The relevant, practical, and affordable route to Initial licensure in Massachusetts

**Principal/Assistant Principal**  
(PreK-8) (5-12)

**Supervisor/Director**  
(All Levels)

Offering a blended learning program designed for the working educator, with monthly face-to-face classes in Marlborough and Northampton, exceptional faculty, personalized advising support, a focus on 21st century skills, small cohort sizes for building professional connections, and authentic tasks and practical strategies that prepare you for the challenges of educational leadership.

**collaborative.org**  
/admin-leader-license

*Everyone is a learner*
APPLICATION PACKAGE

ADMINISTRATIVE LEADERSHIP PROGRAM

A Program Application & Financial Agreement
B
C Waiver Request Form
D Application Checklist (See back cover)

collaborative.org/licensure

CES EDUCATOR LICENSURE PROGRAM
Collaborative for Educational Services
413.588.5937 or 413.586.4900–Option 5
413.586.2878 fax
e-mail: licensure@collaborative.org

Teacher Preparation Programs · Educational Leadership Program
INSTRUCTIONS

1. The Program Application and Financial Agreement has two parts. Please be sure to fill out both parts (A) and (B).
2. Complete Sections 1 and 2 on part (A) and Sections 3 and 4 on part (B).
3. Read the ‘Important Financial Information’ section in Part (B).
4. Be sure to SIGN and DATE Section 4 of Part (B).
5. SEND this form with the required supporting documents and $75 application fee (check payable to Collaborative for Educational Services) to:
   CES Licensure Program
   Attention: Student Affairs
   Collaborative for Educational Services
   97 Hawley Street, Northampton, MA 01060
6. A personal interview is required for all applicants. Each applicant will be contacted to arrange an interview, which may be scheduled in either Northampton or Marlborough.

REQUIRED SUPPORTING DOCUMENTS:
The Application Checklist (D) on the back of the application packet cover may also be downloaded at collaborative.org/licensure. Please see Checklist for details about materials needed for your application to enroll in a Licensure Program.

These include:
- $75 application fee (non-refundable)
- Current résumé
- Personal statement (see details below)
- 2 signed letters of reference (see details below)
- Official transcripts of undergraduate and graduate degrees
- Copies of current licenses or certificates
- Communication and Literacy Skills MTEL scores

Instructions for Personal Statement and Professional References

Personal Statement: Describe your leadership experiences to date, why you seek a leadership role in a school or district, and how you plan to use the CES Licensure pathway to support success in your professional career.

Professional References: Provide two letters from professional references describing the candidate’s promise as an educational leader. Letters should speak to demonstrated leadership in a professional setting, communication skills, knowledge of teaching and learning, and collaborative and interpersonal skills.
Please keep a copy of this form for your records.

Important Financial Information

This section details your financial obligation and terms of payment. Please read this information carefully.

1. A non-refundable application fee of $75 is due at the time of application. The application fee is not credited toward the cost of the program.

2. Billing will reflect the total cost of the program less up to two (2) CES Licensure course(s) taken and paid for prior to enrollment, and/or any courses for which a waiver (See Waiver Policy C) has been granted. Payments can be made by check, credit card, or purchase order.

ADMINISTRATIVE LEADERSHIP PROGRAM TUITION
$12,625 (Effective September 1, 2021)

3. Fee payments must be up-to-date in order to register for courses and practicum.

4. All program fees must be paid in full prior to endorsement for licensure to the Massachusetts Department of Elementary and Secondary Education.

5. This completed form is a contract with the Collaborative for Educational Services to pay the full cost of completing the program. Notice of intent to withdraw for any reason must be made in writing (see program withdrawal form: collaborative.org/licensure/resources).

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

The amount to be refunded will be based on the costs of all course registrations, 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).

6. Payments are based on each participant’s balance, in accordance with the payment method (Terms of Payment) selected.

3. TERMS OF PAYMENT (select ONE)

QUARTERLY PAYMENTS:
The outstanding balance is payable in installments, with the first quarterly payment due on the first quarter-ending date following enrollment: April 1, July 1, October 1, and January 1.

- 6 Quarterly Payments (18-month schedule)
  $12,625 or the balance of the program fee (after any previous payments for prior program courses are deducted), paid over 6 quarters.

- 8 Quarterly Payments (24-month schedule)
  $12,625 or the balance of the program fee (after any previous payments for prior program courses are deducted), paid over 8 quarters.

OTHER PAYMENTS:
- Contract Funding Pre-Approved by the Collaborative (specify source):
  If funding is through an outside entity such as a school district or a state or federal authority, the applicant retains responsibility for payment.
- Payroll Deduction (CES Employees Only—22 or 44 biweekly deductions)

4. STUDENT DECLARATION and FINANCIAL AGREEMENT (sign and date)

I understand that, upon written acceptance into the Licensure Program
- I will comply with the Terms of Payment selected in Section 3 of the Application;
- I will apply for a Criminal Offender Record Information (CORI) background check within 15 days of beginning my first Licensure course. (CORI Application will be provided at interview);
- I will complete the Program within six (6) years of my enrollment date; and,
- I will notify the Licensure Program office of any change in employment or contact information within 15 days of the change.

Signature _______________________________________________________________________
Name (Print) ___________________________________________________________________
Date __________________________________________________________________________

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CES Continuing Education Loans
A loan program is available to qualified candidates through the Five College Federal Credit Union:
www.umassfive.coop/products/loans

LIC-0721-FormA.B-AdminProgram
WAIVER POLICY

1. A waiver permits an enrollee in the Collaborative for Educational Services (CES) Licensure Program to substitute, for a course that is required for completion of the Licensure Program, a graduate course or supervised experience completed prior to enrollment.

2. For each waiver, the cost of the CES Licensure Program for fee-based participants is reduced by the cost of the CES course at the time of enrollment into the Licensure Program.

3. Waivers will be permitted for a maximum of two courses.

4. The Committee on Waivers has the authority to grant or reject a waiver request or seek additional information at its discretion.

5. Waiver requests, including syllabus and official transcript as per items 1 and 2 below, must be received no later than four weeks prior to the start of the course for which the waiver request is submitted. Incomplete requests will not be considered.

6. Please submit a separate Course Waiver Request form for each waiver requested.

BASIS FOR WAIVER REQUEST

Check below the basis on which a waiver is requested, and attach supporting documents/syllabus:

☐ 1. A waiver may be granted for a course when the enrollee has taught a college or university course or professional development course that substantially addresses the same body of knowledge of a required licensure course. **A copy of the syllabus must be attached.**

☐ 2. A waiver may be granted for a course completed prior to enrollment when the enrollee has taken a Master’s degree or higher graduate level course for credit that substantially addresses the same body of knowledge of a required licensure course. In this case, a waiver will be considered only if the enrollee has received an “A” or its equivalent in that course. Only courses taken in the five (5) years prior to enrolling in the Collaborative Licensure Program are eligible for consideration. **A copy of the syllabus and official transcript must be attached.**

☐ 3. Only for compelling reasons will a waiver for a course completed after enrollment be considered.

WAIVER REQUEST INFORMATION

Last Name ____________________________
First Name ____________________________
Program ____________________________
License and Grade Level Sought __________

CES Licensure Program course for which a waiver is requested: __________

Name of course submitted as the basis for waiver:

Signature ____________________________
Name (Print) ____________________________
Date ____________________________

collaborative.org/licensure

Educator Licensure Programs
Collaborative for Educational Services
97 Hawley Street, Northampton, MA 01060
413.586.4900 · 413.586.2878 fax
e-mail: licensure@collaborative.org
Applications are accepted on a rolling admissions basis.
To enroll in the CES Licensure Program, you will need:

ALL APPLICANTS

- Completed and signed Program Application and Financial Agreement: Parts A and B
- Personal statement (details are outlined in Part A of the Program Application)
- Non-refundable $75 Application Fee, payable to Collaborative for Educational Services
- Current résumé
- Official Transcript(s) of Bachelor’s Degree(s) and any graduate degrees
- Copies of any Current Licenses or Certificates
- Communication and Literacy MTEL scores
- Signed Professional Reference Letters (2):
  - Two letters from professional references describing the candidate’s promise as an educational leader and speak to:
    - demonstrated leadership in a professional setting
    - communication skills
    - knowledge of teaching and learning
    - collaborative and interpersonal skills

Personal Interview
A personal interview is required for all applicants. Each applicant will be contacted to arrange an interview, which may be scheduled in either Northampton or Marlborough.

Email
Please be sure that the settings in your email account allow for receipt of notices from collaborative.org email addresses.

Questions?
Contact us at:
413.586.4900 x5951
413.588.5951 Direct Line
licensure@collaborative.org

collaborative.org/licensure
Collaborative for Educational Services

CES Continuing Education Loans:
A loan program is available to qualified candidates through UMass/Five College Federal Credit Union: www.umassfive.coop/products/loans

Fitchburg State University (FSU) Master’s Degree or CAGS:
FSU application materials: www.fitchburgstate.edu/admissions/applying