

Check for updates and changes!

- Apply for each license and license renewal on time
- Know requirements to advance or renew license
- Hold the correct license(s) and endorsement(s) for your position
- How long it will be valid
- Know its FIELD and LEVEL
- Know the TYPE and STAGE of your license

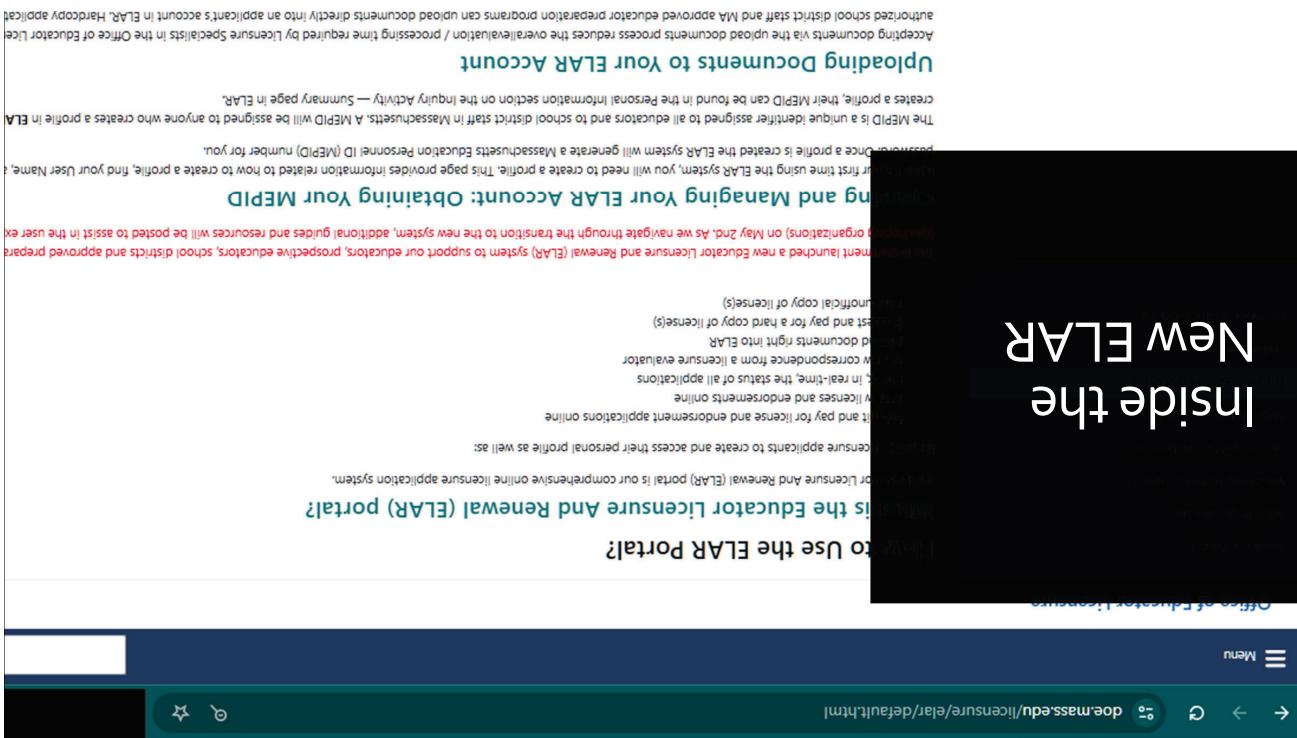
YOU are in Charge!

Employment License &

Inside the New ELAR

Applications & ELAR





NOVEMBER 2025

DESE Assistance

Call Center

Walk-in Service

- Bring photo ID
- 8:45am - 4:45pm
- Monday - Friday
- Everett
- 135 Santilli Highway, Everett, WA 98201
- Hours may vary
- 781-338-6600

Personal Information

Profile TA

Dashboard Profile

Profile

Test Account

Account Settings

Profile Access

Notifications

LICENSES

Applications

Licenses

GENERAL

Documents

Experiences

Assessments

Affiliates

PPB Audits

EDUCATION

Sponsoring Organizations

Education History

Preferred Timezone:

Phone Numbers:

Addresses:

Job Opportunity Opt In (Secondary)

Job Opportunity Opt In (Primary)

Email (Secondary):

Email (Primary):

testaccount

testaccount@domain.com

Profile

Profile Access

Notifications

Account Settings

LICENSES

GENERAL

EDUCATION

Inside the New ELAR

The screenshot displays the ELAR application interface with a dark blue header and a light blue sidebar. The header contains the text 'Inside the New ELAR' and the 'APPLICATIION / ELAR GUIDES' logo. The sidebar on the left lists several help links: 'See Forms, Guided & Regulations at', 'www.doe.mass.edu/licensure', 'Educator License Renewal Portal: Applicant User Guide', 'Emergency License Extension Application Package 2023', 'Educator Licensure and Renewal Portals: Hardcopy Submission', 'License/Endersement Application: Hardcopy Submission', 'Request for License Update/Hard Copy', 'www.doe.mass.edu/esp/help.html', 'EDUCATION SECURITY PORTAL (ESP) HELP', 'ESP ACCOUNT MANAGEMENT', 'ESP UPGRADE FAQ', 'TECHNICAL ASSISTANCE', 'DIRECTOR OF ADMINISTRATION', 'EDWIN', and 'ELAR'. The main content area shows a large blue box with the text 'NOVEMBER 2025' in the top right corner.

CONCERN'S CHECK WITH YOUR LOCAL PRACTICER IF YOU HAVE ANY
SYMPTOMS THAT ARE A SUMMARY FOR INFORMATIONAL PURPOSES ONLY. READ YOUR
APPLICATION CAREFULLY!

- Must notify DESE within 10 days if any of the above changes occur
- A criminal background check may be conducted

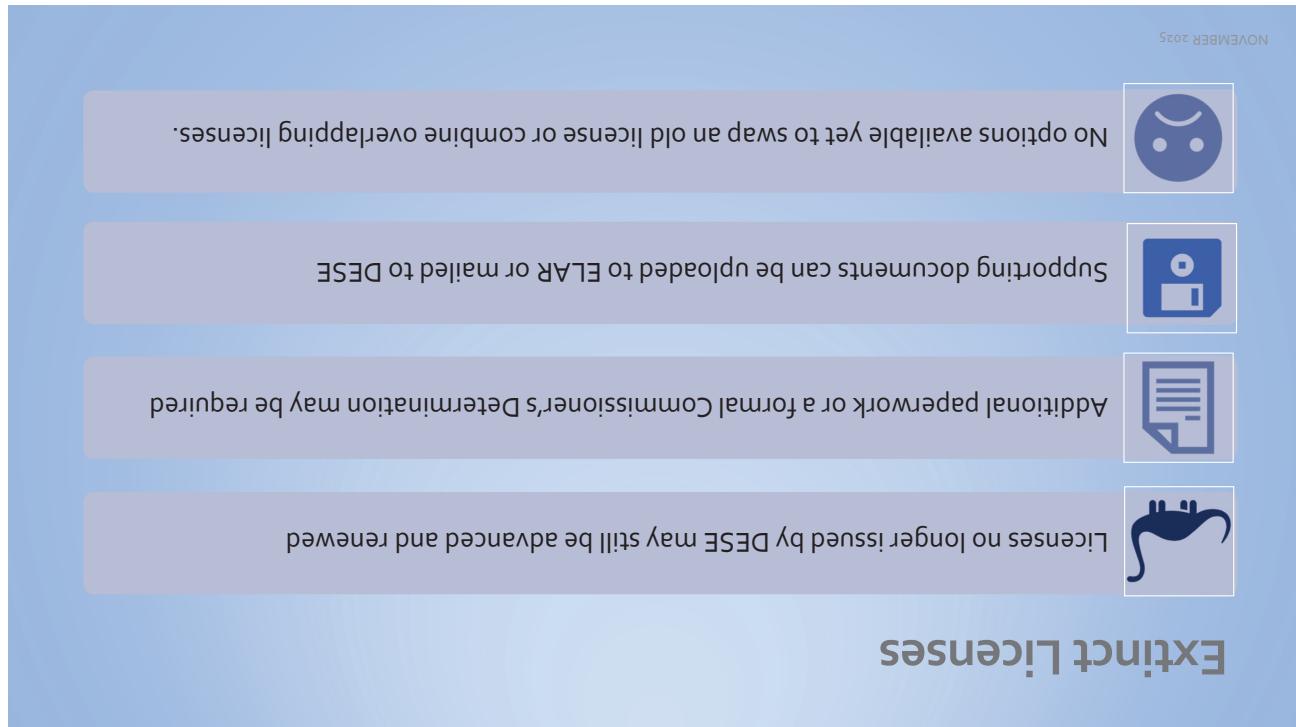
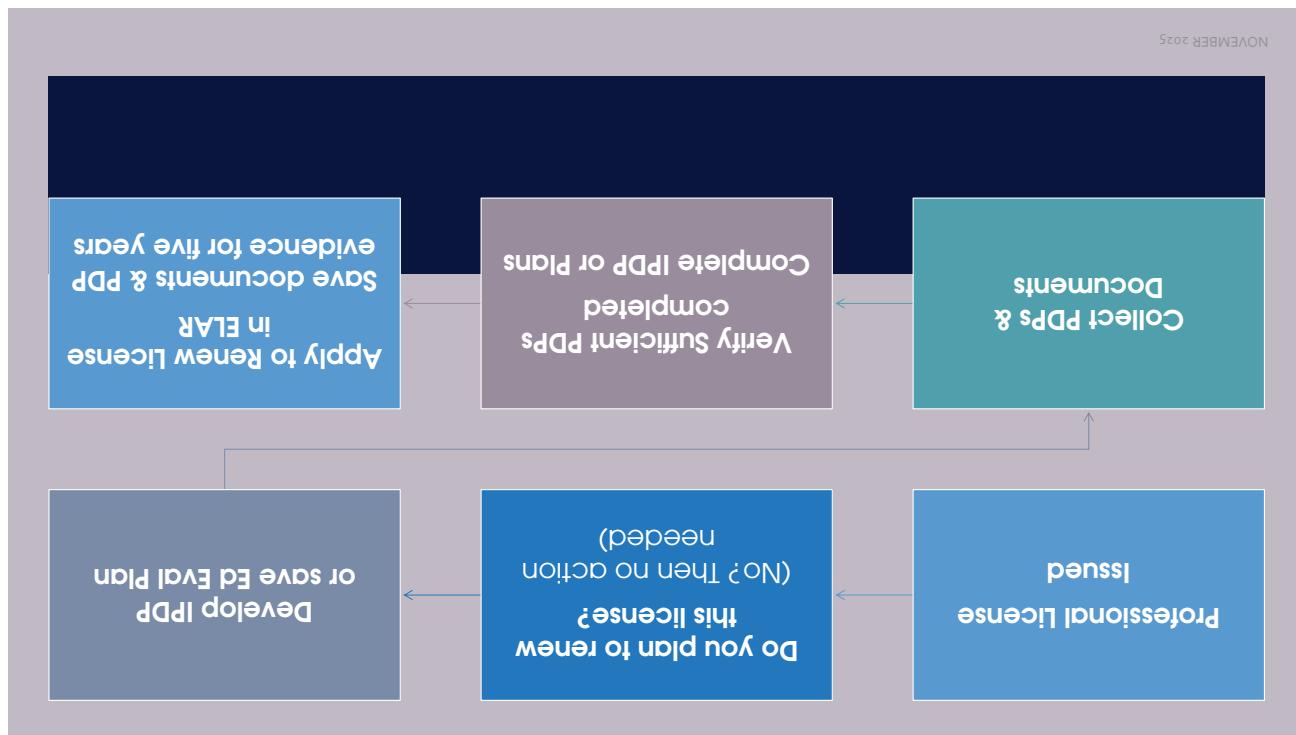
:sn|d

- Since Your Last License Application, You Certify That You:
 - Have not appeared as a defendant in court
 - Have not been identified as causing child abuse or neglect
 - Have not been dismissed or resigning due to discipline or investigation
 - Have not had any professional license revoked or denied
 - Have paid all MA state taxes and child support
 - Read and understand requirements to report child abuse or neglect under Ch. 57A of Massachusetts General Laws

Since your last license application, you certify that you:

AFFIDAVIT
LICENSURE

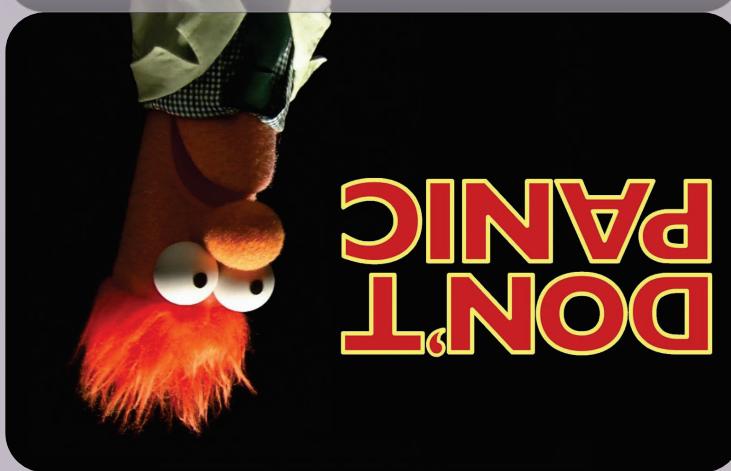
Inside ELAR: Tracking Applications + Documents



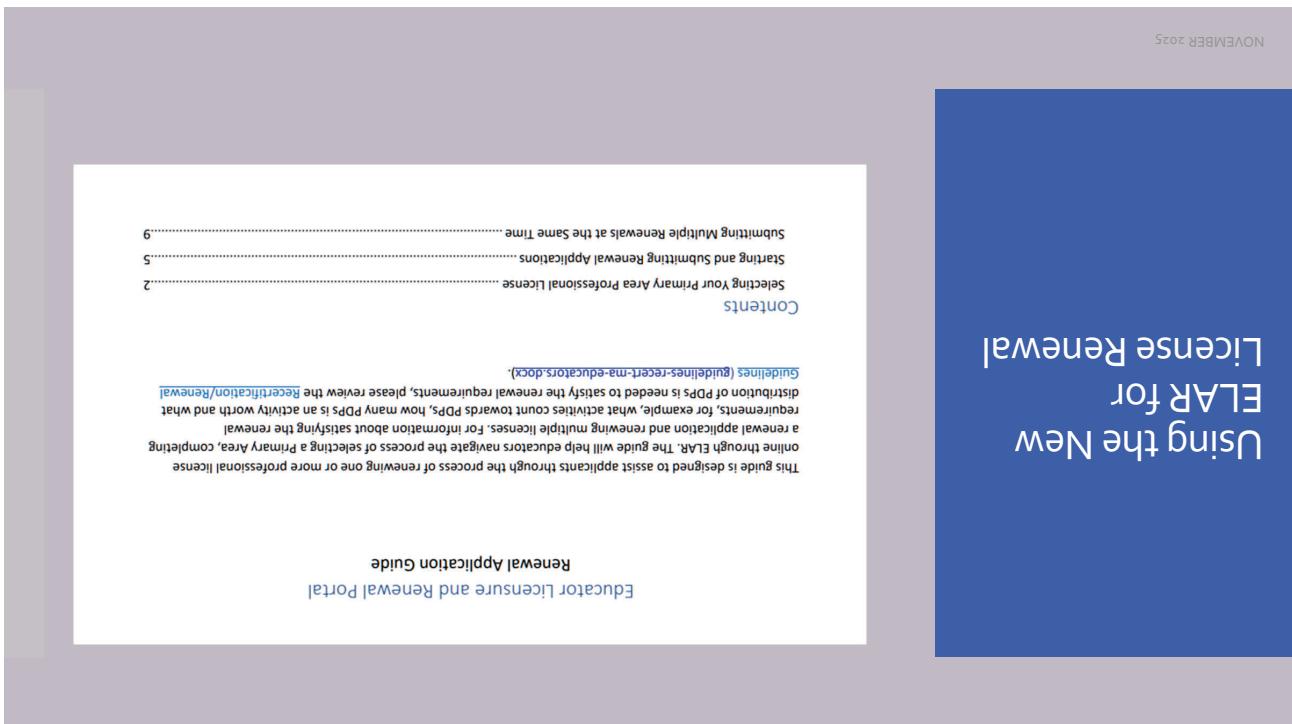
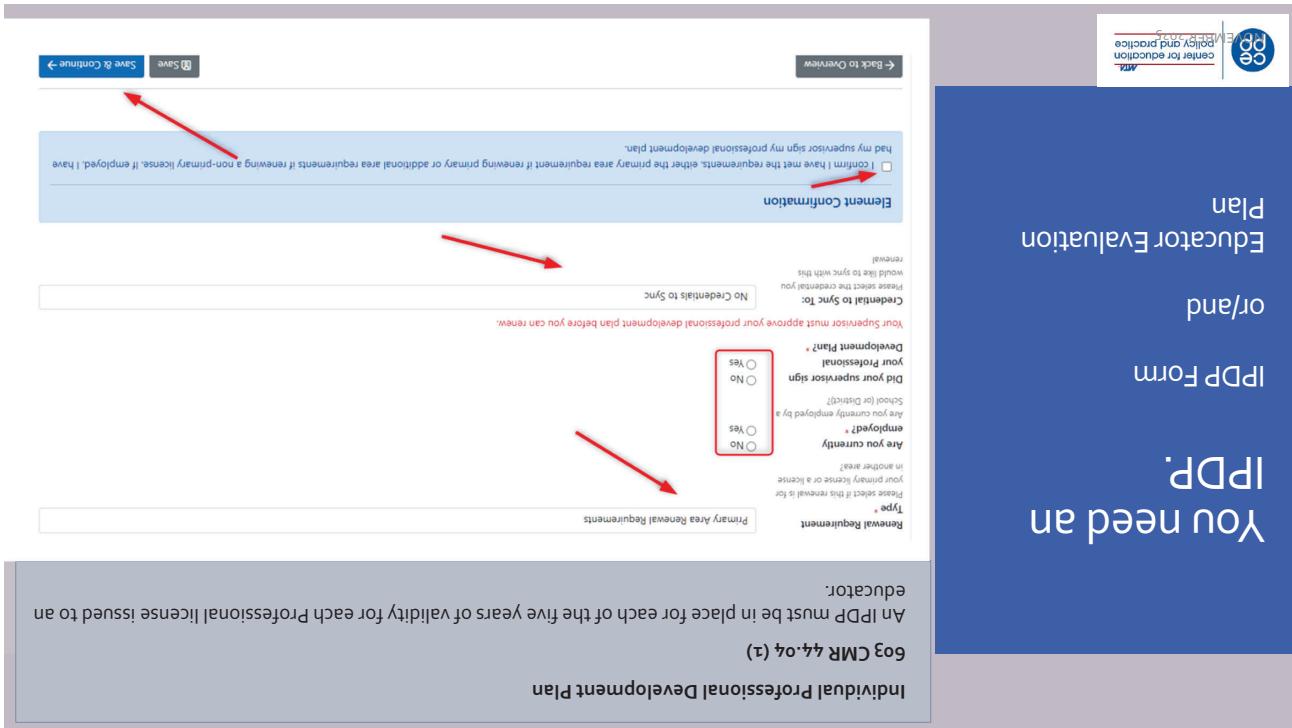
NOVEMBER 2025



NOVEMBER 2025



now what?



IPDP Form

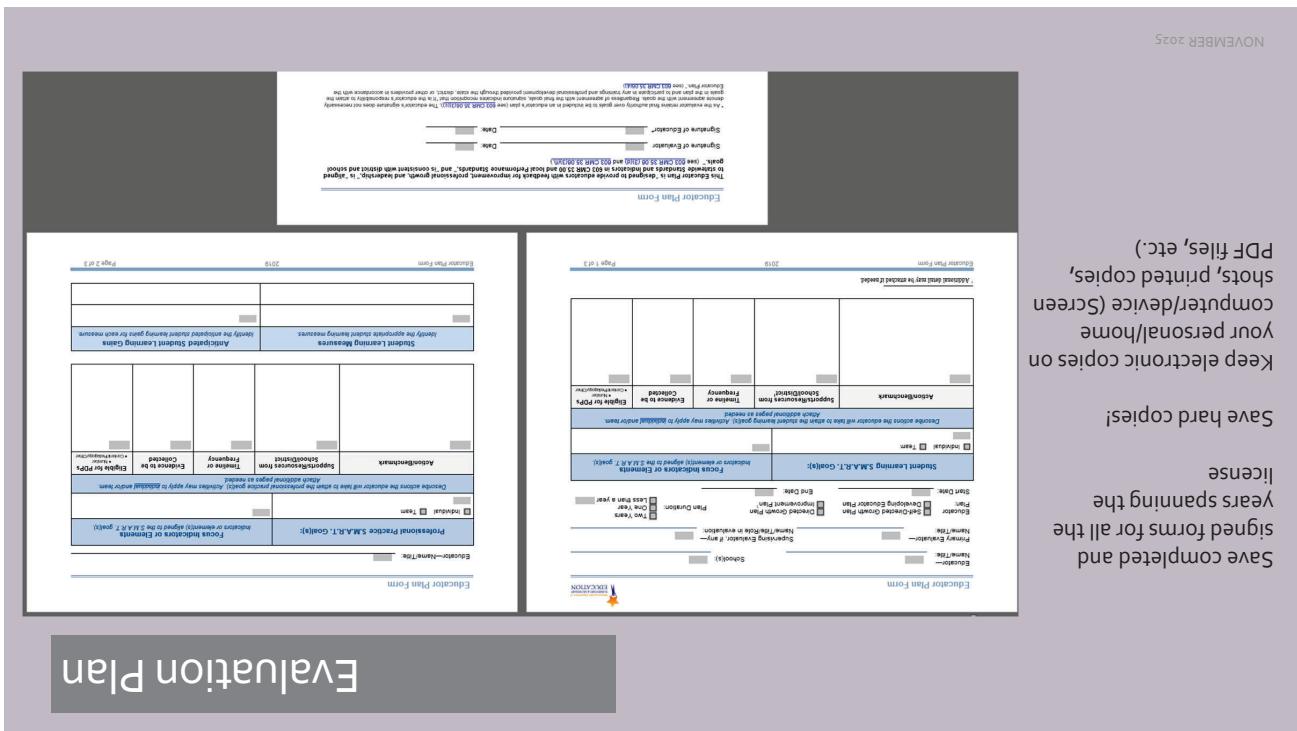
- Develop one (or more) GOALS that:
 - Align to the School Improvement Plan
 - Align to personal professional interests and PDP needs
 - Will enhance student learning
 - Define one (or more) professional development activities
 - Only if working under the license:
 - Obtain initial Approval of Goals
 - Before applying to renew, obtain Final Endorsement
- NOTE: It is the responsibility of each educator to ensure that their own supervisor's final endorsement once the IPDP has been completed. (see p. 4 Audit guide)



NOVEMBER 2025

Why? Audits!
Keep records at home – not at school!
Store PDF certificates, transcripts and
other evidence
Develop a system for tracking
professional learning activities

Keep Calm and Save
Everything!



Save completed and signed forms for all the years spanning the license
Save electronic copies on your personal/home computer/device (Screen
shots, printed copies, PDF files, etc.)

NOVEMBER 2025

Save hard copies!



- » Does not have to be the license you are working under
- » Designated in ELAR
- » Must have valid Primary license
- » 150 PDFs for each renewal
- » 30 PDFs for each renewal

Additional
VS
Primary

Professional
Development Points
(PDFs)

plus Occupational License or Certification

- 110 (MAX) **Electives**
- 15 ESL (sheltered English Immersion, English as a second language or styles)
- 15 SPED (related to training in instruction of students with diverse learning for students with disabilities and strategies for effective teaching in sheltered English Immersion, English as a second language or styles)
- 10 Safety & health
- 10 Academic & technical Curriculum integration
- 10 Pedagogy
- 10 Subject matter knowledge & skills

150 PDPs

Vocational Technical: PPD



To renew one or more additional area licenses alone you must have an active and valid Primary area license that has more than 12 months from the date of expiration.

Primary license to be the "Primary License."

"Primary License" can be the license you designate in ELAR. You do not have to be working under the license for the license to be the "Primary License."

NOTE:

210 total PDPs

Three Licenses

180 total PDPs

Two Licenses

15 PED

15 Pedagogy

15 Content

15 Content

150 PDPs Total

Academic: PPD



Primary License Additional License

LOG OF PROFESSIONAL DEVELOPMENT ACTIVITIES & PDPS									
NAME		LICENSE #		FIELD & LEVEL		EXPIRATION DATE			
PPDS FOR ACADEMIC EDUCATORS 1. Activities include courses, in-service training, workshops or conferences during the curriculum work and/or administrator-developed activities as described in the DESE General Framework Guidelines for Massachusetts Educators. 2. The educator must have a minimum of 10 PDPS in a topic area in order to use the PDPS toward license renewal. PDPS from multiple activities may be grouped together to form groups of 10 PDPS (603 CMR 4.00(2)). 3. Educators related to their Educator license areas may attend professional development or related events and include PDPS related to their educator evaluation application (404 CMR 15). 4. Educators related to their Educator license areas may attend professional development or related events and include PDPS related to their educator evaluation application (404 CMR 15). Professional licensure may be used to satisfy the DESE requirements to renew a Special Educator license. The same PDPS used to satisfy the requirements to renew a Special Educator license may be used to satisfy the requirements to renew a Professional Educator license. The same PDPS used to satisfy the requirements to renew a Professional Educator license may be used to satisfy the requirements to renew a Special Educator license. Example: Women in American Politics Seminar									
ACTIVITY Activity Total PDPS Elective SPED E/SEI Pedagogy Date Completed Date Issued Educator Plan DAII Contact Completions Total PDPS									
Example: Women in American Politics Seminar x 10 10 5/28/13 10 x									



NOVEMBER 2025

PDPs

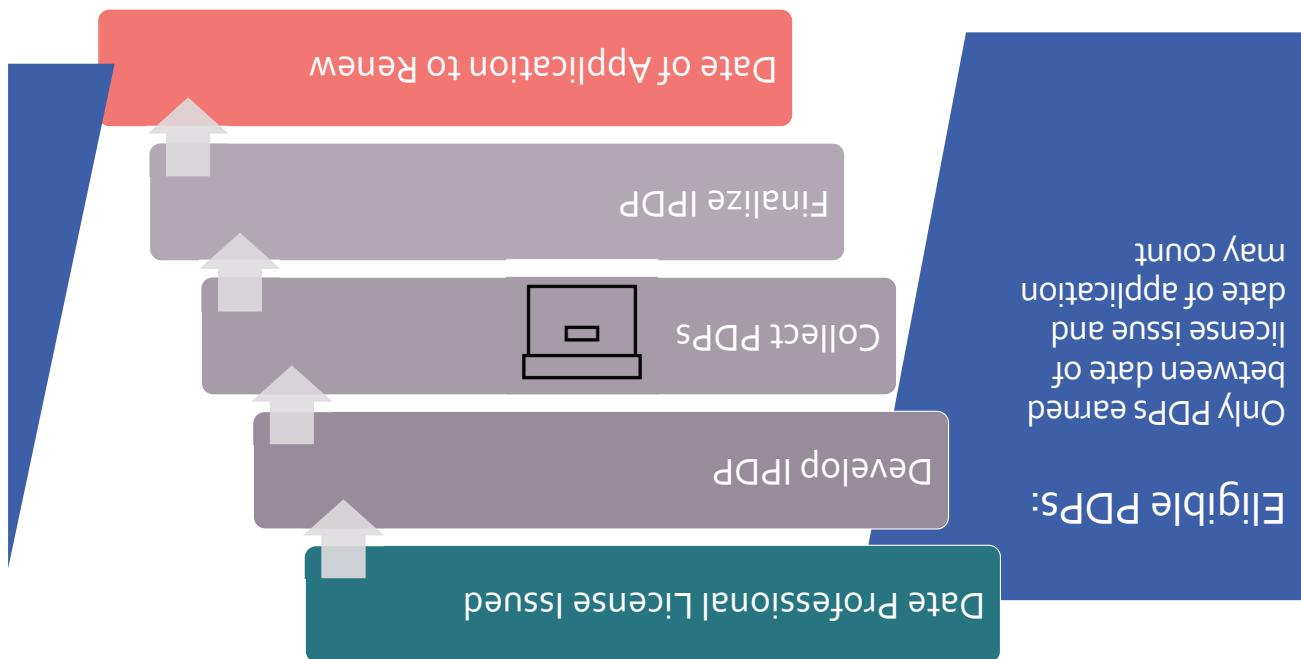
Earnign and Usign

PDPs

Educators are responsible for their own accounting of PDPs

Save all records – especially if self-designed activities, online and out of state

DESE does not “issue” PDPs or approve specific courses



Quick Reference Guide to PDPs

Part 2: Auditing: Any activity that is applied towards licensure renewal must have a minimum of 180 hours. Two more specific areas that can be bundled together to meet the 180 hour requirement are the **background screening** and **continuing education** of the individual.

Activity	Provider/Source	Comments/Details	Max Number of PPs
Course, Seminar, Workshop, Institute	College of University, DESE Institute	Professional Organization, Post- assessment, Certificate of Transcrip; Pre- & Post- Certification, Professional Organization	1 PPs per credit hour
Undergraduate Courses	College of University	College of University, DESE Institute	(45 PPs per 3 credits)
Graduate Courses in Concentrated Area of Interest	College of University	College of University, DESE Institute	(45 PPs per credit hour)
Undergraduate Courses	College of University	College of University, DESE Institute	(45 PPs per 3 credits)
Graduate Courses in Concentrated Area of Interest	College of University	College of University, DESE Institute	(45 PPs per credit hour)
Undergraduate Courses	College of University	College of University, DESE Institute	(45 PPs per credit hour)
Graduate Courses in Concentrated Area of Interest	College of University	College of University, DESE Institute	(45 PPs per credit hour)
Curriculum Development	Shcool of District	letter from Board of Director, Final copy of curriculum	15 PPs per renewal
Peer Coaching/Networking	Shcool of District	letter from Board of Director, Final copy of curriculum	15 PPs per cycle
Accreditation/Review Team Member	Accreditation Organization, State or District (Council of Accreditation)	letter of commitment of completion, formal report	30 PPs once per cycle
Cooperative Teacher/Supervising Practitioner	Educator Preparation Program	letter of commitment from Superintendent, 20 PPs for supervision, 10 PPs for training as supervising practitioner	20 PPs per cycle
Master of Education/Supervising Practitioner	Educator Preparation Program	letter of commitment from Superintendent, 20 PPs for supervision, 10 PPs for training as supervisor	20 PPs per cycle
National Board for Professional Teaching Standards Certification	NBPTS Certification	letter of certificate from school or NBPTS, Application a maximum of 30 PPs in content, 60 PPs for Pedagogy & 60 PPs in electives.	120 PPs
National Board for Professional Certification	National Board for Professional Certification	letter of certificate of letter from organization, 30 PPs maximum as a first time presenter	30 PPs maximum
Professional Conference	Professional Conference	Workshop/presentation materials, syllabus, biography/abstract	30 PPs maximum

neapartne.ra.learnupon.com

Professional Learning Resources

nea.certificationbank.com

Professional Learning Resources

Professional Learning Resources

Foundations for Inclusive Practice: Online Courses

These courses are one option for MA educators to meet the 15 PDPS license renewal requirement related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles at no cost.

These courses are one option for MA educators to meet the 15 PDPS license renewal requirement related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles at no cost.

Use the links below to access the Foundations for Inclusive Practice course content without creating an account. These versions contain all of the course content, but do not record your work.

Important Note: The course versions below can not be used to get a PDP certificate. If you want to take a course for PDPS, please select the link above.

- Content Overview — Foundations for Inclusive Practice: Educator (non-PDP version)
- Content Overview — Foundations for Inclusive Practice: Administrator (non-PDP version)

Professional Learning Resources

Foundations for Inclusive Practice: Online Courses

These courses are one option for MA educators to meet the 15 PDPS license renewal requirement related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles at no cost.

These courses are one option for MA educators to meet the 15 PDPS license renewal requirement related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles at no cost.

Use the links below to access the Foundations for Inclusive Practice course content without creating an account. These versions contain all of the course content, but do not record your work.

Important Note: The course versions below can not be used to get a PDP certificate. If you want to take a course for PDPS, please select the link above.

- Content Overview — Foundations for Inclusive Practice: Educator (non-PDP version)
- Content Overview — Foundations for Inclusive Practice: Administrator (non-PDP version)
- Overview of Course Content

Professional Learning Resources



Professional Learning Resources

Want to present at MTA conferences and events?

Share your knowledge and experience while expanding your professional acumen. TPL offers learning opportunities in a variety of subjects and we are always open to new ideas.

[REGISTER FOR THE TPL FACILITATOR DATABASE](#)

[Contact us for more information](#)

Oct 15 PD: Count Me In! Math Practice for Multilingual Learners (Asynchronous)

All upcoming learning opportunities

All opportunities from locals & partners

massedacher.org/events-and-conferences/training-and-professional-learning

www.massedacher.org/tpl

Bundling - Ten Hours Per Topic

Training Hours Per Topic - Building

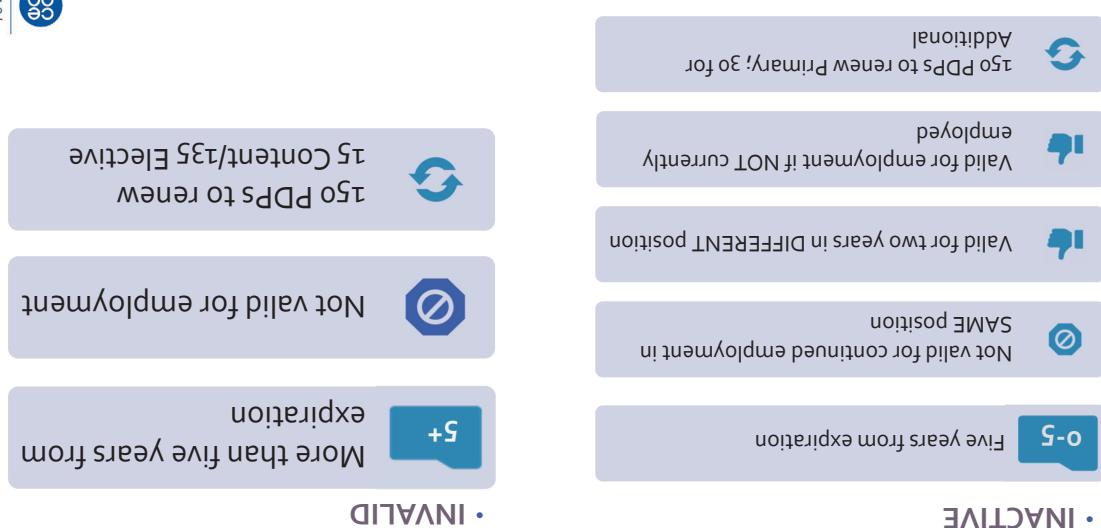
Q: What is Bundling?

A: In situations where a minimum of 10 PDs is mandated to meet license renewal requirements, bundling allows a licensee to combine/group PD workshops/series/conference hours to ensure that the total in that required subject area meets or exceeds 10 or more professional development hours.

NOTE: If you are unable to bundle your topics (when fewer than 10 hours) with other related topics, you will not be able to apply those PD activities to the license renewal.

Q: How may I adequately bundle my workshop hours for the purpose of the audit?

A: You may document your bundled hours on your PD Activity Log. In previous audits, educators have placed brackets, used color codes, or even bullet points to indicate the process of bundling. The auditor should understand the method that you select to verify bundled hours as long as your PD activity log is clear and readable.



What happens if I do NOT renew?

