



Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

TECHNICAL ASSISTANCE HANDOUT:
INSTRUCTOR CERTIFICATION

The purpose of this Technical Assistance Handout is to assist private occupational schools in completing the Instructor Certification form required for all school instructors.

Prior to hiring an instructor, schools are required to conduct due diligence to ensure that the instructor is qualified in accordance with 603 CMR 3.15(2). Further, prior to allowing an instructor to teach a class, schools must: (1) certify that the instructor is qualified; and, (2) receive approval of the instructor from the Division of Professional Licensure (DPL). Schools are required to maintain a file for each instructor with documentation that supports the certification made to DPL.

As part of the Instructor Certification process, schools must submit a complete Instructor Certification form and necessary attachments. Please see below for a checklist of all documents required for DPL review:

- Completed Instructor Certification form.
- List of courses for which the school is seeking approval for the instructor to teach along with the course identification number for each course.
 - Schools may use a DPL-approved course ID checklist developed by the school (*highly recommended*).
 - For the school's benefit, schools should request approval for all courses for which the applicant may be qualified to teach. This will provide schools with a list of pre-approved replacements in times of need.
- Resume or Curriculum Vitae: Must be current and include instructor's home address, phone number, email address, and dates of employment, and state the duties in the relevant subject area.
- If the applicant's name differs from the name contained in the educational and occupational documentation, proof of name change must be submitted with the instructor certification to DPL at the time of the relevant certification request (i.e., Original, Renewal, or Additional Certification).
- License: If a license is required in order to teach a course, attach a printout of the online license verification available from the licensing authority, showing that the license is current and in good standing. If a computer printout is not available from the licensing authority, then please submit a hard copy of the license.



Please note that additional documents are required to be maintained in the school's file on each instructor. See the Instructor Certification form.

FREQUENTLY ASKED QUESTIONS

INDIVIDUAL COURSE APPROVALS

- Q. Must an instructor of general content courses within an occupational program be licensed in the profession? For example, courses in anatomy and physiology and medical terminology are included in many types of allied health programs (e.g., massage therapy, medical assisting, dental assisting).**
- A. No. General content courses such as anatomy, physiology, and medical terminology may be taught by any qualified individual, regardless of whether he or she holds a license in the occupation for which the course is being taught. However, if the instructor also teaches occupation-specific courses, and that occupation requires its practitioners to be licensed, then the instructor must hold the relevant occupational license to teach those courses (e.g., massage therapy).

CHANGES TO CERTIFICATIONS

In order for approved instructors to teach additional courses, schools must submit the Instructor Certification form and check "Additional Certification." Please review the following for more information.

- Q. We have an instructor who is approved by DPL to teach certain courses. We would like her to teach additional courses. What do we do?**
- A. The school must obtain DPL's approval for the instructor to teach additional courses. Please provide the following:
1. A fully executed Instructor Certification form, with "Additional Certification" checked off on the form.
 2. A copy of the most recent approval letter from DPL (or from the Department of Elementary and Secondary Education (DESE), if prior to 8/1/12) for this instructor.
 3. If a license is required in order to teach the course, a computer printout showing that the instructor's license remains current and in good standing.
- Q. The instructor has changed her name since DPL's last approval. Do we need to submit anything?**
- A. No, but the school must document proof of name change (e.g., marriage certificate, court order) in the instructor's file. In the future, if the school submits an instructor request form for this instructor, then proof of name change must be included.

RENEWAL OF DPL's APPROVALS

- Q. How do schools renew DPL's approvals for instructors?**
- A. When a DPL-licensed school applies to renew its private occupational school license, it must submit to DPL new Instructor Certifications for each instructor employed by the school. Schools will use the instructor Certification form and check "Renewal Certification."

COMPUTER PRINTOUT FOR LICENSE VERIFICATION

- Q. We need to submit a computer printout demonstrating that our instructor is licensed to teach a non-general content course. What information must be included in the computer printout?**

- A. DPL boards and other licensing authorities offer an online license verification feature on their websites. Schools can look up the licensee, and print out the license verification. The printout must include the instructor's name, the license type (e.g., massage therapist or electrician), and the license expiration date. If a computer printout is not available from the licensing authority, then please submit a hard copy of the license.

PETITION FOR WAIVER

Q. May I request a waiver of the general content instructor or occupational licensure requirements from DPL?

- A. Yes, you may direct your request to the Executive Director for Occupational Schools explaining why you believe the prospective applicant is qualified to provide instruction in the course notwithstanding that the standard requirements have not been met.

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