

Student Guide

Educator Licensure Programs
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Collaborative for Educational Services

This guide contains important information for all students taking Licensure courses at the Collaborative, regardless of whether or not they are enrolled in a Licensure Program. This Guide is subject to change as necessary. For the latest version of this Student Guide, please visit: <http://www.collaborative.org/programs/licensure/student-resources>

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Licensure Program Overview

Introduction to Licensure

As a leading provider of professional development in Massachusetts since 1974, the Collaborative for Educational Services (the Collaborative or CES) offers its Licensure Program courses to Teacher and Administrative Leadership candidates across Massachusetts. Licensure Program courses offered by the Collaborative are relevant, practical, intellectually stimulating, and grounded in current research and evidence-based practice. They are designed to be affordable and accessible. CES Licensure courses are offered in a blended online format, convenient for busy working professionals.

Licensure Programs at CES require between 6 and 10 graduate-level courses, and a Practicum. The Practicum is a field-based experience in the role and at the level of the license sought, during which a candidate's performance is supervised jointly by Licensure Program staff and a Supervising Practitioner using the Candidate Assessment of Performance (CAP) for the Initial License. Each course also includes pre-practicum experiences through which students have the opportunity to participate in field-based experiences in order to observe and reflect on their own practice and the practices of other education professionals.

Students can complete the Licensure Program in as little as fifteen to eighteen months, but may take up to six years from the registration date of their first required course.

All students have the option to register for graduate credit for each course through CES's partnership with Fitchburg State University (FSU). These credits may be applied toward a Master's Degree in Education - Curriculum & Teaching (for teacher licensure candidates) or a Master's Degree in Education - Educational Leadership and Management (for Administrative Leadership candidates) at Fitchburg State University. For individuals who already have a Master's Degree, credit may be applied towards a CAGS (Certificate of Advanced Graduate Study).

Students may choose to take individual courses for Professional Development Points (PDPs) instead of graduate credit.

Introduction to Teaching Licenses

Teachers in Massachusetts must have a license. There are three types of licenses: Provisional, Initial, and Professional. There are different requirements for each license.

Provisional Licenses may be obtained by passing the Massachusetts Tests for Educator Licensure (MTEL) Communication and Literacy Skills Test, combined with the subject matter test specific to the license sought. For Moderate Disabilities and Elementary Education licenses, however, there are additional requirements for the Provisional License (see table below).

The **Initial License** requires the completion of course-based programs, like those offered by the Collaborative. The Initial License is valid for five years, and may be renewed once at the discretion of the Department of Elementary and Secondary Education.

The **Professional License** must be renewed every five years. For additional information on obtaining a Professional License, go to [the ESE website](#).

The table below provides an overview of the requirements for obtaining Provisional, Initial, and Professional Licenses:

Type of License	MTEL Requirements	Valid for...	License Renewal Requirements
Provisional (there is no Provisional License for Administrative Leadership licenses - Principal/Assistant Principal, Supervisor/Director)	<ul style="list-style-type: none"> ● Communication and Literacy Skills test and subject matter test for area of license In addition, for the Moderate Disabilities Provisional License: <ul style="list-style-type: none"> ● Foundations of Reading test ● General Curriculum with Math subtest for PreK-8 OR a content subject matter test for 5-12 	5 years of employment	Non-renewable
Initial	Varies by subject area (see CES Licensure Program Requirements Chart for more information or the relevant Initial License page on our website)	5 years of employment, with option of renewing once	At or before the completion of the first or second five-year period, the educator must obtain a Professional License.
Professional	None – MTEL requirements will have been met upon receiving either Initial or Preliminary License	Lifetime, provided it is renewed every 5 calendar yrs	Completion of a Professional Development Plan including seminars and courses in content and pedagogy for teaching in license area.

Teachers with an Initial or Professional teaching license may obtain an additional teaching license. An additional license as a Teacher of Students with Moderate Disabilities may be obtained by completing coursework, passing the required content MTEs, and completing a 150 hour practicum. Additional licenses in some other fields may be obtained simply by passing the required content MTEL. See page six for additional information.

Applying for Licensure with ESE

Applications for a license or license renewal should be completed through the Educator Licensure and Recruitment (ELAR) system on the Massachusetts Department of Elementary and Secondary Education (ESE) [website](#).

Applications for the Initial License must be submitted to ESE upon enrollment in the Licensure program. This will ensure that your application will be governed by the regulations in effect at the time of your application. The chart below outlines what you will need to do at various stages of licensure.

If you have...	Then you must...
<p>No license, and are seeking a Provisional License (there is no Provisional License for Administrative Leadership licenses - Principal/Assistant Principal, Supervisor/Director)</p>	<ol style="list-style-type: none"> 1. Complete MTEL Communication and Literacy Skills test and subject matter tests specific to your area of licensure and apply to ESE for licensure. The Moderate Disabilities license requires proof of additional knowledge of Special Education content.. 2. Submit undergraduate transcript to ESE. 3. For elementary and special education licenses, complete additional required coursework.
<p>No license or a Provisional License, and want an Initial License</p>	<p>Complete an approved Initial Licensure Program and apply to ESE for licensure, including submission of undergraduate transcript if not previously sent. (At the Collaborative, this requires the completion of between 6 and 10 courses, depending on the licensure area, plus a Practicum and relevant MTEL tests.)</p>
<p>An Initial License and want a Professional License</p>	<ol style="list-style-type: none"> 1. Work as a teacher under the Initial License for three years including a one-year in-district induction program (designed to provide a system of structured support for new teachers). 2. Complete either: <ul style="list-style-type: none"> • a Master's Degree in your licensure area; • a Master's Degree that is not within your content area along with 12 graduate credits in courses specific to your licensure area; or • an approved Professional Licensure program. 3. Complete 50 hours of mentoring by a licensed teacher.
<p>A Professional License, and are seeking renewal of that license</p>	<p>Obtain 150 PDPs, of which:</p> <ul style="list-style-type: none"> • at least 15 PDPs relate to SEI or English as a Second Language. • at least 15 PDPs relate to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles. • at least 90 PDPs are in the content area of the license or in pedagogy, with no less than 60 PDPs in or related to the content area of the educator's preliminary license.

Obtaining Endorsement for Licensure

Endorsement requires the following:

- Completion of all program courses, with a minimum grade point average of 2.7
- Completion of the Practicum
- Passing scores on all required MTEls
- Demonstration of dispositions required for the teaching profession at an acceptable level, as assessed by course instructor(s) and Program Advisors
- Program fee paid in full

When you have successfully completed all program elements, Licensure Staff will review your entire file to make sure there are no outstanding payments, missing test results, or documentation. If everything is in order, we will prepare a final transcript of your coursework at the Collaborative, along with our endorsement, and send those materials to ESE. If you have not applied for your license previously, you must do so in order for the endorsement to be considered by ESE.

Upon submission of all required documents, please allow a minimum of four (4) weeks for a review of your portfolio for endorsement.

Additional License

Teachers (but not specialist teachers, such as Reading Teachers, or support/administrative personnel) holding an Initial or Professional License may earn a license of the same type in a new teaching field and/or new grade level. For many fields, the new license may be obtained by passing the appropriate subject matter test. For an additional license in Early Childhood, English as a Second Language, Moderate Disabilities or Elementary level, a 150-hour practicum is also required.

For the Moderate Disabilities and some other licenses, a 150-hour practicum and a competency review (a review of the subject matter knowledge requirements of the courses or seminars that have been completed) are required. CES Licensure courses in these areas meet the ESE's content and time requirements. For a change in grade level, a 150-hour practicum at the new grade level is required.

The Collaborative can assist people seeking an additional license by:

- overseeing any of the required practica described above;
- offering courses that meet the requirements of a competency review for the Teacher of Students with Moderate Disabilities license;
- providing candidates with transcripts that attest to completion of those requirements; and
- offering courses designed to prepare candidates to take the English as a Second Language MTEL.

The Collaborative cannot oversee a practicum for any licensure area in the absence of any Collaborative Licensure Program coursework.

For more information about earning an additional license in Moderate Disabilities or English as a Second Language, please contact the CES Licensure office. Candidates for an additional license should apply for that license to ESE online (<http://www.doe.mass.edu/licensure/>). ESE will respond indicating individual requirements to complete the license. CES Licensure staff can review those documents, advise candidates about completing the requirements, and provide an official transcript to the candidates for them to forward to ESE at the following address:

Educator Licensure
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden MA 02148

Specialist teacher licenses such as the Reading Specialist license are not considered "additional licenses." Educators interested in these licenses must complete a program for that purpose.

Our Licensure Program

The CES Licensure Program offers preparation for the following licenses:

Teaching - Initial:

- Reading Specialist (All Levels)
- Teacher of Students with Moderate Disabilities (Pre-K-8) (5-12)
- Teacher of Middle School Mathematics (5-8)
- Teacher of High School Mathematics (8-12)
- Teacher of Middle School Math/Science (5-8)
- Teacher of English as a Second Language (PreK-6) (5-12)
- Teacher of General Science (5-8)
- Teacher of Biology (8-12)
- Teacher of Chemistry (8-12)
- Teacher of Earth & Space Science (5-12)
- Teacher of Physics (8-12)
- Teacher of History (5-12)
- Teacher of English (5-12)
- Teacher of Humanities (5-8)
- Teacher of Social Sciences (5-12)

Administrative Leadership - Initial:

- Principal/Assistant Principal (PreK-8) (5-12)
- Supervisor/Director

Enrollment Overview

Anyone is eligible to take individual courses at the Collaborative on a fee basis; however, in order to enroll in the Licensure Program in preparation for a specific Initial License, you must formally apply by completing the Licensure Program Application and supplying all required supporting documentation and fees.

Any person whose enrollment in a CES Licensure Program has been terminated by CES Licensure Administration may not re-enroll in the program.

Options for Course Participation

You may formally enroll in the Licensure Program before you take any courses, or you may take up to two individual courses prior to enrollment in the program. A maximum of TWO CES Licensure courses may be transferred into the Licensure Program and they must have been taken in the last six years.

You can register and pay for courses online through our website, or you can fill out a registration form and submit it with payment (via fax, by mail or in person).

There are two categories of students:

- **Course Registrant:** A person who is paying for individual courses but is not formally enrolled in the Collaborative's Licensure Program.
- **Program Enrollee:** A person who has applied to and has been accepted as an enrollee in the Licensure Program to obtain an Initial License and is paying program costs through a payment plan selected in the Licensure Program Application and Financial Agreement.

A person in either of the above categories may take a course for Professional Development Points (PDPs) or may choose to register for graduate credit instead (see the section on Graduate Credit on Page 12). Students who choose PDPs instead of graduate credit for a course will earn 67.5 PDPs upon successful completion of the course.

Enrollment Procedure (Licensure Program)

To enroll in the Licensure Program, you must provide the materials below:

1. **Signed, dated Licensure Program Application and Financial Agreement** indicating licensure area of interest and method of payment (*you may select only one license*)
2. **Application Essay** (the essay prompt is included on the Enrollment Application)
3. **\$75 Non-refundable application fee**, payable to the Collaborative for Educational Services
4. **Current Resume**
5. **Official College Transcripts** of Bachelor's Degree, sent directly to: Collaborative for Educational Services, Licensure Program
6. **Copies of current teaching licenses/certificates**
7. **Three signed Letters of Reference** (Teacher Programs)/**Two signed Letters of Reference** (Administrative Leadership Programs)
8. **Qualifying scores on the Massachusetts Tests for Educational Licensure (MTEL)** appropriate to your licensure area of interest (see enrollment packet for specific requirements).

Note: **English As A Second Language** applicants must also provide evidence of knowledge or study of a language other than English. **Reading Specialist** applicants will receive a “Verification of Teaching Experience” form (verifying at least one year of teaching experience under an Initial License), which must be completed by their superintendent or principal and submitted on district or school letterhead.

Application materials are available from the Collaborative’s Licensure Office or may be accessed [online](#) through our website.

Deadline for Submitting Enrollment Applications

The CES Licensure Program has a ‘rolling admissions’ policy; program enrollment applications may be submitted at any time. Applications are considered once all materials are received, and may take up to four weeks for review. If you wish to register for an upcoming class while your application is incomplete or is still being reviewed, you will need to submit a course registration that includes payment for that course. If you enroll in our program in a semester other than the Fall semester, the length of your program of study may be impacted.

Waivers

Upon enrolling in the Licensure Program, you may request that the Collaborative waive up to **two** courses taken elsewhere and a portion of the Practicum if the prior supervised experience meets the rigorous standards of the Practicum. The courses must meet the learning objectives of the required licensure course(s).

If an enrollee already has the SEI Endorsement, the RETELL course requirement may be waived and will NOT count towards the 2 course waiver limit.

Course Waiver

To apply for a course waiver, complete a Course Waiver Request Form (which can be downloaded from our website or picked up from our office) and submit it with your enrollment application. Include:

- A copy of the syllabus for any graduate level course(s) you have taken that may meet the criteria outlined in the course(s) you want to waive; and
- Official transcripts that document that the course has been completed and a final grade of “A” (4.0) or “A-” (3.7) has been awarded.

Each course waiver request must be submitted on a separate Course Waiver Request Form. The course(s) must have been taken within six years of enrolling in the Collaborative’s Licensure Program.

Waiver of a Portion of the Practicum

Waiver of a portion of the Practicum is rarely granted and then only if the enrollee’s prior supervised experience meets or exceeds the quality of the CES Practicum experience. **Teaching experience alone is not sufficient for a waiver to be granted.**

To apply for a waiver for a portion of the Practicum, complete a Practicum Waiver Request Form. You may submit this form when you apply to begin your practicum. Include a detailed description of your prior supervised experience. The experience must have occurred within five years of enrolling in the Collaborative’s Licensure Program. **No financial credit is given for a waived portion of the Practicum.**

Licensure faculty and staff will review the materials submitted and will notify you regarding the decision to grant or deny the waiver request(s) within two weeks of the receipt of your request(s).

Student Petitions

All requests for waiver of or deviation from standard policy (as stated in this Student Guide) and any relevant and supporting documentation must be submitted along with a completed Student Petition form. The Student Petition form should not be used for waiver requests for courses, course withdrawals and program withdrawals. Documents for these requests are available on our website or from the Licensure office (<http://www.collaborative.org/programs/licensure/student-resources>).

Payment Options

The total cost of the Program - less the amount previously paid to CES for a licensure course or less any credits for courses taken at another institution and waived into the licensure program - is payable in six or eight installments on the following dates over an 18- or 24-month period: April 1, July 1, October 1, and January 1. CES will forward quarterly statements via email at least two weeks prior to the payment due date. Those intending to take two courses per semester should select the 6 quarterly payment option. Those who are more likely to take one course per semester may find the 8 quarterly payment option more attractive.

Please note that you will not be endorsed until you have paid all program costs in full.

Indicate your chosen payment option on the Licensure Program Application and Financial Agreement. Once selected and signed, this is a contractual obligation for program payment. Registering for classes requires that all payments be up-to-date.

Changing Your Program Payment Plan

Enrollees in the Licensure Program who want to change their program payment plan must submit a new Licensure Program Application and Financial Agreement (Form B), signed and dated, to the Licensure Program office. A new invoice will be sent to you.

Taking Licensure Courses

Registering for Courses

This section addresses how to register for a course. Enrolling in Canvas for electronic access to the online component of the course is discussed below.

- Whether enrolled in the Licensure Program or not, every student **MUST** register for each course by completing a Course Registration Form or by registering online. Course Registration Forms may be downloaded from our website, <http://www.collaborative.org/programs/licensure/course-catalog>.

If you are enrolled in the Licensure Program, please indicate this in the payment section of your registration form or when asked during the online registration process. Payments for the

Licensure Program must be up-to-date in order for registrations to be processed. Non-enrolled or Master's participants should indicate on the registration form if payment is for an individual course registration.

- **Late Registration**

The deadline for course registration is the day prior to the course start date and is noted for each course in the Catalog. Please register as early as possible to allow adequate time to obtain required reading materials.

- **Registration forms without a valid form of payment will not be accepted.** Valid forms of payment include check, credit card, and school purchase order. Those who are not officially enrolled in the Licensure Program **must** include payment with their registration form. Attendance in the course will not be permitted unless all registration fees are paid prior to the start of the course.
- There is a \$25 returned check fee.
- There is \$50 processing fee for all course withdrawals. Refer to the Course Withdrawal Policy below.
- A registrant who decides not to take a course after registering will be eligible for a full refund of the course fee (minus the \$50 processing fee) only if a written Course Withdrawal Notice is furnished *no later than 5* calendar days *prior* to the start of the course. For withdrawal notices received *within 5* calendar days prior to the start of the course or after the start of the course, refer to the Course Withdrawal Policy below.

When your registration is complete, you will receive an acknowledgement of course registration that includes information about our attendance, withdrawal, and schedule policies. It is the responsibility of the registrant to be familiar with and abide by all policies.

* Also available at the CES Licensure [website](#).

NOTE: If you do not receive an Acknowledgment of Course Registration at least two weeks before the course starts, contact the Course Administrator immediately, at (413) 588-5941.

It is essential that all course registrants and program enrollees:

- have a valid email address;
- keep the CES Licensure Office informed of any changes to their email address;
- check their email frequently; and
- respond in a timely matter to emails from instructors and staff.

Course participants are responsible for the purchase of books and materials. Books may be purchased online at websites like www.amazon.com, www.barnesandnoble.com, at the publisher's website, or at any location(s) recommended by the instructor. Several websites now rent textbooks. Students are expected to obtain required reading materials in time for the course start date. The Collaborative is not responsible for a student's failure to obtain readings when the registration is received after the deadline or when students fail to order materials in a timely manner.

Course text lists can be found in the syllabus. Participants will have access to the syllabus when the Canvas course opens.

One week before the course starts, registrants will receive the a final course confirmation email that includes:

- Final course schedule and location information;
- a link to Canvas and instructions for creating an account, if you don't already have one;
- a Graduate Credit Overview; and
- any other announcements.

Throughout the course, a withdrawal policy reminder, any announcements regarding your course, messages from your instructor, etc. will be sent to you via email.

Graduate Credit

- Registering for graduate credit is optional; however, ESE regulations state that **if** you are currently **working under a waiver** and you are taking this course to demonstrate to your school district that you are making continuous progress toward licensure, you **must** take courses for graduate credit.
- Participants do not have to enroll in the Licensure Program in order to register for graduate credit.
- Participants do not have to enroll in the Master's Program in order to earn graduate credit.
- The current cost for graduate credit is listed on the [website](#). This fee is in addition to the course fee that is payable to CES.
- Payment by credit card or check (payable to Collaborative for Educational Services) must accompany each Fitchburg State University registration.
- Fitchburg State University graduate credit registration forms are available at the first face-to-face session of every course.

Deadline for Registering for Graduate Credit

Registration for Fitchburg State University graduate credit is conducted at the first face-to-face meeting of each course. Participants who register for graduate credit **must** submit their registrations to the Collaborative at the first class session to allow time for staff to process and mail them to Fitchburg State University to meet University deadlines. You will receive an email reminder a few days before the start of each course.

Fitchburg State University will not accept late registrations except in the event of documented, critical, extenuating circumstances. If you wait too long to register, you will have to take the course again in order to earn graduate credit.

Master's and CAGS Programs

- Applying to the Master's program is optional.
- Applying to the Certificate of Advanced Graduate Study (CAGS) program (for individuals who already have a Master's) is optional.
- To apply for the FSU Graduate Program, go to www.fitchburgstate.edu/admissions/graduate-continuing-education/apply/ to fill out the application online. Be sure to indicate your affiliation with CES as an Extended Campus Partner on the FSU application.
- **If you plan to apply for either the Master's or CAGS program, Fitchburg State University strongly encourages you to do so no later than your second course at the Collaborative.**
- No more than 12 credits may be transferred to the degree program (no more than 6 credits may be from other institutions), subject to review by Fitchburg State University. For more specifics about transferring credits, refer to materials included with the application packet.
- Fitchburg State University has a non-refundable application fee (check the FSU website for

current fee).

- Completion of the Master's program requires the 18 credits earned in the Collaborative's Licensure Program plus 18 additional credits as noted in the Plan of Study.
- The same references that you use(d) when applying to the Collaborative for the Licensure Program may also be used for the M.Ed application to Fitchburg State University. Fitchburg State University will accept a photocopy of those letters, but they must be accompanied by the Fitchburg State University Graduate Letter of Recommendation for Admission form, completed by the person writing the reference. The form can be downloaded from the Graduate Application page on the FSU website.
- Applicants for the Fitchburg State University Master's or CAGS program no longer need to take either the GRE test or the MAT. You may choose to take either test if you feel your undergraduate GPA doesn't show your true academic skill.
- Fitchburg State University will not consider incomplete applications.
- If you are enrolled in the Fitchburg State University Master's program, the University will dismiss you from the program if you receive a failing grade in any course that is required for your Master's.
- For questions during the application process, contact a Fitchburg State University Graduate & Continuing Education Admissions Counselor, at (978) 665-3136 or admissions@fitchburgstate.edu. Once accepted, questions should be directed to Anne Howard, Graduate Program Coordinator, anhoward@fitchburgstate.edu.

Course Participation

Licensure courses are conducted in a hybrid online format with three or four face-to-face meetings; the remainder of the course is conducted online. This hybrid-online format provides a high-quality and convenient format for working adults. Face-to-face class sessions are a critical component of our courses, when instructors model a range of teaching strategies, and students and teachers are able to work collaboratively in real time. CES expects that students will participate fully, attend all face-to-face sessions and participate in all online sessions. Missing a session for a reason other than an emergency will reduce your grade by one half letter grade. Missing more than two sessions will likely result in failure of the course.

In the event that a student has an emergency situation or extenuating circumstances, the student is required to fill out the Student Petition (available in the Student Resources section of our website) and submit it along with supporting documentation to the Course Administrator (courseadmin@collaborative.org) within two weeks of the missed class. Should the absence be approved, the student will be responsible for finding out what they missed from a classmate and will contact the instructor to complete a make-up assignment at the instructor's discretion.

The Collaborative for Educational Services reserves the right to dismiss a participant from the Licensure Program for repeated absences or poor participation.

Retaking a Course

Candidates who fail a course required for their licensure area may take it again at a future date and will be required to pay the full cost of the course at that time. Program fees include the cost of taking each course in your licensure area *only once*. Re-registration for credit at Fitchburg State University will also require full payment.

Candidates who retake a course due to a failing grade must achieve a minimum grade of 2.0 in the course in order to continue in the program. The course may only be retaken once. If the candidate fails the course a second time, the candidate may be dismissed from the program.

Class Session Cancellation

If you are in doubt as to whether a class will be held due to bad weather, please call the Collaborative at 413-586-4900 x351, or visit our website at www.collaborative.org where information will be posted in a banner at the top of the homepage. Notices will also be posted in each course in Canvas. Cancellation of Saturday classes will be posted there by 6:00 a.m. on the day of the class. If your class is not cancelled, but you feel that the travel conditions are unsafe, please use your best judgment and inform the instructor to discuss how the work will be made up; in the case of unsafe driving conditions due to weather, the class will not count as an absence if the work is made up.

Saturday licensure classes that are cancelled due to weather are automatically re-scheduled for the same time and place on the following day (Sunday) by default. Other arrangements are at the discretion of the instructor and program staff. In the event that the Sunday class is also cancelled, your instructor will notify you about work to be completed in lieu of the missed class.

If unanticipated circumstances prevent the instructor from getting to class, or in the event of other extraordinary events at the last minute, you will be sent an urgent email, at a minimum. Every attempt will also be made to reach you by phone.

Although rarely exercised, CES reserves the right to make changes in assignments to sections, their locations, and instructors at our discretion. Notice of such change will be communicated by email.

Pre-Practicum

Each course in the Licensure Program includes a pre-practicum assignment consisting of a field-based experience. The number of pre-practicum hours anticipated for each licensure area is identified in the course syllabus. The pre-practicum is an ESE requirement and must be completed by every student, **without exception**. Failure to submit the pre-practicum documents by the final class will result in a grade of Incomplete, (Refer to “Final Grade” section below), and will ultimately result in a failing grade if not submitted by four weeks into the following semester. A student should contact his/her instructor if the pre-practicum log is going to be turned in late.

Pre-practicum versus Practicum

The pre-practicum assignment is different than your Practicum. Pre-practicum work is done in conjunction with each course in your program. The Practicum is a separate semester-long experience required by all licensure programs and is supervised by a Supervising Practitioner and a Program Supervisor.

Pre-practicum Documentation

ESE pre-practicum experiences are recorded on the Pre-practicum Report and Log Form. The form may be course-specific and can be accessed from the Canvas course site. (An explanation about Canvas appears below.)

[Completing the Form](#)

At the top of the form, record, in one-to-two pages, your experiences observing, interviewing, or otherwise reflecting on a professional level.

Keep the written reflection brief; nevertheless, it should include the following:

- Description of classroom and school settings
- Description of number of students and demographic of students
- Description of activities conducted
- Questions you might ask or insights you might offer to the school personnel after your pre-practicum experience
- Questions you have for the course instructor about their lesson plans and professional conduct
- Analysis of any active role that you played during the pre-practicum experience

At the bottom of the form, log the time spent during your pre-practicum—the time of day, location (school name), and description of activities conducted. Fill out one row per activity.

The pre-practicum Report and Log form must be submitted prior to the end of the course, after which the instructor will offer feedback as necessary.

Candidates Who Are Not Currently Employed in a School as a Teacher or Paraprofessional

If you are not currently working at a school, consult with your instructor or Licensure advisor on what your best options are for meeting the pre-practicum requirements of your Licensure courses. In the past, students who were not working in a school have often collaborated with classmates to complete the work at a classmate's school. It is your responsibility to communicate any issues you have with finding a pre-practicum placement for a course's field-based experience within 2 weeks of the beginning of a course.

Canvas

All Licensure courses use Canvas, an online learning management system (LMS). Canvas is an interactive environment used to access and submit an assortment of course documents. It also allows easy communication with your classmates and instructor. Understanding the concepts and tools used in online learning will be essential to your success. Please see our [website](#) for additional information.

One week before the course start date, you will receive the information necessary to access your course in Canvas. All participants must login to Canvas with a Google account. Licensure Program staff will enroll individuals in the appropriate courses. The site for our Canvas learning management system is located at: <https://collaborative.instructure.com>.

If you are having difficulties accessing your course, email courseadmin@collaborative.org. If you need help navigating the Canvas environment, please [email our support staff](#) who will guide you through the process. Once you are logged in to the Canvas platform, you can also find support resources via the Commons icon or click on the Help icon in the left-hand navigation pane.

Students will normally have access to their course no sooner than one week before the first class session.

All instructors and students are required to use Canvas. A valid Google email address is required and may be provided for participants at our learn.collaborative domain as needed.

Student Course Surveys

At the beginning of the course, you will be asked to complete a pre-course survey in Canvas. This provides background information to the instructor and helps the instructor build community among class members. In the last or next-to-last session of every course, a link is provided in Canvas to the end-of-course survey. The survey takes only a few minutes to complete. Your feedback is very important to us. We read all of the evaluations and use your input to improve our courses and your course experience.

Candidate Dispositions

Part of the process of determining a candidate's eligibility for endorsement is a consideration of whether or not the candidate possesses qualities that are likely to result in him/her becoming a successful teacher, also known as a candidate's disposition for teaching.

A candidate's disposition will be assessed throughout their program, using the following components:

Component 1 – The candidate is knowledgeable.

The candidate communicates effectively in speech and writing, demonstrates preparedness and is willing to ask questions. The candidate demonstrates knowledge of research within the content area.

Component 2 – The candidate is skillful.

The candidate interacts with others in a thoughtful and considerate manner, and is able to reflect on his/her work.

Component 3 – The candidate is ethical.

The candidate follows the ethics and standards of the field (particularly in regards to confidentiality, mandatory reporting responsibilities and respect for the intellectual property of others). The candidate understands their responsibilities for the ethical use of the Internet and other sources.

Component 4 – The candidate is caring.

The candidate shows that she/he is sensitive to issues around diversity and acknowledges alternative viewpoints. The candidate shows compassion when discussing, writing or reporting about or working with students. The candidate demonstrates a passion for teaching and education.

Component 5 – The candidate behaves in a professional manner.

The candidate meets their delegated obligations (punctuality, reliability, etc) and shows initiative.

Candidate disposition will be assessed at the following points:

- During the admissions interview
- As part of the program coursework
- During the practicum

Fitchburg State University, because of its affiliation with CAEP (the Council for the Accreditation of Educator Preparation), is required to make assessments of candidate disposition. The CES

Licensure Program collects information as part of this process. One course in each program has been identified as a formal assessment point. Results of the candidate disposition assessments from these courses will be forwarded to FSU for all students who are taking the course for graduate credit.

At the end of the selected course, the instructor completes a Candidate Disposition matrix that lists the names of each student in the class as well as a list of standards. The instructor is asked to identify any students who do not meet one or more of the standards. The completed form is submitted to the Collaborative. The information for students who took the course for graduate credit is forwarded to Fitchburg State University; the information for all other students is retained at the Collaborative.

You may request a copy of the results of your disposition review after the course ends. To make such a request, contact courseadmin@collaborative.org.

In addition to collecting information from a single course to satisfy CAEP regulations, CES will be asking every instructor to consider each student's disposition for teaching throughout their course. Each instructor is asked to identify any students who do not meet one or more of the standards. The completed form is submitted to the Collaborative.

If a program enrollee does not meet two or more of the standards, the enrollee's advisor will send the student a copy of the Candidate Disposition form and will arrange for a meeting to discuss the areas of concern. A copy of the form will be placed in the enrollee's CES file. The enrollee will be asked to sign the form, acknowledging that she/he has received a copy of the assessment.

In this situation, the enrollee will be asked to develop a plan to address the concerns and submit the plan to the advisor within 10 days of the meeting. This plan will be placed in the enrollee's file.

An unenrolled student who does not meet one or more of the standards will have the form retained. It will become part of the student's file if and when the student enrolls in the program.

Second Candidate Disposition

If concerns are raised a second time regarding a program enrollee's disposition for teaching, the same procedure will be followed. This time, however, the enrollee will receive a written warning related to the concerns. The seriousness of the concerns will be stressed. The enrollee and her/his advisor will develop an improvement plan together. This plan will be placed in the enrollee's file.

Third Candidate Disposition

If concerns are raised a third time regarding a program enrollee's disposition for teaching, a meeting will be arranged with the Director of Licensure, the enrollee, and her/his advisor. The third Candidate Disposition form will be reviewed and depending on the severity of the concerns, the enrollee will either be placed on a Final Warning or be dismissed from the program.

Final Grade

The grading criteria are included in the Evaluation section of every Collaborative Licensure course syllabus.

You may contact your instructor to request an Incomplete (INC) if you have completed 80% of the coursework but cannot complete the remainder due to illness or some other serious reason. Guidelines for Incomplete grades:

1. If you have completed 80% of your coursework but cannot complete the remainder due to illness or some other serious reason, you may request a grade of Incomplete from your instructor. You

must submit, to your instructor, a written request for an incomplete before the end of the course.

2. If your instructor approves an INC, you must make arrangements with your instructor to submit any missing parts of your coursework in time to allow your instructor to review the work, identify the revised grade, and inform CES so that we can inform Fitchburg State University of the revised grade. Failure to do so will result in grade of 0.0 (Fail) for the course.
3. If you submit satisfactory work by the deadline, your instructor will change the Incomplete grade to a passing grade.
4. If the work is not submitted to the instructor by the deadline, you will receive a failing grade for the course UNLESS you submit another written request to the instructor for an extension and the request for a second extension is approved by the instructor. The request must include written proof of critical, extenuating circumstances (such as an illness or other serious circumstance) that prevented the work from being done on time. If you registered for graduate credit, you will be given a Fitchburg State University petition form to complete and return to the Collaborative. The form will then be forwarded to Fitchburg State University for approval. All requests for extensions to grades past the initial deadline require the Dean's approval in advance, via petition, with a set "extend to" date noted and reason for request.
5. If you do not have a serious situation, it's likely that CES and/or Fitchburg State University will deny the extension.
6. If Fitchburg State University has not received a Grade Change to a passing grade by the deadline extension, their system will automatically convert the Incomplete grade to 0.0 (Fail).
7. If the work is submitted after the deadline and after the grade flips to a 0.0, the instructor makes the ultimate decision on whether to convert the 0.0 to a passing grade.

Students who receive a failing grade may retake the course at the full cost of the course and graduate credit in effect at the time of the retake. Students who retake a course due to a failing grade must achieve a minimum of a 2.0 in the course. The course may only be retaken once.

At the end of every course, you will receive a final grade within the LMS. You may also request a transcript by emailing registrar@collaborative.org. Those who registered for graduate credit can view and print their Fitchburg State University grades through Fitchburg State University's upgraded Web4 Student Self-Service system. Information on accessing grades can be found at www.fitchburgstate.edu/registrar/grades. Please allow four weeks after the end of a course for grades to be made available.

IMPORTANT: Participants in the Fitchburg State University Master's program will be dismissed from the program if a failing grade is given for any course that is required for the Master's degree.

PDP Certificate

Courses may be taken for either graduate credit or PDPs. At the end of every course, the Collaborative will email a copy of the PDP certificate to those who successfully completed the course but did not register for graduate credit. Please allow four weeks after the end of a course for receipt of the PDP certificate. An additional copy of your PDP certificate may be obtained upon request by sending an email to courseadmin@collaborative.org.

Transcript Requests

Transcript requests for courses taken for PDPs or graduate credit must be in writing (email is sufficient). Please allow up to two weeks for transcripts to be processed.

To request an interim transcript for course work at the Collaborative, email studentaffairs@collaborative.org. To request a PDP certificate, email courseadmin@collaborative.org. To ensure the efficient processing of your request, please include:

- Full Name
- Telephone
- Email Address
- Licensure area of study
- Purpose of the Request
- Name(s) and Address(es) of Transcript Recipient(s) (Exception: we will not send official interim transcripts directly to ESE—we will send the transcript to you in a sealed envelope for you to send to ESE along with a cover letter.)

To request a transcript from Fitchburg State University, go to Fitchburg State University's [website](#).

Withdrawal Policy (course or program)

All students who wish to withdraw from a course or program must submit the appropriate Notice of Withdrawal Form.

Withdrawal from a Licensure Course

There is a \$50 withdrawal processing fee for all students who withdraw from a Licensure course.

If the Notice of Course Withdrawal Form is received five or more days prior to the course starting date:

Registrants (students not enrolled in the Licensure Program) will receive a full refund of the course fee minus the \$50 withdrawal processing fee.

Enrollees (students enrolled in the Licensure Program) will be charged the \$50 withdrawal processing fee, which must be paid prior to subsequent course registration, practicum registration, or endorsement.

If the Notice of Course Withdrawal Form is received within five days of the course starting date or after the course begins:

No refund or credit will be granted for course withdrawals received within this period. (See below for extenuating circumstances.) If the student registered for Fitchburg State University graduate credit, CES will notify Fitchburg State University. (Also see "Extenuating Circumstances" below.)

If a **Notice of Course Withdrawal Form** is not submitted, **or if payment is not included with the Form**, the student will receive a failing grade. If the **Notice of Course Withdrawal Form** is received prior to the 8th class session of a 13-session course or prior to the 6th class session of an 10-session course, they will receive a “W” (Withdraw) on their transcript.

Extenuating Circumstances

If you must withdraw from a course due to documented, critical, extenuating circumstances, you should submit the Notice of Course Withdrawal Form at any time before the end of the course with convincing documentation attached. If approved, you will receive a grade of "W" (Withdraw) and a credit for a future offering of this or any other licensure course beginning within the next 12 months.

Additionally, students who are taking the course for Fitchburg State University University graduate credit must submit a petition, with supporting documentation, to Fitchburg State University to request a grade of "W" (Withdraw) in place of a "0.0" (Fail). If you wish to request a refund of graduate credit tuition, you must submit a separate petition to Fitchburg State University.

For assistance with the Fitchburg State University petition process, please contact courseadmin@collaborative.org

Withdrawal from the Licensure Program

If you are withdrawing from the Program, please complete and submit a Notice of Program Withdrawal Form. Financial implications are outlined in the Financial Agreement. A request for withdrawal based on documented, critical, and extenuating circumstances will be subject to review by CES on a case-by-case basis. (See below.) A student who decides to re-enroll in the Licensure Program at a later date will need to re-apply as a new applicant.

Candidate-Initiated Program Withdrawal

Candidates who withdraw from the program must complete a Program Withdrawal Form. Should the candidate seek a partial refund of program payments, the Refund Upon Program Withdrawal Policy (below) applies.

Administrative Withdrawal

Candidates who complete no classes within a 12-month period and are not on an approved leave of absence will be notified of Administrative Withdrawal.

Upon notification of administrative withdrawal, a candidate should contact his/her advisor regarding readmission and continuation in the program or program withdrawal. Should the candidate choose to withdraw and seek a partial refund of program payments, the Refund Upon Program Withdrawal Policy applies.

Refund Policy

Candidates who withdraw, are administratively withdrawn, or are dismissed from a CES Licensure may apply for a partial refund of program payments within 60 days of notification of the mailing of the Notification of Administrative Withdrawal.

The amount to be refunded will be based on the costs of all course registrations, and advising and administrative fees to date, using a Licensure Fee Schedule available upon request. Note: Candidates who withdraw from the program after the start of one or more courses or the practicum will be responsible for the full cost of the course(s) or practicum.

Leave of Absence Policy

All students who wish to take a Leave of Absence from their program must submit the appropriate Leave of Absence Form. If you must temporarily interrupt your studies because of a qualifying personal reason, you must complete a Request for Leave of Absence form indicating the length of time requested and date of return to active status.

ELIGIBILITY:

In order to be approved for a Leave of Absence, you must be in good academic standing in the Licensure Program and all financial obligations must be current.

Qualifying reasons for the Leave of Absence include the following:

- Serious health condition of student or family member
- Care of dependent child(ren)
- Financial difficulties
- Other extenuating personal circumstance (explanation required)

This policy applies only to CES Licensure courses leading to an Initial or Additional License. If you are currently enrolled in the Master's Degree program through Fitchburg State University, you must contact them directly regarding their policy and requirements for a leave of absence.

DURATION:

Approved Leaves of Absence shall not exceed one calendar year from the requested start date. Any request for extension of the Leave must be submitted prior to the original date of return.

You may return earlier than the original return date, but must provide notice as soon as possible, keeping in mind applicable deadlines for registrations, payments, etc. If you do not respond to communication from program staff about your Leave of Absence, you will be administratively withdrawn from the program.

STUDENT STATUS DURING LEAVE:

If you are granted a Leave of Absence, you will retain your enrolled status, but you will be considered inactive and may not take CES Licensure courses or undertake the practicum during the leave period.

A Leave of Absence does not extend grades of Incomplete. If you have an Incomplete grade prior to beginning a Leave of Absence, pre-determined deadlines still apply and every attempt should be made to complete the work to have the Incomplete grade converted to a passing grade. If such coursework cannot be completed and the student withdraws from a course as a result of circumstances supporting a leave of absence, a Course Withdrawal Form must be submitted and determination of the grade and course payment will be made based on the Course Withdrawal Policy.

If you are taking a Leave of Absence and are enrolled in the Masters or CAGS program at Fitchburg

State University, you must contact the FSU Office of Student and Academic Life at (978) 665-3130 for further information about taking a Leave of Absence from the Master's Degree program.

Tuition payments will be suspended during the Leave period. Once the student returns from the Leave, billing schedules and payment commitments will resume.

RETURNING FROM LEAVE:

CES staff will contact you by email one month before your leave of absence is scheduled to end.

The email will inform you that your leave will soon be ending and you will return to an active enrolled status with the program.

An active enrollment status means that you will resume making quarterly payments toward the program fee for your license. Depending on when your leave of absence ends a statement will be emailed to you for the upcoming quarterly payment cycle.

CES will send you an updated copy of your plan of study as well as guidance on which courses to take next and when the semester will start.

If you have questions or concerns about returning from leave please be in touch with your licensure program advisor or email studentaffairs@collaborative.org.

Program Progress

When you are enrolled in the Licensure Program you will need to meet other requirements (outlined below), beyond those of your courses, in order to obtain a teaching license.

Program Advisement

Upon enrollment in the Licensure program, you will receive a Plan of Study, which outlines the courses and MTELs required to obtain your educator license. The Plan of Study also has the name of your Advisor, whom you may contact if you have any questions or concerns as you progress through the program. **The Plan of Study is not a substitute for the course registration form.**

Licensure staff will contact you at the following points in the licensure process:

- Advisement begins with the admissions interview process. A Plan of Study is developed in conjunction with each candidate, based upon your timeline for completing the program.
- After enrolling in the Program:
 - advice about Program Requirements, about Standards that are addressed in the program, and expectations for completion of the Program.
 - notification waiver request results if you have submitted a waiver request.
- After the completion of four courses, the Practicum Coordinator will talk with you to plan your practicum.
- After completion of the practicum and prior to endorsement, you will receive:
 - advice about plans for endorsement, any missing material required for endorsement, and an inquiry about your plans for the future.
- If you have not taken a course during a semester and/or when you are completing your fourth course, you will receive:
 - advice about your progress, any material you have missing, and about practicum

requirements and expectations as is appropriate for your situation.

On occasion, we may send you an email to which we will request a response so that we know you received our communication. If you have questions or concerns about any of the following, don't hesitate to contact us:

- Program Requirements
- Standards addressed in your licensure area
- Expectations for completion of the Program in your licensure area
- Waiver requests
- Practicum process
- Endorsement process

Licensure staff also welcome you to contact us at any time during the course of the Program for any other reason. Call or email your advisor at any time or schedule an appointment.

Practicum

As required by the Massachusetts Department of Elementary and Secondary Education, you will need to complete a Practicum and Practicum Seminar in addition to your Licensure courses, to obtain your teaching license. An overview of the requirements of the Practicum follows. Please also refer to Practicum information on the CES website and in the Practicum Handbook.

Practicum Overview

The Practicum is the culminating requirement of the Licensure Program that integrates learning from coursework and pre-practicum experiences in a long-term supervised field based experience. To assess your readiness for Initial licensure endorsement, CES uses the Candidate Assessment of Performance (CAP) evaluation protocol designed by DESE. Candidates are assessed through a series of observations and instructional activities that are enriched by a cycle of frequent feedback and self-reflection along with two assessments. Each candidate works with two supervisors. One supervisor is based at the practicum site and one is a CES consultant who will visit practicum sites throughout the practicum semester. Practicums are either 150, 300, or 500 hours, depending on the license being earned.

Practicums take place during either the fall (approximately September to December/early January) or spring semester (approximately January to June). CES does not support summer practicums. To be eligible to begin a practicum, candidates must first,

- Complete all licensure coursework satisfactorily
- Ensure licensure program payments are up to date
- Pass all required MTEs
- Pass a CORI check, including fingerprinting through your practicum site (if you do not employed by your practicum site)

Licensure staff will reach out to candidates one or two semesters prior to the completion of coursework to discuss planning the practicum with each candidate. All candidates are required to attend a Practicum Orientation and submit practicum registration form prior to being approved to start the practicum semester.

Candidates will complete the hybrid-online course, Reflective Practicum Seminar, concurrently with the practicum. This course is designed to provide support to candidates and enhance reflective practice by exploring the Six Elements of Evaluation and practicum activities.

Practicum candidates who are currently working in school settings can most likely use their current work sites to meet the requirements of the Practicum. Permission to use a work site as a practicum site is dependent on your position and job responsibilities in relation to licensure requirements. Candidates who are not currently employed in a setting conducive for the practicum will notify Licensure staff who will partner with you to identify a school and appropriately licensed mentor teacher with whom to work alongside.

CES Licensure Programs strives to create successful practicum experiences for teacher candidates. On occasion, candidates may exhibit weaknesses in classroom instruction, management skills, and/or professionalism that affect the quality of instruction provided to students. If concerns arise about a candidate's ability to meet the standards required for the Initial license, Licensure staff will work with the supervisors and the candidate to identify opportunities for growth and the development of skills to support successful teaching according to licensure standards and requirements. A detailed plan for improvement will be signed by all parties. This may include extending the practicum for a finite amount of time or determining that a second practicum is the preferred option for the candidate to demonstrate proficiency across the evaluation categories. Additional costs may be incurred if a practicum is extended or repeated.

If a candidate does not demonstrate proficiency at the end of the agreed upon plan, then the candidate's licensure program may be terminated. In the case of program termination, candidates may access the appeals process by requesting, in writing, within ten (10) calendar days that the decision be reviewed. If the decision to dismiss the candidate is reversed through the appeals process, then Licensure staff will take appropriate steps to support the candidate to complete their program. If the decision is upheld at the close of the appeals process, then the decision is final.

Program Dismissal

The Collaborative for Educational Services reserves the right to dismiss a participant from the Licensure Program for academic or non-academic reasons including, but not limited to excessive absenteeism, repeated course failures, plagiarism, or indications of an unsatisfactory disposition for teaching. A dismissed candidate will be responsible for all fees, including courses or practica undertaken, whether successfully completed or not.

Communicating with the Collaborative

Change of Contact and Employment Information

Advise the Collaborative whenever you have a change of name, address, phone number, email address, or employment information. Failure to do so may result in delays in mailing and in not being

informed of last-minute changes or cancellations in a course schedule. You may send this information to studentaffairs@collaborative.org.

MTEL Test Scores

Enrollment in or progress through the Licensure Program is dependent in part on achieving passing scores for MTEL tests. Please note that your test scores are *not* sent automatically to CES. **You need to personally send copies of your test results to the Collaborative's Licensure Program.**

Licensure Program Staff

A current listing of staff and their contact information may be found on our [website](#). Our mailing address is:

CES Educator Licensure Program
97 Hawley Street
Northampton, MA 01060