

***ENDORSEMENT for INITIAL LICENSURE Instructions
Principal/Assistant Principal or Supervisor/Director***

Congratulations on completing your Administrator licensure program! Satisfactory program completion and degree award from Fitchburg State University qualifies you for **endorsement** for initial licensure. The Department of Elementary and Secondary Education (ESE) makes **licensure** decisions based on our electronic endorsement and successful completion of the PAL tasks.

Fitchburg State University can endorse you for licensure upon:


1. Educational Leadership and Management degree award, and
2. submission of an endorsement package, as outlined in these instructions (even if you have PAL tasks pending).

Once you have successfully completed the PAL tasks, the ESE will award your license. *We strongly recommend that you pursue our endorsement immediately upon program completion, regardless of your PAL task status. This ensures a timely license award.*

Use a computer connected to a printer as you will need a copy of your **Massachusetts Department of Elementary and Secondary Education** application for licensure through ELAR.

1. **Complete the Educational Leadership and Management Exit Survey** found at www.fitchburgstate.edu/edunit
 - a. Scroll down to Exit Surveys and select the Educational Leadership and Management Survey.
 - b. When finished, click **DONE**. A receipt/Thank-you page will display.
 - c. **Print the receipt/Thank-you page, write your name on it, and submit with your endorsement for licensure packet.** Neglecting to include a copy of this receipt will delay processing of your application for endorsement.
2. **Apply for Licensure through the ESE.** Go to <https://www.doe.mass.edu/licensure/>



- a. Click  in the middle of the page.
 - b. Proceed with your ESE Application for Licensure being sure to enter the initial license that you seek and payment information. If appropriate, apply for the SEI endorsement.
 - c. When you have successfully applied and paid for your license, **select "Applications"**. A list of your licensure applications will appear. **PRINT THE PAGE** showing your current application information. We must have this for verification.
3. **Submit Licensure packet to Jason Miles**.**
CONTENTS OF A COMPLETE APPLICATION FOR ENDORSEMENT PACKET:

- Educational Leadership and Management Exit Survey receipt/thank you page. **DO NOT TAKE THE SURVEY MORE THAN ONCE!**
- Copy of **Current Applications** from ELAR, Department of Elementary and Secondary Education (see instructions above).
- Bachelor's Degree transcript (only if this is your first initial license in Massachusetts.).
- Documentation of 500 hours of Practicum Experience *Including documentation from previous coursework.* (300 hours for Supervisor/Director)

- 2 Candidate Dispositions** from final practicum experience (University and Site Supervisors).
 - Pre-Service Performance Assessment (PPA)**
Submit the cover sheet documenting that three meetings were held. Be sure that all required initials, dates and signatures are included. There should be no blanks. Make sure the “yes” box is checked indicating you have passed.
 - Practicum-Internship Field Experience Evaluation Form**
Please be sure your student ID is at the top of this form. **The Evidence Code column must be complete.**
 - All Indicator Reflection Forms**
 - Verification of Employment**
A letter of verification from your principal or superintendent on letterhead that documents completion of at least three full years of employment in an executive management/leadership role or in a supervisory, teaching, or administrative role in a public school, private school, higher education, or other educational setting accepted by the Department. If you have not yet completed three years of employment, submit this letter directly to the Department of Elementary and Secondary Education when you have completed the required three years.
4. **Request an official transcript after degree completion.** Transcripts can be ordered on-line with costs payable with a credit card at https://web4.fitchburgstate.edu/PROD/twbkwbis.P_WWWLogin
Do not order a transcript until you have been emailed by the licensure office to do so. Disclaimer: If you order your transcript before then, you are held accountable for ordering it again.
- a. Log into **Web4**. Click on **Student**. Click on **Student Records**. Click on **Official Academic Transcript Request**. Click on **Access the Transcript Ordering Site**.
 - b. 1. Login or Register
 - c. 2. Select Documents > Click on **Send to Yourself, Another Individual, or Third Party**. Then for product type, click **eTranscript**.
 - d. 3. Order Details> Under Order Options:
 - o Transcript Level: select **ALL**. Delivery Mode: **Electronic**. Processing Time: **Now**
 - o Recipient Name*: Type **Jason Miles**. Email Address: Type jmiles6@fitchburgstate.edu
 - o Then click **Continue**. Then click **Checkout**.
 - e. 4. Provide Consent>.
 - f. 5. Payment > Enter your payment information.
 - g. 6. Review Order > Click **Confirm**.
 - h. Email copy of order confirmation receipt to: jmiles6@fitchburgstate.edu

NAME CHANGE DOCUMENTATION

If you already hold a license and have had a name change since your prior license was awarded, please submit documentation of the name change (e.g. copy of marriage license or current driver’s license). This form can be found at the state website at <https://www.doe.mass.edu/licensure/>

Submit the above application for endorsement materials via mail or email to:

Jason Miles, Director of Licensure
 Fitchburg State University
 160 Pearl Street
 Fitchburg, MA 01420

jmiles6@fitchburgstate.edu 978-665-3292 ** McKay Building, B Wing, Room B130