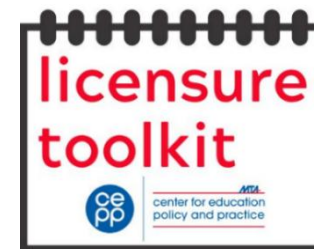


# Academic License – Professional Application Requirements



As of May 20, 2025 the regulatory requirements for a Professional license were amended to expand the types of graduate courses accepted towards a Professional License application for teachers applying under the “12-Credit” option under 603 CMR 7.08. All educator licenses are managed by the Office of Educator Licensure at the Department of Elementary and Secondary Education (DESE). Please check the specific requirements for your license(s) at [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure).

## General Requirements

- ☐ Hold an Initial License in the same field and grade level
- ☐ Apply for the Professional License in ELAR and pay license application fee
- ☐ Three years of employment in the role of the same Initial License
- ☐ Completion of a district-based Induction and Mentoring program
- ☐ One of the Following:
  - ☐ Completion of an [approved program for the Professional License](#)
  - ☐ Hold [National Board for Professional Teaching Standards Certification](#)
  - ☐ Hold any master’s degree with 12-Credit Option
  - ☐ Hold a master’s degree in the field of the license

## 12-Credit Option - Eligible Coursework

- ☐ Appear on an official transcript from an accredited college/university
- ☐ Awarded graduate-level or graduate credit
  - Not Eligible: Undergraduate credit or credits that satisfy requirements towards bachelor’s degree
- ☐ Contain the subject matter knowledge and/or pedagogy specific to the subject matter knowledge of the license. See the [12-Credit SMK Reference Guide](#)
  - o Up to six credits that contain general pedagogy and/or the Professional Standards for Teachers under 603 CMR 7.08(2)

If DESE cannot verify the content of a course, the applicant may

- ☐ Submit a written request to ELAR to have the course considered with Include title, number and a link to the course description in the catalog of the institution awarding credits OR submit a letter (on official letterhead) signed by the registrar or dean that includes the course number, title, and description
- ☐ Courses may also submitted for pre-approval using [12-Credit Course Pre-Approval](#) form

## Professional Standards for Teachers 603 CMR 7.08(2)

- (a) Curriculum, Planning, and Assessment:** Promotes the learning and growth of all students by providing high quality and coherent instruction, designing and administering authentic and meaningful student assessments, analyzing student performance and growth data, using this data to improve instruction, providing students with constructive feedback on an on-going basis, and continuously refining learning objectives.
- (b) Teaching All Students:** Promotes the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demonstrate cultural proficiency.
- (c) Family and Community Engagement:** Promotes the learning and growth of all students through effective partnerships with families, caregivers, community members, and organizations.
- (d) Professional Culture:** Promotes the learning and growth of all students through ethical, culturally proficient, skilled, and collaborative practice.

## Employment and Induction/Mentoring Documentation

- ☐ Completed [School Based Employment Verification/Induction and Mentoring](#) OR
- ☐ Letter verifying dates of employment in the role of the license and completion of induction/mentoring program. The letter must be on official letterhead and signed by a superintendent, assistant superintendent, principal, or human resources director.

Letters or forms may be combined from multiple districts to satisfy all the requirements of this section.

## Additional Professional Licenses

- Academic Teachers applying for an additional Professional Academic Teacher license in a different field or grade level may not be required to submit additional requirements.
- Applications for a Specialist Teacher, Professional Support Personnel, Administrator or any Career Vocational Technical educator license are subject to requirements for that license type and field.