

Check list for Candidates Exiting MA DESE Licensure Programs

Congratulations on nearing the end of your licensure program at Bridgewater State University. You've spent a lot of time and effort meeting state education standards and licensure requirements – the end is in sight! Please use the following check list to ensure that your licensing paperwork is processed correctly and expeditiously by B.S.U.'s licensure office and the Massachusetts Department of Elementary & 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 College of Education and Allied Studies each semester (September/March). If you can't make a workshop, please contact B.S.U.'s licensure office (508 531-1228) to obtain step-by-step instructions for using ELAR.
- Complete a “Request for B.S.U. Recommendation” form and submit it to the College of Education and Allied Studies Licensure Office (Hart 124) – this form is available on the web at: <http://www.bridgew.edu/LicensureFieldPlacement/>
- Apply for your initial teaching license using the MA DESE's on-line ELAR (Educational Licensing and Recruitment) system: http://www.doe.mass.edu/educators/e_license.html (Click on the “ELAR” icon on the right side 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 & 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 (including the practicum) have been posted.

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

- Contact the B.S.U. Licensure office (508 531-1228) to obtain detailed instructions and forms pertaining to the MA DESE licensing process.
- Complete a “Request for B.S.U. Recommendation” form and submit it to the College of Education and Allied Studies Licensure Office (Hart 124) – this form is available on the web at: <http://www.bridgew.edu/LicensureFieldPlacement/>
- Apply for your license using the MA DESE's on-line ELAR (Educational Licensing and Recruitment) system: http://www.doe.mass.edu/educators/e_license.html (Click on the “ELAR” icon on the right side 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, completion of a “one year induction program with a mentor”, and verification of 50 hours of a mentored experience beyond the induction year
- 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 B.S.U. 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.