

## **Educator Renewal of Professional License- Frequently Asked Questions**

### **Q Who needs to renew?**

**A** *All educators holding **PROFESSIONAL** level DESE licenses must renew these licenses every 5 years to maintain their validity for employment.*

### **Q I am due to renew in 2019. What are some of the changes to the regulations since I renewed 5 years ago?**

*A There were license renewal regulatory changes in 2012 and 2017. They deal with the types and distribution of PDPs required for renewal. To learn more about the requirements, please see the **License Renewal Guidelines for Massachusetts Educators** at: <http://www.doe.mass.edu/licensure/advance-extend-renew-license.html>*

### **Q What is currently required for license renewal?**

**A** *A minimum total of 150 PDPs for renewal of a **Primary area license**, as follows:*

- At least 15 PDPs in content*
- At least 15 PDPs in pedagogy*
- At least 15 PDPs related to SEI or ESL*
- At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and diverse learning styles*
- The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.*

80% of these 150 PDPs must align with school/district Professional Development plan.

- o Educators are required to obtain initial approval and final endorsement of their professional development plan from their supervisor, and obtain evidence of an approved Individual Professional Development Plan (IPDP) and/or Educator Plan with a signature from their supervisor*

*A minimum total of 30 PDPs for each **Additional area license** as follows:*

- At least 15 PDPs in content*
- The remaining required 15 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy*

*A professional license with an Invalid Status being renewed as an Additional area will require 150 PDPs. A minimum of 15 PDPs should be in content, and the remaining 135 may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.*

**Q I have obtained the SEI teacher endorsement. Can I use the PDPs I was awarded for this endorsement towards the 15 PDP requirement for licensure?**

**A Yes.** *If you have earned PDPs from completion of a DESE Approved SEI Endorsement course of study, you may apply its eligible 67.5 PDPs earned towards the required 15 PDPs in ESL/SEI and/or as content PDP, as long as the PDPs were earned within your renewal cycle. For example, if your 5-year renewal cycle is: June 2018- June 2023, and the SEI Endorsement was issued on June 13, 2018, you may apply the PDPs towards renewal. If the SEI Endorsement was issued prior to earning a Professional license, points will not apply.*

**Q I have earned PDPs through completion of a DESE Approved SEI Endorsement course of study, however, I do not need to apply those PDPs at this time because I have enough PDPs to renew my license. Could I carry over the PDPs earned for completing the SEI Endorsement course to my next renewal cycle?**

**A Yes.** *You may utilize the SEI PDPs towards the next renewal cycle. You may carry over PDPs earned towards meeting the SEI Endorsement requirements one time only.*

**Q Where can I go to get information on possible Pathways to earning the SEI Endorsement?**

**A** *You will find helpful information by going to: [www.doe.mass.edu/retell](http://www.doe.mass.edu/retell)*

**Q How do I renew my license?**

**A** *You can renew through your online ELAR account. You also have the option of using a paper application. Processing of paper applications will take longer than the online process. Please log in via ELAR, or for assistance click on the **How to Use the ELAR Portal, and access ELAR Guides, through [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure).***

**Q What is the cost of renewal?**

**A** *The fee for renewing your Primary area license is \$100. The cost of renewing each additional license is \$25 per license.*

**Q Can I renew only my Additional licenses?**

**A** *No. In order to renew Additional licenses, a Primary area license must either be designated as a Primary at point of renewal or have been renewed previously as a Primary area and not be within one year from its renewal/expiration date.*

**Q Since I renewed last cycle, my Primary area license is no longer the license required for my work. This license is up for renewal but the license needed for my new job is not. What are my options?**

**A** *A Primary area license does not have to be the license under which you currently work. Your options are as follows:*

- *Renew, retaining your previous Primary area license designation, or*
- *Re-designate a new license due to be renewed as your Primary area and renew it according to the date that license is expiring. Ensure you have the necessary 150 PDPs and PDP distribution necessary for renewing it as a Primary area.*

**Q I hold multiple licenses. Several of them have different renewal dates. Some are active only until June 2019; others are active until June 2020. What are my options?**

**A** *You have the option of synchronizing the renewal/expiration dates of two or more Professional licenses by self-selecting a new renewal/expiration date when renewing. You may shorten the new renewal/expiration date of the license(s) you are currently renewing to match that of your other license(s). The date selected must be less than 5 years. The Professional licenses must be within one year from the renewal/expiration dates.*

**Q What happens if I do not renew my license?**

**A** *Your license becomes INACTIVE. It remains in an INACTIVE status for up to 5 years. If you've been employed under the license that has gone Inactive, your school district may not continue to employ you without obtaining an employment waiver from DESE. If you were not employed under that now Inactive license, you may become employed, however you must complete requirements for renewal within two-years from the date of hire. If you fail to renew an inactive license after the 5-year period, the license becomes INVALID. You cannot be employed under an Invalid license without a Waiver.*

**Q How early can I renew?**

**A** *The earliest you can renew is within one year of the renewal/expiration date of your license; however, the expiration date for the next cycle is 5 years from your current expiration date. For example, my license is expiring June 17, 2019. I choose to renew early on December 1, 2018. My new expiration date will be June 17, 2024. I cannot accrue PDPs for the next cycle's renewal any earlier than June 17, 2019.*

**Q Some PDPs awarded for activities I participated in are less than 10 PDP. I know that the required number of points in a given topic must be at least 10, in order to count for license renewal. Do I have any options to be able to count these PDPs towards license renewal?**

**A** *You can bundle PDPs of similar topics together to meet the 10 minimum PDP requirement. For example, if you took a workshop on formative assessment for which you were awarded 4 PDPs, you can bundle these PDPs with other PDPs related to assessment to make a total of 10.*

*The exception to the minimum 10 PDP requirement is workshops you may have taken related to Educator Evaluation. DESE will waive the 10 PDP minimum requirement for these workshops.*

**Q I am employed in a different school district than when I started my 5-year IPDP for license renewal. How do I obtain the appropriate supervisor's signature that is required for renewal when my supervisors have changed or retired during the 5-year period?**

*A The signature of your most recent Supervisor will satisfy this requirement*

**Q How long must I keep evidence related to my license renewal?**

*A Audits take place up to five years AFTER the renewal of a license. Please keep all records. Audits are conducted randomly throughout the five-year period. Even though you successfully renew, please keep all documents related to that renewal on file.*

**Q How can I obtain assistance if I still have questions about the renewal process?**

A. Contact the Licensure Call Center: 781-338-6600  
Hours: Monday–Friday 9am–12pm & 2pm–5pm.

***Walk-in Welcome Center Service Counter***

*Hours: Monday–Friday 8:45am – 4:45pm  
Located on the 1st floor*

**Q I have been employed as an Early Childhood teacher for 25 years. My ELAR Account has “Retell/SEI Restriction” next to some of my licenses. I do not plan to take the SEI course due to my upcoming retirement. Can I still renew my license?**

*A Unfortunately, your licenses cannot be renewed. According to the regulations, CMR 14.07(2), educators who had been assigned to a cohort a few years back for purposes of taking the SEI Course must have earned the SEI endorsement within the time period designated for their cohort, or else lose the ability to advance/extend/renew his/her license(s) until the endorsement has been obtained. The educator's file will hold a RETELL/SEI Restriction until he/she obtains the SEI Endorsement. Please also know that, after July 1, 2016, any unendorsed Core Academic Teacher (CAT) who is assigned an ELL, would have 12 months from the time of that assignment to earn the SEI Endorsement.*

**Q I renewed my Moderate Disabilities, PreK-8, Professional license online via my ELAR Account and paid the \$100 fee required of a Primary area. I just learned that my licensure status holds the RETELL/SEI Restriction. Can I request a refund for the renewal of my license?**

**A** No. Since your licensure file has been reviewed, a refund is not possible. The RETELL/SEI Restriction will remain on your file until such time that you have satisfied the requirements for the SEI Endorsement.

**Q** I was misidentified as a core academic educator who served ELLs students in my classroom. My licensure file holds the RETELL/SEI Restriction. What can I do to get the restriction lifted from my ELAR Account?

**A** Only core academic teachers who were assigned an ELL or administrators who supervise/evaluate core academic teachers who were assigned ELLs during their districts' cohort years were required to obtain the SEI Endorsement prior to July 1, 2016. If you were mistakenly identified as such, you may request a letter from your Administrator or Human Resources Director, on official school letterhead, stating that you did not instruct any ELLs students during your district's cohort window (please be sure to state your district's cohort window, i.e., 2013-2014, 2014-2016, 2015-2016, etc. and that either your MEPID or License # is included) Please mail it to the Office of Educator licensure, 75 Pleasant Street, Malden, MA 02148.