

SPRINGFIELD COLLEGE
Office of Educator Preparation & Licensure
263 Alden Street
Springfield, MA 01109

Licensure Application Checklist – **Professional Teaching License**
(Please fill this out & hand deliver to the Educator Prep Office with other items needed)

Name: _____ SS#: _____

Birthdate: _____ Expected Grad Date: _____

Complete the following steps:

1. ___ Apply online (any time prior to graduation) Date Applied: _____

BE SURE TO CHOOSE THE CORRECT LICENSE TYPE: **PROFESSIONAL

2. ___ Print “Step 4 – Confirm Application” page (Submit to Educator Preparation)

3. ___ Fill out a Springfield College Educator Preparation transcript request form. Take it to the Business Office where you will pay \$5.00 per transcript requested. **After your transcript request form is marked PAID, submit it to the Educator Preparation Office.**

If more than one copy, where should others be sent _____

4. ___ Proof of name change if necessary (e.g., marriage certificate).

5. ___ If you earned a master’s degree at another institution, an official transcript must be sent to Dr. Linda Davis-Delano, Educator Preparation Office, 209 Administration Bldg, Springfield College, 263 Alden Street, Springfield, MA 01109.

6. ___ Request letter from your school district validating three years teaching experience. This letter must be from the human resources office, superintendent or principal validating field, grade level, and dates of your teaching experience.

7. ___ Hand Deliver items 2, 3 & 6 from this checklist (and 4-5 if needed) to the Educator Preparation Office

DEADLINE: No later than the week prior to graduation

Office Use Only

___ All forms submitted (see above)

___ # of transcripts _____ amt paid _____ other states _____

___ License Area _____ Level(s) _____ Stage **Professional**

Massachusetts Educator Licensure Application Process For Teachers Seeking Professional Licensure

There are two methods for applying for Licensure in Massachusetts.

1. Apply online through the MA Department of Elementary and Secondary Education home page known as ELAR (Electronic Licensure and Recruitment). **This is the preferred method.**
2. Apply through regular surface mail by filling out an application and sending it with other required documents through the mail.

STEPS FOR APPLYING ONLINE *Deadline – Anytime BEFORE graduation*

1. Go to www.mass.gov/doe/educators. This brings you to “Educator Services.” Click on “Licensure” then click on “Online Tools – ELAR.” You should already have a username and password. If not, then at the “DESE Security Portal” page, click on “Create ELAR Profile” beneath the login box and follow the instructions.
 - Choose “Apply for a new license, or advance to the next level license”
 - License applying for – select field (Academic: Teacher, Academic: Professional Support Personnel or Academic: Administrator)
 - License applying for – select field (e.g., elementary, physical education, school guidance counselor)
 - Select level (e.g., PreK-8, 5-12, 8-12, all)
 - Select type (**select professional**)
 - You will need a credit card number for payment (\$25 for each license)
 2. While you are online, print the “Step 4 – Confirm Application” page that shows which license(s) you are requesting. (You can also print the “Inquiry-Activity Summary” page.)
 3. Proof of name change if necessary (e.g., marriage certificate).
 4. **All candidates for professional licensure:** Submit a letter from your Human Resources Office, Superintendent or Principal validating the field, grade level and dates of your experience teaching (you must have at least 3 years of teaching experience).
 5.
 - a. Fill out a Springfield College transcript request. Be sure to sign the request form and specify the “mail to address” as “Educator Prep.” Take it to the Business Office where you will pay \$5.00 per transcript requested. **After your transcript request form is marked PAID, submit it to the Educator Preparation Office.**
 - b. If you earned a master’s degree at another institution an official transcript(s) must be sent directly to:
- Dr. Linda C. Davis-Delano**
Office of Educator Preparation
Springfield College
263 Alden Street
Springfield, MA 01109
6. Complete the Springfield College Licensure Application checklist and submit to the Educator Preparation & Licensure Office so your official transcript can be sent to the state.



OFFICIAL TRANSCRIPT REQUEST FORM

Office of the Registrar
263 Alden Street
Springfield, MA 01109-3797
Phone (413) 748-3530

Springfield College Educator Preparation

STUDENT MUST BRING YELLOW COPY TO EDUCATOR PREPARATION

Name _____

Current Address _____

City, State, Zip Code _____

Social Security Number _____ ID# _____

Telephone Number _____

Signature _____ Date _____

Total number of transcripts requested _____ Number of copies to be sent to Educator Preparation _____

Anticipated graduation date _____ Current status: UG _____ GR _____

If you are requesting more than one transcript would you like the other copies sent to the address above?
YES _____ NO _____ If no please provide additional addresses.

Name _____ Address _____ City _____ State _____ Zip _____	Name _____ Address _____ City _____ State _____ Zip _____
Name _____ Address _____ City _____ State _____ Zip _____	Name _____ Address _____ City _____ State _____ Zip _____

SPECIAL INSTRUCTIONS _____

- *These transcripts will not be sent until completion of your degree and/or licensure.
- *All financial obligations to the College must be reconciled before transcripts will be processed.
- *Transcripts are \$5.00 each.

Date received from Education Prep ___/___/___ Date processed ___/___/___ Processed by _____