


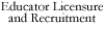
**GRADUATE APPLICATION INSTRUCTIONS
FOR INITIAL READING SPECIALIST LICENSES**

www.fitchburgstate.edu/edunit > PRACTICUM/LICENSURE > Licensure Instructions

Congratulations on completing your licensure program! Fitchburg State University is pleased to support your application process. We will compile all information and submit it directly to the Massachusetts Department of Elementary & Secondary Education to ensure that all documents are correct and complete, thereby expediting your licensure process. **Do not submit materials directly to the Massachusetts Department of Elementary & Secondary Education. When you have been electronically endorsed by Fitchburg State, you will receive an email from the ESE saying that your transcript is missing. It is on its way! Electronic endorsement occurs before all materials are received by the ESE**

Carefully follow the directions below to ensure that your licensure application will be processed as soon as possible. Missing documents may significantly delay your license.

Use a computer connected to a printer as you will need a printed page documenting completion of your 1) Teacher Candidate Exit Survey and 2) MA DESE application for licensure.

1. **Complete the Teacher Candidate Exit Survey-Initial**, found at www.fitchburgstate.edu/edunit under **PRACTICUM/LICENSURE > Exit Surveys**. When finished, click **DONE**. A “thank you” page will display. **PRINT THIS PAGE** and submit with your licensure packet. Failure to include a copy of this page will delay processing of your application for licensure.
2. **Apply for Licensure through the MA DESE**. Go to www.doe.mass.edu/educators.
 - a. Click on  **Licensure**
 - b. Click  on the right side of the page.
 - c. Proceed with your MA DESE Application for Reading Specialist Initial Licensure.
 - d. Once you have submitted and paid for your license, exit your ELAR account, re-enter and click on **Check License Status and History**. Print the page entitled **INQUIRY ACTIVITY SUMMARY** and include with your licensure materials.
3. **Request an official transcript**. Transcripts can be ordered on-line with costs payable with a credit card at www.fitchburgstate.edu/registrar **PLEASE FOLLOW THESE INSTRUCTIONS carefully;**
 - On the page where you SELECT A RECIPIENT, check **College or University**.
 - For DELIVERY OPTIONS, select **MAIL; ATTENTION Licensure Office (not to your home)**
 - In the box for SPECIAL INSTRUCTIONS, enter **Do not send until after endorsement is posted**. (The Registrar will hold your transcript, releasing it upon request of the Licensure Office.)
 - PROCESSING OPTION: **After degree is awarded** (even if your program of study does not require completion of a degree! This will ensure that your order is not canceled)
 - Be sure to send the consent form back to the Clearinghouse. Transcripts will not be released until the consent form has been received by the Clearinghouse.
4. **Letter of Verification** from school district of teaching at least one year under your initial teaching license.


CONTENTS OF A COMPLETE APPLICATION FOR LICENSURE PACKET- submit original documents:

1. **Teacher Candidate Exit Survey-Initial** receipt (thank-you page) which is found on-line at:
www.fitchburgstate.edu/edunit > **PRACTICUM/LICENSURE** > Exit Surveys
(receipt appears upon submission of your survey).
2. Copy of **Inquiry-Activity Summary Page** through ELAR, Department of Elementary and Secondary Education www.doe.mass.edu/educators > **Licensure** > **ELAR**
3. **Transcript order number from order confirmation** as per the specific above instructions for delivery.
www.fitchburgstate.edu/registrar
4. **Pre-service Performance Assessment for Reading Specialist (PPA)**
5. **Practicum Evaluation/Internship Report Form for Reading Specialist**
6. **Documentation of Practicum Hours**
7. **Candidate Dispositions Assessments from both Practicum Supervisors**
8. **Lesson Plan Rubric Score Reports** (2 from Supervising Practitioner, 2 from University Supervisor)
9. **Observation Reports** (2 from Supervising Practitioner, 2 from Program Supervisor)
10. **Observation Report for Staff Development** (1 each from Supervising Practitioner and Program Supervisor)
11. **Observation Report for Assessment** (1 from Program Supervisor)
12. **License Specific Evaluation Questions Rubric** (completed by supervisors)
13. **Letter of Verification** of teaching one year under your initial teaching license.

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 <http://www.doe.mass.edu/>

Submit the above Application for Licensure materials to:



Ann M. Hogan, M.Ed., Director of Licensure
FITCHBURG STATE UNIVERSITY
160 Pearl Street
Fitchburg, MA 01420