

# **Licensure and Professional Development Cheat Sheet**

## **Bedford/State Requirements Within your First 3 Years**

- Get SEI Endorsed (MTEL of class)
- Complete the IDEAS 25-hour Anti-Racism class (Initiatives for Developing Equity and Achievement for Students) offered through M.A.S.S. and paid for by the district.
  - 2 graduate credits available, paid for by the educator
- Complete the Induction Program (or obtain proof of induction from another district)
- Complete Year 2 mentoring program and log 50 hours of mentoring beyond the induction year

## **In Order to Move from Initial to a Professional License**

- Need to have SEI Endorsement
- Need to have completed 3 full years of employment under an initial license
- Need to have 12 graduate credits in subject matter or pedagogy

## **Renewing Your Professional License**

- At least 15 PDPs in content (subject matter knowledge)
- At least 15 PDPs in pedagogy (professional skills and knowledge)
- At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL)
- At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles
- The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.
- The renewal of each additional area license(s) will require 30 PDPs, of which 15 out of the 30 must be content related

## **In Order to Move from a Provisional to Initial License**

- Completed an approved educator preparation program
- Get SEI Endorsed

## Tracking by Central Office vs. Tracking by YOU

CENTRAL OFFICE	EDUCATOR RESPONSIBILITY
<ul style="list-style-type: none"><li>▪ Track certificate expiration for district purposes</li><li>▪ Maintain primary certificate in ASPEN (NOT at DESE)</li><li>▪ Track InService credit earned for district PD Days</li></ul>	<ul style="list-style-type: none"><li>▪ Track when to renew your license</li><li>▪ Follow the process to renew your license</li><li>▪ Identify primary license in DESE</li><li>▪ File/Track certificates for PD outside of district</li><li>▪ Count your PDPs</li><li>▪ Keep all documentation if audited by DESE</li></ul>

### **Professional Development Points (PDPs)**

- Needed for license renewal
- Can be obtained through a variety of professional development programs
- Cannot be transferred into InService or Graduate credits ***unless*** the program/course offers conversion to InService or Graduate credits for additional cost (responsibility of the staff member) and course work. ***\*\*Not all courses have this option\*\****
- Free and paid options available

### **InService Credits**

- 1 InService Credit counts as 15 PDPs and can be used for renewing your license
- Can be obtained through professional development offered through Bedford Public Schools
- Allows educators to accumulate credits towards lane changes and moves with educators from district to district
- Free through Bedford Public Schools

### **Graduate Credits**

- 1 Graduate credit counts as 15 PDPs (may be used for renewing your license)
- Can be obtained through a variety of professional development programs
- Allows educators to accumulate credit towards lane changes and moves with educators from district to district
- Requires educators to pay a graduate school for the credit