

Check list for Candidates Exiting MA DESE Licensure Programs

Congratulations on nearing the end of your licensure program at Bridgewater State College. You've spent a lot of time and effort meeting state education standards and completing Preservice Performance Assessments – the end is in sight! Please use the following check list to ensure that your licensing paperwork is processed correctly and expeditiously by BSC's licensure office and the Massachusetts Department of Elementary and Secondary Education (MA DESE):

For undergraduate, post-baccalaureate and graduate students seeking an initial teaching license:

- Attend the "Licensure/Career Services" workshop sponsored by the School of Education and Allied Studies each semester (September/March). If you can't make a workshop, please contact BSC's licensure office (x1228) to obtain step-by-step instructions for using ELAR.
- Complete a "Request for B.S.C. Recommendation" form and submit it to the School of Education and Allied Studies Licensure Office (Hart 124)
- Apply for your initial teaching license using the MA DOE's on-line ELAR (Educational Licensing and Recruitment) system:
<http://www.doe.mass.edu/educators/>
(Click on the "ELAR" icon in the upper right corner of the page)
- At the completion of all of your coursework and field experience, obtain a final, official transcript and forward it to: The MA Department of Elementary and Secondary Education, Office of Educator Licensure, 75 Pleasant St., Malden, MA 02148. Undergraduates must wait for degree conferral in order to finalize their transcripts. Post-baccalaureate and graduate students may request transcripts once all grades have been posted.

For post-baccalaureate and graduate students seeking professional teaching licenses or initial specialist, administrator or support licenses:

- Contact the BSC Licensure office (x1228) to obtain detailed instructions and forms pertaining to the MA DESE licensing process.
- Complete a "Request for B.S.C. Recommendation" form and submit it to the School of Education and Allied Studies Licensure Office (Hart 124)
- Apply for your license using the MA DESE's on-line ELAR (Educational Licensing and Recruitment) system:
<http://www.doe.mass.edu/educators/>
(Click on the "ELAR" icon in the upper right corner of the page)
- After applying for your license using ELAR – send the following to the MA DESE:
 - A final official transcript (with graduate degree posted, if applicable)
- Candidates seeking a professional stage licenses must also submit:
 - A letter on school/district stationary verifying 3 full years of employment in the role of your initial license and completion of a "one year induction program with a mentor"
 - Verification of 50 hours of mentored experience beyond the induction year (this requirement may change soon – please contact the licensure office for current information)
- Candidates seeking specialist or administrator licenses must also submit employment verification letters – please contact the licensure office for specific information.

Note to all exiting students: If you are applying for a position and do not have your MA DESE license yet – the BSC licensure office can provide interviewers with an official letter verifying that you have completed your program. Due to the volume of candidates completing programs, we ask that you only request a personalized letter when you are actually scheduled for an interview. We will need the name, title and address of the interviewer in order for our office to mail the letter directly to the recipient.

NB: The normal turn-around period for the processing of licensure applications by the MA DOE is 3-6 months.