. A copy of the Internship Program Completion Form (from the *Appendices*) where the internship program was completed, documenting the completion of the internship program if such internship program is required for the particular license field. *
4. A copy of a letter signed by the superintendent or human resources officer in the school district where the employment experience was obtained, as required for the particular license field. * The letter should document the experience.
5. A copy of a letter on original letterhead of employing firm/organization/institution, signed by the owner/president, human resources officer or other official where the employment experience was obtained, as required for the particular license field. * The letter should document the experience.

Note: The test provider sends the results of the required communication and literacy test to the Department of Education. (Required for all Initial licenses in this Guide).

Questions may be directed to the Office of Educator Licensure:
(781) 338-6600
VocEducators@doe.mass.edu

* Refer to the license requirements for each particular license outlined in this Guide.

APPENDIX B
INTERNSHIP PROGRAMS
(Required for the Initial Vocational Technical Supervisor/Director and Initial Vocational Technical Cooperative Education Coordinator License)

The Vocational Technical Education Regulations require that a supervisory internship 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 be completed by those individuals seeking the Initial Vocational Technical Supervisor/Director license.

The Vocational Technical Education Regulations require that a supervisory internship based on the Professional Standards for Vocational Technical Cooperative Education Coordinators contained in the Vocational Technical Education Regulations 603 CMR 4.10 be completed by those individuals seeking the Initial Vocational Technical Cooperative Education Coordinator license.

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

Step 1: the school district files with the Office of Educator Licensure, the **Vocational Technical *Supervisor/Director, and Cooperative Education Coordinator Licensure Internship Program Application Form*** (below) for the supervisor/director program or cooperative education coordinator program (one form for each.) An ESE Licensure Specialist will review the submission and notify the submitter if the program has been approved or not approved. Once approved, the district may implement the program. Note that the approval is valid unless revoked or the regulations change.

Step 2: the intern completes the program.

Step 3: The intern file the **VT *Supervisor/Director, Cooperative Education Coordinator Licensure Internship Program Completion Form*** *with the Office of Educator Licensure.*

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

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

Type of Program (Check one):

❒ VT Supervisor/Director
❒ VT Cooperative Education Coordinator

Name of School District: _____

Name of Person Completing this Form: _____

Title of Person Completing this Form: _____

Email address: _____

Signature of Person Completing this Form:
Directions: Sign for the type of program checked above

VTE Supervisor/Director - I certify that the VTE 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: _____

Cooperative Education Coordinator - 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 and signed by an administrator and returned to the Office of Educator Licensure ATTEN: Vocational Technical Educator Licensure

Name of Internship Completer: _____

Address of Completer: _____
Street *City/Town* *Zip Code*

Email address: _____ **Tel. # ( )** _____

Educator license or MEPID number (*if applicable*): _____

Name of School District where internship took place:

_____

Type of Program (check one):

❒ VT Supervisor/Director

❒ VT Cooperative Education Coordinator

_____ _____
Name of mentor *Title*

Mentor's educator license number: _____

_____ _____
Name of completer's supervisor *Title*

_____ _____
Supervisor's signature indicating that intern completed program: *Date Signed*

APPENDIX C
INDUCTION/MENTORING PROGRAMS

The Education Reform Act and the educator licensure regulations 603 CMR 4.00 and 7.00 require school districts to provide systems of support for beginning educators. Induction programs offer this system of support through various components including an orientation, a mentoring relationship, a support team, opportunities for classroom observation and other mentoring activities. These programs help beginning educators refine practice, understand professional roles and responsibilities, and, ultimately, positively affect student achievement. Listed below are the Standards for Induction Programs for Administrators. Note the induction programs for cooperative education coordinators should use these standards as well.

Please refer to the Department of Elementary and Secondary Education's Induction and Mentoring website for additional resources.

Standards for Induction Programs for Administrators

(1) Application. All school districts are required to provide an induction program for all administrators in their first year of practice. Guidelines based on the following Standards will be provided by the Department.

(2) Standards. All induction programs shall meet the following requirements:

- (a) An orientation program for first year administrators and all other administrators new to the district.
- (b) Assignment of first-year administrators to a qualified and trained mentor within the first two weeks of working.
- (c) Assignment of a support team that shall consist of, but not be limited to, the mentor and an administrator qualified to evaluate administrators.
- (d) Provision for adequate time for the mentor and beginning administrator to engage in professional conversations on learning and teaching as well as building leadership capacity within the school community and other appropriate mentoring activities.
- (e) Provision for adequate time and resources to learn how to use effective methods of personnel selection, supervision, and evaluation.

(3) Additional Requirements. All induction programs shall submit an annual report to the Department that includes information on:

- (a) Program activities.
- (b) Number and complete list of beginning administrators served.
- (c) Number and complete list of trained mentors involved in the program.
- (d) Number of site-based visits made by mentors.
- (e) Number of hours that mentors and beginning administrators spent with each other.
- (f) Hiring and retention rates for first-year administrators.
- (g) Participant satisfaction.
- (h) Partnerships developed with other districts, professional associations, and institutions of higher education to support the administrator induction program.

APPENDIX D
QUESTIONS AND ANSWERS

Additional Q's and A's will be added. Please submit any questions to VocEducators@doe.mass.edu.

1Q What is the role of a Supervisor/Director of Vocational Technical Education in a comprehensive high school? *Please refer to the "Chapter 74 Manual Vocational Technical Education Programs for the answer." It is available on the Career/Vocational Technical Education website at www.doe.mass.edu/cte/.*

2Q I've heard that, under the 1991regulations, anyone who holds an AC1 (Superintendent-Director of a Regional Vocational Technical School District) can serve in most administrative or supervisory positions (i.e., AC1, AC2, AC3, AC4, AC5, SC2, SC3, SC4, SC8, SC9). I am a licensed cosmetology teacher, and I also hold an AC1 that is comparable to a Vocational Technical Superintendent/Assistant Superintendent license under the 2003 regulations. Will my AC1 allow me to serve as a Vocational Technical Principal/Assistant Principal? *Your AC1 is comparable to the Superintendent/Assistant Superintendent license and your AC2 is comparable to the Supervisor/Director license, only. Under the 2003 regulations the Vocational Technical Superintendent/Assistant Superintendent license will apply to the position of Vocational Technical Superintendent/Assistant Superintendent, only. According to the 2003 regulations, a person must acquire the appropriate license for the position he/she will hold. To serve as a Vocational Technical Principal, you will need the Vocational Technical Principal/Assistant Principal license.*

3Q When a vocational technical school has more than one person in a position, such as Principal or Assistant Principal, does each have to get Principal/Assistant Principal licensure under Chapter 74 or can one be Chapter 74 licensed and the other Chapter 71? *The situation where a vocational technical school has a Vocational Principal or Assistant Principal (Chapter 74 licensed as a Principal/Assistant Principal) and another Principal or Assistant Principal (Chapter 71 licensed as a Principal/Assistant Principal) is in compliance with the regulations regarding appropriately licensed personnel.*

4Q Are all school districts required to have induction programs with a trained mentor for all new administrators and cooperative education coordinators? *Yes. The requirements and standards for induction programs are the same for all administrators and cooperative education coordinators.*

5Q I am a licensed vocational technical teacher and I wish to obtain the VT Supervisor/Director license. How can I do an internship if I am working full-time as a teacher? *You could do the internship upon the approval of your supervisor in accordance with district rules by arrangement with your supervisor.*

6Q How does the school district gain approval of its internship programs? *The district would file with the Office of Educator Licensure, the 'Vocational Technical Supervisor/Director, Cooperative Education Coordinator Licensure Internship Program Application' form for approval.*

7Q I am a licensed vocational technical teacher and I wish to obtain the VT Cooperative Education Coordinator license and have as my mentor, a licensed Cooperative Education Coordinators but there are none in my district. What are my options? *You may seek a mentor from another district. The Massachusetts Association of Cooperative Education and Placement Coordinators is a source of mentors and information on all aspects of cooperative education in vocational technical education programs.*