



# Guide to Vocational Licensure

Smith Vocational and Agricultural High School

# Road-map to Licensure

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**ELAR** - The Educator Licensure And Renewal (ELAR) portal is the comprehensive online licensure application system. It enables licensure applicants to create and access their personal profile as well as submit and pay for license and endorsement applications online, and renew licenses and endorsements online. Everyone must create an ELAR account to apply for any license.

### **Preliminary License -**

Preliminary Vocational Technical Teacher license — valid for 5 years of employment. Requirements for a Preliminary Vocational Technical Teacher license:

1. Depending on the field applied for, the license will require one of the following:
  - a. Possession of a High School Diploma/GED equivalent
  - b. Possession of an Associate degree in the subject matter knowledge and skills to be taught
  - c. Possession of a Bachelor's degree in the subject matter knowledge and skills to be taught
2. Documentation of the required years of employment experience in the field of the license
3. For certain fields, possession of a state or national occupational license or certification is required
4. Achieving a passing score of at least 70 percent on both the written and the performance vocational subject matter test
5. Achieving a passing score on one of the following Massachusetts Tests for Educator Licensure (MTELEs):
  - a. The Vocational Technical Literacy Skills Test (VTLST)
  - b. The Communication and Literacy Skills Test

**Professional License** - Requirements to advance a Preliminary License to a Professional license:

1. At least 3 years of employment under the corresponding and valid Preliminary Vocational Teacher license
2. Completion of a school district-sponsored one-year induction program
3. For licenses that require an occupational license or certification, you must maintain such a license/certification
4. Completion of 18 college credits in vocational education courses approved by DESE
5. One of the following:
  - a. Possession of a Bachelor's degree
  - b. 18 academic college credits in academic coursework as follows: 3 credits in English, 3 credits in mathematics, 3 credits in science and 9 additional credits in English, math, science or coursework related to the vocational technical education subject
  - c. Possession of a higher degree than the one required to obtain the corresponding license at the Preliminary stage

**DESE** - Department of Elementary and Secondary Education. Home Page: <https://www.doe.mass.edu> - Vocational Education Home Page - <https://www.doe.mass.edu/licensure/voctech/default.html>

**MEPID** - Massachusetts Education Personnel ID (MEPID) number for you. The MEPID is a unique identifier assigned to all educators and to school district staff in Massachusetts. A MEPID will be assigned to anyone who creates a profile in ELAR. Once an applicant creates a profile, their MEPID can be found in the Personal Information section on the Inquiry Activity.

**VTEL** - The Vocational Technical Literacy Skills test is an example of Massachusetts Tests for Educator Licensure, commonly referred to as MTELs. The test measures the applicant's ability to read and write in English and are made up of a reading and a writing subtest. Applicants must take and pass both subtests in order to achieve an overall passing score. These test scores are automatically submitted to the ELAR system a few weeks after the exam date.

**Chapter 74 Programs** - Chapter 74 - approved vocational technical education programs that meet the definition of vocational technical education contained in Massachusetts General Law Chapter 74, and are approved by the Department of Elementary and Secondary Education pursuant to Chapter 74 and the Vocational Technical Education Regulations. Note that all Chapter 74 - approved Vocational Technical Education programs meet the federal Perkins Act definition of Career and Technical Education. These programs have a minimum of 900 program hours.

**Professional Development (PD)** - Professional Development is a set of coherent learning experiences that is systematic, purposeful, and structured over a sustained period of time with the goal of improving teacher practice and student outcomes.

**Chapter 74 State Frameworks** - This Framework includes standards that are representative of all aspects of the industries that students enrolled in Chapter 74 state-approved Vocational Technical Education Programs are preparing to enter. This vocational technical framework reflects the size, scope, and quality of Chapter 74 state-approved Vocational Technical Education Programs in Massachusetts. These are made up of six strands: Safety and Health Knowledge and Skills, Technical Knowledge and Skills, Embedded Academic Knowledge and Skills, Employability, Management and Entrepreneurship Knowledge and Skills and Technological Knowledge and Skills. Specific program frameworks can be found here:

<https://www.doe.mass.edu/ccte/cvte/frameworks/default.html?section=all>

**MAVA** - The Massachusetts Association of Vocational Administrators (MAVA) represents the interests of Vocational Technical Educators and Administrators from public high schools throughout the Commonwealth. More info: <https://www.mava.us/>

**MassCTE** - The Massachusetts Association of Career and Technical Education is a non-profit organization. Membership consists of individuals working in the state of Massachusetts and is available to anyone who would like to support and preserve Vocational/Technical and Career Education at both secondary and post-secondary levels. The majority of our members are educators and also includes administrators, industry leaders, parents, retirees, school committee members, and support personnel associated with vocational/technical and career education. More info: <https://masscte.org/>

Go to  
gateway.edu.state.ma.us  
Click on "Create ELAR Profile"



Complete the User Registration  
Form  
Click the "Submit" button



## ELAR - Login Homepage

### Welcome to ELAR

# ELAR Account

## Licensure Requirements Tool from ELAR:

<https://gateway.edu.state.ma.us/elar/licensurehelp/LicenseRequirementsCriteriaPageControl.ser>

## Example of Graphic Communications Licensure Requirement Information:

Mass.gov  
Massachusetts Department of  
Elementary & Secondary Education  
State Government · State Services

News District/School Administration Educator Services Assessment/Accountability Family & Community

Secure Licensure Transactions  
Office of Educator Licensure  
Online Tools  
ELAR  
Click to Login  
Apply | Renew  
Check Status  
Get MEPID

### Licensure Requirements Tool

#### Determine the requirements for a particular license

Please do not use your web browser's BACK or FORWARD buttons during the data entry process, as this may result in you having to re-enter information. Instead, use the BACK and NEXT buttons found at the bottom of the screen to move backwards or forwards between steps.  
Please select the field, then the level, and then the type of license for which you are seeking the requirements.

\* **Category:** Voc Tech Teacher: Arts and Communication Services Cluster

\* **Field:** Graphic Communications

The license field represents the category and subject matter area of a particular license. For example "Teacher Biology" and "Vocational Technical Teacher Carpentry" are two examples in the teacher category. Administrator School Principal/Assistant Principal and Vocational Technical Principal/Assistant Principal are two examples in the administrator category.

\* **Grade:** 9-14

Each license is valid for employment at a particular grade level or several grade levels. There are several grade level combinations including (but not limited to) "All", "PreK-8", and "8-12".

\* **Type:** Preliminary

There are four types of **Academic PreK-12 licenses** (temporary, provisional, initial, and professional). The type of license for which you should apply depends upon your educational background, experience, license(s) already held, whether you have taken and passed all required Massachusetts Tests for Educator Licensure (MTEL), whether you have completed any required performance assessments (ex. PAL), and whether you hold the Sheltered English Immersion Endorsements (SEI) (if applicable).

\* **Tell us about yourself:** My first Teaching license in MA.

Required fields are marked by \* (asterisk).

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## After Clicking the "Next" Button:

Mass.gov  
Massachusetts Department of  
Elementary & Secondary Education  
State Government · State Services

News District/School Administration Educator Services Assessment/Accountability Family & Community  
Become an Educator Licensure Career Advancement Teaching/Learning Preparing Educators

Secure Licensure Transactions  
Office of Educator Licensure  
Online Tools  
ELAR  
Click to Login  
Apply | Renew  
Check Status  
Get MEPID

### Licensure Requirements Tool

#### Determine the requirements for a particular license

**Voc Tech Teacher: Arts and Communication Services Cluster, Graphic Communications, 9-14, Preliminary**

The following list displays all possible paths available to receive the license you have selected. The specific requirements to satisfy each path are also listed. The paths available to you will vary depending upon any current licenses you hold. To find out more about a specific requirement, click the requirement.

**2019 : Massachusetts general requirements**

- Passing score of at least 70% on each test (written test, performance test) in graphic communications
- Five years of full-time employment experience directly related to graphic communications
- High school diploma or the equivalent
- One of the following:
  - Achieve a passing score on the Communication and Literacy Skills test or
  - Achieve a passing score on the Vocational Technical Literacy Skills Test (VTLST).

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# Licensure

## Completion of the Six Professional Education Courses

In order to be awarded a Professional Vocational license, educators must complete six 3 credit professional education courses and SEI approved by the Department of Elementary and Secondary Education. These courses address various pedagogical techniques for working in Vocational Technical Education. These courses are offered at Fitchburg State University, Westfield State University and through the Massachusetts Association of Vocational Administrators (MAVA). The courses may be taken in any order. Educators should contact the university to see which courses are being offered in a given semester.

### Six - 3 credit Occupational Education Courses Required for the Professional Vocational Teacher License

Seminar of the Beginning Vocational Technical Education Teacher (3 credits)

Teaching Methods for Vocational Technical Education - Instructional Strategies (3 credits)

Address the Needs of Students with Disabilities in Vocational Technical Education  
(3 credits)

Teaching Methods for Vocational Technical Education - Educating and Assessing the  
Vocational Education Learner (3 credits)

Developing and Implementing a Standards-Based Curriculum in Vocational Technical  
Education (3 credits)

Teaching Methods for Vocational Technical Education - Using Research-based Practices to  
Develop Effective Instructional Strategies (3 credits)

After completing the courses, educators should submit an official college transcript documenting that they were awarded college credit for completing the courses: an official college transcript will bear the signature of the registrar.

**Obtaining the Sheltered English Immersion (SEI) Endorsement  
is a requirement for the Professional license.**

**Please go to the Professional Development & Renewal Tab in this guide for more  
information about the SEI requirement**

Educators have 3 ways for completing the core academic coursework for the Professional license. These courses may be obtained at any accredited community, two or four year college.

Option 1	Option 2	Option 3
<p>- 1 English course, 101 or higher level (3 credits)</p> <p>- 1 Mathematics course, 100 or a higher level (3 credits)</p> <p>- 1 science course, 100 or a higher level (3 credits)</p> <p>-The remaining 9 college credits may be in English, Math, Science or subject matter knowledge of the vocational license field.</p>	<p>If the educator has earned a bachelor's degree, it <u>may</u> be accepted in lieu of the 18 core academic credits</p>	<p>If an educator completed a level of education that is higher than what is required for the Preliminary license in their vocational license field, it <u>may</u> be accepted in lieu of the 18 academic credits.</p> <p>Therefore:</p> <ul style="list-style-type: none"> <li>- If a high school diploma/GED equivalent was required to earn the Preliminary license, an applicant <u>may</u> fulfill this requirement by possession of an Associate degree from an accredited university</li> <li>- If an Associate degree was required for the Preliminary license, an applicant <u>may</u> fulfill this requirement by possession of bachelor's degree for an accredited university</li> </ul>

For more information about the Requirements to advance a Preliminary License to a Professional license please go to this link:

<https://www.doe.mass.edu/licensure/voctech/default.html#forms>



## VTELS

[https://www.mtel.nesinc.com/TestView.aspx?f=HTML\\_FRAG/MA091\\_TestPage.html](https://www.mtel.nesinc.com/TestView.aspx?f=HTML_FRAG/MA091_TestPage.html)

Computer-based test (CBT) and online proctored test;

Reading subtest: 60 multiple-choice questions

Writing subtest: 40 multiple-choice questions and 2 open-response assignments

Fee: Reading subtest only: \$76 / Writing subtest only: \$85 / Both subtests: \$112

Computer-Based Testing : By appointment year-round, Monday through Saturday (excluding some holidays) Located in Massachusetts and nationwide

## Vocational Subject Technical Exams

<https://www.nocti.org/credentials/state-programs/massachusetts/>

Technical Exams

NOCTI has uploaded the state-developed exams that are used as part of the Massachusetts CTE Teacher Testing Program. To view an overview of the written and performance exams as well as a list of resources and required materials to prepare and take the exam, click on an exam title.

## Vocational Performance Exam

<https://www.nocti.org/credentials/state-programs/massachusetts/>

**You must take and pass a written exam before being eligible for the performance exam. See above for information**

**Professional Development Purpose:** The Massachusetts license renewal system will enhance education through ongoing professional development for educators that meets high standards for quality. The license renewal system is carried out in the context of professional development for school improvement leading to increased student learning. The goal is for educators within a school and district to work together so that license renewal achieves educational goals for the individual, the school, and the district, in order to assist students in meeting state learning standards.

### **Professional Vocational Technical Teacher License - renewed every 5 calendar years:**

Career and vocational technical education teachers in possession of a Preliminary license, who wish to know where they stand in terms of the requirements for advancement, are encouraged to submit an application for the Professional license. This will prompt a review of the educator's file to see what requirements have been met.

Professional development activities shall be identified by the educator and supervisor during the development of, and review of, the Individual Professional Development Plan (IPDP)\* in order to better support student achievement. Individual professional development plans must include at least 150 PDPs that break down as follows:

At least 15 PDPs in content (subject matter knowledge)

At least 15 PDPs in pedagogy (professional skills and knowledge)

At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL)

At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

The remaining required 90 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

### **Sheltered English Immersion Endorsements (SEI)**

Background: English Language Learners (ELLs) are an important focus of the Massachusetts Board of Elementary and Secondary Education's (BESE) Proficiency Gap Task Force. Closing the proficiency gap depends on teachers having the skills and knowledge necessary to instruct ELLs. Sheltered English Immersion (SEI) is an approach to teaching academic content in English to ELLs. Generally, but not always, ELLs are in the same classrooms as native English-speaking students. To better serve these students, core academic teachers, vocational teachers and those administrators who supervise and evaluate core academic teachers are required to obtain an SEI teacher or SEI administrator endorsement.

### **Who Must Hold the Endorsement?**

Core Academic Teachers (early childhood, elementary, teachers of students with moderate and severe disabilities, English, reading, language arts, mathematics, science, civics and government, economics, history, and geography)

Academic Administrators (principal/assistant principal or supervisor/director only)

Vocational Educators applying for their first Professional Vocational license or certain Initial Vocational Administrator licenses (specifically Vocational Principal/Assistant Principal and Vocational Supervisor/Director) must obtain the SEI endorsement.

**DESE link for SEI - <https://www.doe.mass.edu/licensure/endorsements/sei.html>**

**Individual Professional Development Plan (IPDP) Word Doc Download link\*-**

**<https://www.doe.mass.edu/licensure/academic-prek12/ipdp-form.docx>**

**Need time off for PD? Please fill out the form on our website here:**

**[https://smithtec.formstack.com/forms/time\\_off](https://smithtec.formstack.com/forms/time_off)**

### **Professional development links and SEI Requirements**

**PD requirements: <https://www.doe.mass.edu/lawsregs/603cmr44.html?section=06>**

**PD standards: <https://www.doe.mass.edu/pd/standards.html>**

**PD frequently asked questions: <https://www.doe.mass.edu/pd/faq.html>**



## Your Checklist to your Vocational License

- Sign & Return your Hire Letter
- Create an ELAR Account - See ELAR tab
- Apply for your Preliminary License - See License tab
- Sign up for VTEL test - See Testing tab
- Sign up for Vocational Subject Technical Exam by NOCTI - See Testing tab
- Sign up for Vocational Performance Exam by NOCTI - See Testing tab
- Review Test Scores on ELAR - See Testing tab
- Sign up for License Coursework - See Coursework tab
- Apply for your Professional License - See Professional License tab
- Earn PD hours to maintain your Licenses and how to Renew - See PD & Renew tab