



LICENSURE REQUIREMENTS FOR LPVEC EMPLOYMENT

DESE as well as the licensing entities mentioned in this document revise and modify licensure requirements periodically. Therefore, the requirements listed in this document automatically incorporate those changes without any required amendment of this document. Further, it is the obligation of each employee to know, understand and meet the requirements for his/her position as those requirements may change.

Purpose: To ensure the hiring and retention of high quality, professional staff

Clarifications:

Teacher/Instructor – same job description and requirements

Educational Aide – refers to requirements for classroom assistant, technical assistant, classroom aide and individual aide

CTEC STAFF

TEACHER/INSTRUCTOR

- **To be hired**, the candidate must hold a professional license, a preliminary license, or be eligible for preliminary license (required years of service, required certifications, required education which vary by shop)
 - Unlicensed new employees have one year to accomplish the following:
 - Pass Massachusetts DESE Communication & Literacy Skills test OR pass the Vocational Technical Literacy Skills Test
 - Pass performance competency test for shop area
 - Pass written competency test for shop area

This must be completed within 12 months of date of hire for employment to continue.

- **Required licensure advancement for continued employment:** from Preliminary License to Professional License within 5 years of date of hire
 - 39 undergraduate (graduate acceptable if applicable) credits, with completion of a minimum of 6 credits per year
 - At least 21 credits in pedagogy (7 courses)
 - At least 18 in academic core – 2 ELA, 2 Math, 6 in either ELA, math, tech & Eng., or science
 - Maintain the license/certification for your shop
 - Complete a one year induction (mentoring) program
 - Work for 3 years as a vocational/technical education teacher
 - Some/all of academic core requirements may be waived if the teacher holds an AS, BS or BA
 - All coursework must be pre-approved by the evaluating administrator. Teachers must present transcripts for completed courses at the end of each academic year to ensure salary advancement.
 - Preliminary license holders who do not meet the minimum 6 credit requirement will qualify for their step raise withheld until the requirement is completed.
 - A Professional license must be obtained within five years for employment to continue.

- Once professional licensure has been granted, teachers must **renew their license every 5 years**. To do so, teachers must accumulate 150 PDPs in the following areas:
 - Health and Safety
 - Pedagogy
 - Curriculum & Instruction
 - Trade area (minimum of 10 PDPs required in this area)
 - Teachers will document the accumulation of approximately 30 PDPs per year to encourage continuous progression towards the accumulation of 150 PDPs within the five year cycle.
 - License renewal is required for continued employment.

<http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/voctech/>

EDUCATIONAL AIDE (CLASSROOM ASSISTANT, TECHNICAL ASSISTANT, CLASSROOM AIDE, INDIVIDUAL AIDE)

Educational aides must possess a high school diploma or equivalent and

- be engaged in earning an Associate's degree (or higher) OR one of the following:
 - engaged in completing at least two years (48 credit hours) of study at an institution of higher education OR
 - engaged in taking and passing a formal assessment measuring one's knowledge of and ability to assist classroom teachers in reading, writing, and mathematics.

http://www.doe.mass.edu/Educators/title-iaa/hq/paraprof_policy.pdf

This is a requirement for continued employment.

SCHOOL NURSE

- **To be hired**, the candidate must hold an initial or a professional license
- Initial License requirements:
 - Valid license to practice as a Registered Nurse in Massachusetts
 - A bachelor's or master's degree in nursing
 - A minimum of two full years of employment as a Registered Nurse in a child health, community health, or other relevant clinical nursing setting
 - Completion of an orientation program based on the requirements for delivery of school health services as defined by the Department of Public Health
 - Passing score on the Communication and Literacy Skills test.

Required license advancement for continued employment: from Initial License to Professional License within 3 years of date of hire

- Professional License Requirements:
 - Possession of an Initial license
 - Three years of employment as a school nurse
 - Completion of one of the following:
 - Achievement and maintenance of certification or licensure by a nationally recognized professional nursing association as a school nurse, community health nurse, or a pediatric/family/school nurse practitioner.
 - A master's degree program that may include credits earned in a master's degree program for the Initial license in community health, health education, nursing, or public health

SPECIAL EDUCATION STAFF

All teaching and itinerant staff must be fully licensed to be hired and retained.

TEACHER

- Preliminary, initial, or professional license in moderate disabilities, severe disabilities, deaf and hard of hearing (ASL/TC), deaf and hard of hearing (oral/aural), visually impaired

Required *License Advancement* for continued employment: *from Preliminary to Initial* license within three years of date of hire

- Possession of a Massachusetts SEI teacher endorsement
- Achieved a passing score on the General Curriculum mathematics sub-test
- Achieved a passing score on one of the following:
 - Elementary mathematics subject matter test
 - Mathematics subject matter test
 - Middle school mathematics test
- Completion of a Massachusetts Moderate or Severe Disabilities 5-12 approved program or other program as listed on MDESE website commensurate with the employee's special education certification area (<https://gateway.edu.state.ma.us/elar/licensurehelp/LicenseRequirementsCriteriaPageControl.ser>)

Required licensure advancement for continued employment – *from Initial* License *to Professional* license within 3 years of date of hire.

- Three full years of employment under the initial license
- Completion of a one year induction program
- Completion of 50 hours of mentored experience beyond the induction year
- Possession of a Massachusetts Initial license in one of the fields listed above
- Passing score on the General Curriculum Mathematics subtest
- Possession of a Massachusetts SEI Teacher Endorsement
- Once professional licensure has been granted, teachers **must renew their license every 5 years**. To do so, teachers must accumulate 150 PDPs including required distribution in the following areas
 - 15 (minimum) must be related to SEI or ESL
 - 15 (minimum) must be related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles
 - 90 (minimum) in the license content area or in pedagogy, with no less than 60 PDPs in or related to the content area of the educator's primary license
 - Teachers must document the accumulation of 30 PDPs per year within the five year cycle. This is a requirement for continued employment.

EDUCATIONAL AIDE (CLASSROOM ASSISTANT, TECHNICAL ASSISTANT, CLASSROOM AIDE, INDIVIDUAL AIDE)

Educational aides must possess a high school diploma or equivalent and

- be engaged in earning an Associate's degree (or higher) OR one of the following:
 - engaged in completing at least two years (48 credit hours) of study at an institution of higher education OR
 - engaged in taking and passing a formal assessment measuring one's knowledge of and ability to assist classroom teachers in reading, writing, and mathematics.

http://www.doe.mass.edu/Educators/title-ia/hq/paraprof_policy.pdf

This is a requirement for continued employment.

SPECIALISTS

LICENSE RENEWAL AS MENTAL HEALTH COUNSELOR

For employment as a licensed Mental Health Counselor, the candidate must meet all requirements for licensure established under 262 CMR 2.00 (<http://www.mass.gov/ocabr/licensee/dpl-boards/mh/regulations/rules-and-regs/262-cmr-200.html>)

For continued employment, the counselor must provide documentation of biennial license renewal (http://license.reg.state.ma.us/public/dpl_fees/dpl_fees_results.asp?board_code=MH)

All licensees are required, as a condition of license renewal, to complete a minimum of 30 Contact Hours of continuing education activities per licensure/renewal period (every two years). These Contact Hours must be obtained from Board-recognized entities. <http://www.mass.gov/ocabr/licensee/dpl-boards/mh/regulations/rules-and-regs/262-cmr-700.html>

Maintenance of a current professional license is a requirement for continued employment.

LICENSURE AS SOCIAL WORKER

For employment as a licensed social worker, the candidate must hold a valid initial or professional license from Massachusetts DESE as well as the appropriate license as a LICSW or LCSW.

Massachusetts DESE Requirements: Initial License

- Master's degree in Social Work or Counseling
- Course work and clinical experience that demonstrate knowledge of:
 - Principles of therapeutic relationships
 - Theories of normal and abnormal intellectual, social, and emotional development
 - Learning disorders, including emotional issues affecting student achievement, and their treatment.
 - Prevention and treatment of substance abuse, physical and sexual abuse, and violence in PreK-12 students.
 - Knowledge of state-of-the-art diagnostic instruments; procedures for testing and interpreting results.
 - Techniques for communicating and working with families and school and community personnel
 - Knowledge of the criminal justice system with particular reference to the juvenile justice system and organizations
 - Knowledge of medical conditions and medication related to physical disabilities and learning disorders
 - Federal and state laws and regulations addressing the legal rights of students and families.
- A practicum of 900 hours, 450 of which must be working with children, adolescents, and families in an educational setting
- Passing score on the Communication and Literacy Skills test

Required License Advancement from Initial to Professional (Massachusetts DESE) – to be accomplished within 3 years of the date of hire for continued employment

- Possession of an Initial license as a school social worker or school adjustment counselor.
- Three years of employment as a school social worker or school adjustment counselor
- Completion of one of the following:

- A total of 60 credits of graduate coursework that may include credits earned in a master's degree program for the Initial license in a discipline appropriate to the license sought including but not limited to mental health counseling, psychological counseling, school counseling, school social work, or social work.
 - Achievement and maintenance of a certificate or license from one of the following: The Massachusetts Board of Registration of Social Work, as a Licensed Certified Social Worker (LCSW) or a Licensed Independent Clinical Social Worker (LICSW).
 - The Massachusetts Board of Allied Mental Health Professionals, as a Licensed Mental Health Counselor (LMHC), a Licensed Marriage and Family Therapist (LMFT), or a Licensed Rehabilitation Counselor (LRC)

LICENSE RENEWAL AS SOCIAL WORKER *(Professional license separate from Massachusetts DESE requirements)*

Beginning with the licensure period commencing October 1, 2004, every social worker, as a condition for renewal of his or her license, shall complete the minimum number of continuing education hours specified below for his or her licensure level during each licensure period, unless he or she is exempt from such requirements pursuant to 258 CMR 31.03(2), or is entitled to pro-rate such requirements pursuant to 258 CMR 31.03(3):

Licensed Independent Clinical Social Workers (LICSWs) - thirty (30) continuing education hours;

Licensed Certified Social Workers (LCSWs) - twenty (20) continuing education hours;

<http://www.mass.gov/ocabr/licensee/dpl-boards/sw/regulations/rules-and-regs/258-cmr-3100.html>

Maintenance of a current professional license is a requirement for continued employment.

LICENSURE AS SLP/ AUDIOLOGIST

For employment as an SLP or Audiologist, the candidate must hold a valid initial or professional license from Massachusetts DESE as well as the appropriate license as a SLP or Audiologist.

- **Massachusetts DESE Requirements: Initial License**
 - Master's degree in speech-language pathology from a program accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).
 - Eligibility for Clinical Fellowship.
 - Passing score on the Communication and Literacy Skills test
 - Completion of a clinical practicum consisting of 100 onsite hours in a public school or an approved private school setting
 - Adherence to the Code of Ethics of the American Speech-Language-Hearing Association

Required License Advancement from Initial to Professional – to be accomplished within 3 years of the date of hire for continued employment

- Possession of an Initial license
- Possession and maintenance of the license to practice speech-language pathology through the Massachusetts Board of Registration of Speech-Language Pathology and Audiology
- Completion of the Clinical Fellowship in speech-language pathology
- Passing score on the National Examination in Speech-Language Pathology and Audiology
- Three years of employment under the Initial license in the field of the Professional license sought

Licensees holding a license in either speech-language pathology or audiology are required, as a condition of license renewal, to complete a minimum of the equivalent of 20 Continuing Education Hours per licensure renewal period (every two years). A minimum of ten of the total 20 Continuing Education Hours must be completed in the licensee's area of licensure.

Licensees holding licenses in both speech-language pathology and audiology are required, as a condition of license renewal, to complete a minimum of 30 Continuing Education Hours per licensure renewal period (every two years). A minimum of ten of the total 30 Continuing Education Hours must be completed in the licensee's major area of clinical service delivery and a minimum of five of the Continuing Education Hours must be in the licensee's minor area of clinical service delivery.

<http://www.mass.gov/ocabr/licensee/dpl-boards/sp/regulations/rules-and-regs/260-cmr-700.html>

Maintenance of a current professional license is a requirement for continued employment.

LICENSE RENEWAL AS OT/ OTA

Occupational Therapy Assistant: In order to qualify for license renewal at the end of the two year licensure period for Occupational Therapy Assistants, you must complete 30 continuing education contact hours during this period.

Licensed Occupational Therapist: To remain in good standing and qualify for Occupational Therapist license renewal following the two-year license period, you must complete at least 30 hours of continuing education contact hours within this period.

<http://www.occupationaltherapylicense.org/massachusetts-occupational-therapy.html>

Maintenance of a current professional license is a requirement for continued employment.

LICENSE RENEWAL AS PHYSICAL THERAPIST/PTA

MA does not currently have a requirement for CE as a condition of license renewal. It is recommended that all licensees engage in continuing competence.

Maintenance of a current professional license is a requirement for continued employment

PT: <http://www.mass.gov/ocabr/data/license/professional-licensure/allied-health/physical-therapist.html>

PTA: <http://www.mass.gov/ocabr/data/license/professional-licensure/allied-health/physical-therapist-assistant.html>

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