



Chapter 74

Guide for Professional Vocational Technical Educator License Renewal

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

Atten: Vocational Technical Educator Licensure

address 75 Pleasant Street, Malden, MA 02148

telephone 781-338-6627; 6634 **internet** www.doe.mass.edu

email VocEducators@doe.mass.edu.

Introduction

This Guide was prepared to provide educators with a Professional Vocational Technical Educator license with information on the requirements for license renewal. This Guide is designed so that individuals will have a “snapshot” of the license requirements by field in an easy to read format.

The Vocational Technical Education Regulations 603 CMR 4.00 and the Guidelines for Vocational Technical Education Programs and Educator Licensure are the basis for this Guide. These documents should be reviewed because they contain important information that is not included in this Guide including, but not limited to, Professional Standards for teachers, administrators and cooperative education coordinators, as well as general provisions for licensure and employment that includes revocation, suspension, limitation and denial of licenses. The official copies of the Vocational Technical Education Regulations and Guidelines for Vocational Technical Education Programs and Educator Licensure, are implemented by the Department of Elementary and Secondary Education. The Department does not represent this Guide as a replacement for the official Vocational Technical Education Regulations and Guidelines for Vocational Technical Education Programs and Educator Licensure.

Renewal Schedule

Vocational technical teacher licenses must be renewed every five years on the educator’s birthday.

References

Chapter 74 Selected Sections & 603 CMR 4.00 Vocational Technical Education Regulations and Guidelines* This document contains copies of the law, regulations and guidelines on which vocational technical educator licensure and Chapter 74 vocational technical education program approval are based.

Chapter 74 Guide for Preliminary Vocational Technical Teacher Licensure*

Chapter 74 Guide for Professional Vocational Technical Teacher Licensure*

Chapter 74 Guide for Initial and Professional Vocational Technical Administrator Licensure*

The online Educator Licensure & Recruitment System (ELAR) at http://www.doe.mass.edu/educators/e_license.html. ELAR contains full information on vocational technical educator licensure.

Additional references are listed with the requirements for each license field in this Guide.

* These documents are available on the ESE-CVTE website at www.doe.mass.edu/cte/. They are also available in print form by contacting the Office of Educator Licensure at the telephone number(s), address or email address listed on the cover.

Primary License Field vs. Secondary License Field

If an educator is licensed in more than one field, the educator must designate, upon license renewal, which license field is the primary license field. The primary license field is usually the license field under which the educator is employed. For example, an educator holds a Professional Vocational Technical Teacher license in the carpentry field, and in the facilities management field. He/she teaches carpentry only. Thus, the carpentry license field would be the primary license field. Note that if he/she teaches both carpentry and facilities management, the primary license field would be the one used more than 50%. The determination of the primary license field is important, because for renewal of the primary license field, 150 professional development points (PDPs) must be documented, and for the renewal of each additional (secondary) license field 30 PDPs must be documented.

Professional Development

Each licensed vocational technical educator must have a Professional Development Plan, as do all other licensed educators in Massachusetts. The specific requirements for the development and approval of Professional Development Plans for vocational technical educators are contained in the Vocational Technical Education Regulations and are reprinted in the *Appendices*.

**TABLE of CONTENTS –
Professional Vocational Technical Educator License Renewal**

Agricultural Mechanics	1
Animal Science	2
Automotive Collision Repair & Refinishing	3
Automotive Technology	4
Baking	5
Biotechnology	6
Cabinetmaking	7
Carpentry	8
Construction Craft Laborer	9
Cosmetology	10
Culinary Arts	11
Dental Assisting	12
Design & Visual Communications	13
Diesel Technology	14
Drafting	15
Early Education and Care	16
Electricity	17
Electronics	18
Engineering Technology	19
Environmental Science & Technology	20
Facilities Management	21
Fashion Technology	22
Graphic Communications	23
Health Assisting	24
Heating-Ventilation-Air Conditioning-Refrigeration	25
Horticulture	26
Hospitality Management	27
Information Support Services & Networking	28
Machine Tool Technology	29
Major Appliance Installation/Repairing	30
Marine Service Technology	31
Marketing	32
Masonry & Tile Setting	33
Medical Assisting	34
Medical Laboratory Technology	35
Metal Fabrication & Joining Technologies	36
Office Technology	37
Operating Room Technology	38
Painting & Design Technologies	39
Plumbing	40
Power Equipment Technology	41

Practical Nursing (LPN)	42
Programming & Web Development	43
Radio & Television Broadcasting	44
Sheet Metalworking	45
Stationary Engineering	46
Telecommunications – Fiber Optics	47
Welding	48
Superintendent/Assistant Superintendent	49
Principal/Assistant Principal License	49
Supervisor/Director License	50
Cooperative Education Coordinator License	50

APPENDICES:

APPENDIX A - Application Instructions

APPENDIX B - Overview of Professional Development Requirements

APPENDIX C - Sample Professional Development Plan

APPENDIX D - Reconsideration and Hardship Waiver or Modification

APPENDIX E - Crosswalk from Vocational Educator Approvals to Vocational Technical Educator Licenses Effective September 1, 2003

APPENDIX F - Crosswalk from Vocational Technical Teacher Licenses to Vocational Technical Teacher Licenses (Licenses Merged) Effective December 12, 2006

APPENDIX G - Crosswalk from Vocational Technical Teacher Licenses to Vocational Technical Teacher Licenses (Licenses with Titles Changed) Effective December 12, 2006

APPENDIX H - Questions and Answers

2-20-09M

Agricultural Mechanics – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Agricultural Mechanics – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Animal Science – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Animal Science – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Automotive Collision Repair & Refinishing – Professional License Renewal

License Field

Professional development points (150 points) must be earned in the following areas:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Subject matter knowledge and skills – minimum 10 points |
| <input type="checkbox"/> | Pedagogy – minimum 10 points |
| <input type="checkbox"/> | Academic and technical curriculum integration – minimum 10 points |
| <input type="checkbox"/> | Safety and health – minimum 10 points |
| <input type="checkbox"/> | Current Automotive Services Excellence (ASE)* certification in at least two areas of automotive collision repair and refinishing (one of the areas must be painting/refinishing) |

Automotive Collision Repair & Refinishing – Professional License Renewal

Secondary License Field

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the four areas given above. |
| <input type="checkbox"/> | Current Automotive Services Excellence (ASE)* certification in at least two areas of automotive collision repair and refinishing (one of the areas must be painting/refinishing) |

* Information regarding Automotive Service Excellence (ASE) certification is available from the National Institute for Automotive Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF), both at 1305 Dulles Technologies Drive, Herndon, VA 20171-3421 – Tel: 703/713-0100 <http://www.natef.org>

Automotive Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Subject matter knowledge and skills – minimum 10 points |
| <input type="checkbox"/> | Pedagogy – minimum 10 points |
| <input type="checkbox"/> | Academic and technical curriculum integration – minimum 10 points |
| <input type="checkbox"/> | Safety and health – minimum 10 points |
| <input type="checkbox"/> | Current Automotive Services Excellence (ASE)* certification in at least three areas of automotive technology |

Automotive Technology – Professional License Renewal

Secondary License Field

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the four areas given above. |
| <input type="checkbox"/> | Current Automotive Services Excellence (ASE)* certification in at least three areas of automotive technology |

* Information regarding Automotive Service Excellence (ASE) certification is available from the National Institute for Automotive Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF), both at 1305 Dulles Technologies Drive, Herndon, VA 20171-3421 – Tel: 703/713-0100 <http://www.natef.org>

Baking – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current certification in food sanitation*

Baking – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current certification in food sanitation*

* Food Sanitation certification is issued by the following:

- Experior Assessments, 600 Cleveland Street, Suite 900, Clearwater, FL 33755 - Tel: 800/200-6241
- National Registry of Food Safety Professionals, 1200 E. Hillcrest Street, Suite 303, Orlando, FL 32803 – Tel: 800/446-0257
- ServSafe The Educational Foundation of the National Restaurant Association, 250 South Wacker Drive, Suite 1400, Chicago, IL 60606-5834 – Tel: 800/765-2122

Biotechnology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Biotechnology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Cabinetmaking – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Cabinetmaking – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Carpentry – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA construction supervisor license*

Carpentry – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA construction supervisor license*

* MA Construction Supervisor licenses are issued by the MA Department of Public Safety, 1 Ashburton Place, Room 1301, Boston, MA 02108-1618 – Tel: 617/727-3200 or 1/800/223-0933 www.state.ma.us/bbrs

Construction Craft Supervisor – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA construction supervisor license*

Carpentry – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA construction supervisor license*

* MA Construction Supervisor licenses are issued by the MA Department of Public Safety, 1 Ashburton Place, Room 1301, Boston, MA 02108-1618 – Tel: 617/727-3200 or 1/800/223-0933 www.state.ma.us/bbrs

Cosmetology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA Cosmetologist license *
- Current MA Cosmetologist Instructor license*

Cosmetology Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA Cosmetologist license*
- Current MA Cosmetologist Instructor license*

* The MA Board of Registration of Cosmetologists at the Division of Professional Licensure, 239 Causeway Street, Suite 500, Boston, MA 02114 – Tel: 617/727-9940 – issues MA Cosmetologist license and Instructor’s licenses <http://www.state.ma.us/reg/boards/htm>

Culinary Arts – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current certification in food sanitation*

Culinary Arts – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current certification in food sanitation*

* Food Sanitation certification is issued by the following:

- Experior Assessments, 600 Cleveland Street, Suite 900, Clearwater, FL 33755 - Tel: 800/200-6241
- National Registry of Food Safety Professionals, 1200 E. Hillcrest Street, Suite 303, Orlando, FL 32803 – Tel: 800/446-0257
- ServSafe The Educational Foundation of the National Restaurant Association, 250 South Wacker Drive, Suite 1400, Chicago, IL 60606-5834 – Tel: 800/765-2122

Dental Assisting – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current dental assisting certification *

Dental Assisting – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current dental assisting certification*

* The Dental Assisting National Board, 676 N. St. Clair Street, Suite 1808, Chicago, IL 60611 – issues Dental Assisting Certification <http://www.dentalassisting.com/>

Design & Visual Communications – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Design & Visual Communications – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Diesel Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current Automotive Services Excellence (ASE) certification in at least one area of diesel technology*

Diesel Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current Automotive Services Excellence (ASE) certification in at least one area of diesel technology*

* Information regarding Automotive Service Excellence (ASE) certification is available from the National Institute for Automotive Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF), both at 1305 Dulles Technologies Drive, Herndon, VA 20171-3421 – Tel: 703/713-0100 <http://www.natef.org>

Drafting – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

Subject matter knowledge and skills – minimum 10 points

Pedagogy – minimum 10 points

Academic and technical curriculum integration – minimum 10 points

Safety and health – minimum 10 points

Drafting – Professional License Renewal

Secondary License Field

Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Early Education & Care – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA Office of Child Care Services lead teacher license*

Early Education & Care – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA Office of Child Care Services lead teacher license*

* MA OCCS Lead Teacher licenses are issued by the MA Office of Child Care Services (OCCS), 600 Washington Street, Suite 6100, Boston, MA 02111 – Tel: 617/988-6600
<http://www.qualitychildcare.org>

Electricity – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA Journeyman Electrician license
- Current MA Master Electrician license *

Electricity – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA Journeyman Electrician license
- Current MA Master Electrician license*

* The MA Board of State Examiners of Electricians at the Division of Professional Licensure, 239 Causeway Street, Suite 500, Boston, MA 02114 -Tel: 617/727-9931, issues MA Master and Journeyman Electrician licenses <http://www.state.ma.us/reg/boards.htm>

Electronics – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Electronics – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Engineering Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Engineering Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Environmental Science & Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Environmental Science & Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Facilities Management – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Facilities Management – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Fashion Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Fashion Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Graphic Communications – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Graphic Communications – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Health Assisting – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Subject matter knowledge and skills – minimum 10 points |
| <input type="checkbox"/> | Pedagogy – minimum 10 points |
| <input type="checkbox"/> | Academic and technical curriculum integration – minimum 10 points |
| <input type="checkbox"/> | Safety and health – minimum 10 points |
| <input type="checkbox"/> | Current Massachusetts license as a registered nurse (RN)* |

Health Assisting – Professional License Renewal

Secondary License Field

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the four areas given above. |
| <input type="checkbox"/> | Current Massachusetts license as a registered nurse (RN)* |

* The MA Board of Registration in Nursing, 239 Causeway Street, Suite 500, Boston, MA 02114 – Tel: 617/727-9961, issues MA RN license <http://www.state.ma.us/reg/boards/htm>

Heating-Ventilation-Air Conditioning-Refrigeration – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Subject matter knowledge and skills – minimum 10 points |
| <input type="checkbox"/> | Pedagogy – minimum 10 points |
| <input type="checkbox"/> | Academic and technical curriculum integration – minimum 10 points |
| <input type="checkbox"/> | Safety and health – minimum 10 points |
| <input type="checkbox"/> | Current MA Refrigeration Technician license* |
| <input type="checkbox"/> | Current Section 608 EPA certification at the universal level** |

Heating-Ventilation-Air Conditioning-Refrigeration – Professional License Renewal

Secondary License Field

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the four areas given above. |
| <input type="checkbox"/> | Current MA Refrigeration Technician license* |
| <input type="checkbox"/> | Current Section 608 EPA certification at the universal level** |

* MA Refrigeration Technician licenses are issued by the MA Department of Public Safety, 1 Ashburton Place, Room 1301, Boston, MA 02108-1618 – Tel: 617/727-3200 or 1/800/223-0933
<http://www.mass.gov/dps/RefrigerationTechnician.htm>

* Section 608 EPA Certification at the Universal Level is issued by Ferris State University, HVACR Institute, 1020 Maple Street, Big Rapids, MI 49307-1670 – Tel: 866/880-7674
<http://www.ferris.edu/cot/hvacr/certhvacr.htm>

Horticulture – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA Pesticide Applicator license*

Horticulture – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA Pesticide Applicator license*

* MA Pesticide Applicator licenses are issued by the MA Department of Agricultural Resources, 251 Causeway Street, Suite 500, Boston, MA 02114 – Tel: 617/626-1700 <http://www.state.ma.us/dfa/>

Hospitality Management– Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current certification in food sanitation*

Hospitality Management – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current certification in food sanitation*

* Food Sanitation certification is issued by the following:

- Experior Assessments, 600 Cleveland Street, Suite 900, Clearwater, FL 33755 - Tel: 800/200-6241
- National Registry of Food Safety Professionals, 1200 E. Hillcrest Street, Suite 303, Orlando, FL 32803 – Tel: 800/446-0257
- ServSafe The Educational Foundation of the National Restaurant Association, 250 South Wacker Drive, Suite 1400, Chicago, IL 60606-5834 – Tel: 800/765-2122

Information Support Services & Networking – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Information Support Services & Networking – Professional License Renewal
Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Machine Tool Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Machine Tool Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Major Appliance Installation/Repairing – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned in the following areas:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Subject matter knowledge and skills – minimum 10 points |
| <input type="checkbox"/> | Pedagogy – minimum 10 points |
| <input type="checkbox"/> | Academic and technical curriculum integration – minimum 10 points |
| <input type="checkbox"/> | Safety and health – minimum 10 points |
| <input type="checkbox"/> | Current Section 608 EPA certification at the universal level* |

Major Appliance Installation/Repairing – Professional License Renewal
Secondary License Field

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the four areas given above. |
| <input type="checkbox"/> | Current Section 608 EPA certification at the universal level* |

* Section 608 EPA Certification at the Universal Level is issued by Ferris State University, HVACR Institute, 1020 Maple Street, Big Rapids, MI 49307-1670 – Tel: 866/880-7674
www.ferris.edu/cot/hvacr/certhvacr.htm

Marine Service Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Marine Service Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Marketing – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Marketing – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Masonry & Tile Setting – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Masonry & Tile Setting – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Medical Assisting – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current National Certification as a Medical Assistant*

Medical Assisting – Professional License Renewal *Secondary License Field*

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current National Certification as a Medical Assistant*

* ***National Medical Assisting Certification is issued by***

American Medical Technologists, 710 Higgins
Road, Park Ridge, IL 60068-5765 – Tel:
847/823-5169 <http://www.amt1.com>

National Health Career Association, 134
& Evergreen Place, E. Orange, NJ 07018 – Tel:
800/499-9092 <http://www.nhanow.com>

Medical Laboratory Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Subject matter knowledge and skills – minimum 10 points |
| <input type="checkbox"/> | Pedagogy – minimum 10 points |
| <input type="checkbox"/> | Academic and technical curriculum integration – minimum 10 points |
| <input type="checkbox"/> | Safety and health – minimum 10 points |

Medical Laboratory Technology – Professional License Renewal *Secondary License Field*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the four areas given above. |
|--------------------------|---|

Metal Fabrication & Joining Technologies – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Metal Fabrication & Joining Technologies – Professional License Renewal
Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Office Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Office Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Operating Room Technology – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Operating Room Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Painting & Design Technologies – Professional License Renewal *Primary License Field*

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Painting & Design Technologies – Professional License Renewal *Secondary License Field*

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Plumbing – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current Massachusetts Journeyman Plumber license*
- Current Massachusetts Master Plumber license*

Plumbing – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current Massachusetts Journeyman Plumber license*
- Current Massachusetts Master Plumber license*

* The MA Board of State Examiners of Plumbers & Gas Fitters at the Division of Professional Licensure, 239 Causeway Street, Suite 500, Boston, MA 02114 – Tel: 617/727-9952, issues MA Master and Journeyman Plumber licenses <http://www.mass.gov/dpl/boards/pl/>

Power Equipment Technology– Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Power Equipment Technology – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Practical Nursing (LPN) – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA license as a Registered Nurse (RN)*

Practical Nursing (LPN) – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA license as a Registered Nurse (RN)*

* The MA Board of Registration in Nursing, 239 Causeway Street, Suite 500, Boston, MA 02114 – Tel: 617/727-9961, issues MA RN license <http://www.mass.gov/dpl/boards/rn/>

Programming & Web Development – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

Subject matter knowledge and skills – minimum 10 points

Pedagogy – minimum 10 points

Academic and technical curriculum integration – minimum 10 points

Safety and health – minimum 10 points

Programming & Web Development – Professional License Renewal

Secondary License Field

Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Radio & Television Broadcasting – Professional License Renewal *Primary License Field*

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Radio & Television Broadcasting – Professional License Renewal *Secondary License Field*

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Sheet Metalworking – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points

Sheet Metalworking – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Stationary Engineering – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Current MA First, Second or Third Class Boiler Engineer license *

Stationary Engineering – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Current MA First, Second or Third Class Boiler Engineer license*

* MA Boiler Engineer licenses are issued by the MA Department of Public Safety, 1 Ashburton Place, Room 1301, Boston, MA 02108-1618 – Tel: 617/727-3200 <http://www.state.ma.us/dps/engineer.htm>

Telecommunications – Fiber Optics – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

Subject matter knowledge and skills – minimum 10 points

Pedagogy – minimum 10 points

Academic and technical curriculum integration – minimum 10 points

Safety and health – minimum 10 points

Telecommunications – Fiber Optics – Professional License Renewal

Secondary License Field

Professional development points (30) must be earned. They may be earned in any of the four areas given above.

Welding – Professional License Renewal

Primary License Field

Professional development points (150 points) must be earned in the following areas:

- Subject matter knowledge and skills – minimum 10 points
- Pedagogy – minimum 10 points
- Academic and technical curriculum integration – minimum 10 points
- Safety and health – minimum 10 points
- Possession of current national welding certification

Welding – Professional License Renewal

Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the four areas given above.
- Possession of current national welding certification

Superintendent/Assistant Superintendent – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned. They may be earned in the areas of:

- supervision
- school law
- school finance
- labor relations
- safety and health
- and other areas deemed necessary by the district’s professional development plan.

Superintendent/Assistant Superintendent – Professional License Renewal
Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the areas given above.

Principal/Assistant Principal – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned. They may be earned in the areas of:

- curriculum
- supervision
- school law
- labor relations
- safety and health
- and other areas deemed necessary by the district’s professional development plan

Principal/Assistant Principal – Professional License Renewal
Secondary License Field

- Professional development points (30) must be earned. They may be earned in any of the areas given above.

Supervisor/Director – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned. They may be earned in the areas of:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | supervision |
| <input type="checkbox"/> | safety and health |
| <input type="checkbox"/> | curriculum |
| <input type="checkbox"/> | school law |
| <input type="checkbox"/> | labor relations |
| <input type="checkbox"/> | and other areas deemed necessary by the district’s professional development plan |

Supervisor/Director – Professional License Renewal
Secondary License Field

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the areas given above. |
|--------------------------|--|

Cooperative Education Coordinator – Professional License Renewal
Primary License Field

Professional development points (150 points) must be earned. They may be earned in the areas of:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | safety and health |
| <input type="checkbox"/> | labor laws |
| <input type="checkbox"/> | and other areas deemed necessary by the district’s professional development plan |

Cooperative Education Coordinator – Professional License Renewal
Secondary License Field

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Professional development points (30) must be earned. They may be earned in any of the areas given above. |
|--------------------------|--|

APPENDIX A

APPLICATION INSTRUCTIONS

Individuals are encouraged to apply for Vocational Technical Educator license renewal online through the Educator Licensure & Recruitment System (ELAR) at www.doe.mass.edu/educators. Persons may apply for license renewal by paper application using the paper application form that may be obtained from the Office of Educator Licensure. The required fee is \$100 for the primary license field and \$25 for each additional (secondary) license field.

Questions may be directed to the Office of Educator Licensure:
telephone 781-338-6627; 6634 **e-mail** VocEducators@doe.mass.edu.

APPENDIX B

OVERVIEW of PROFESSIONAL DEVELOPMENT REQUIREMENTS

The requirements for professional development for vocational technical educators are aligned with those for educators licensed under Chapter 71.

Note that Professional Development Plan forms are the same for vocational technical educators and other licensed educators. The process for supervisor approval is the same as well. For on-line help with the development of the Professional Development Plan, and a Sample Individual Professional Development Plan/template, go to <http://www.doe.mass.edu/recert/tour2000/plan.html>. The template is also provided in this Guide.

For vocational technical educators who obtained a Professional Vocational Technical Educator license (Full Vocational Approval) prior to September 1, 2003 when the new Vocational Technical Education Regulation became effective, PDPs earned for professional development activities after September 1, 2003 are applicable for license renewal. PDPs earned prior to September 1, 2003 are not applicable for these educators. For individuals who obtained a Professional Vocational Technical Educator license after September 1, 2003, PDPs earned from the issue date of the Professional Vocational Technical Educator license are applicable toward license renewal.

Documentation and Record Keeping:

Each vocational technical educator shall maintain the following materials to verify completion of professional development requirements:

1. an individual Professional Development Plan, to be implemented over the five year period, that includes the educator's goals for strengthening knowledge and skills resulting in improvements in teaching
2. reasonable documentation that validates the completion of each activity and the number of PDPs accrued
3. record log of completed professional development activities, that at a minimum includes the topic and type of professional activities completed, the dates of such activities and the number of PDPs accrued

Each vocational technical educator shall maintain the Professional Development Plan, documentation of PDPs, and record log for five years from the date of license renewal. This documentation is subject to review by the vocational technical educator's supervisor and audit by the Department of Elementary and Secondary Education.

Approval of Professional Development Plans:

Vocational technical educators must obtain approval of their proposed professional development plans from their supervisors pursuant to the timelines in the Vocational Technical Education Regulations.

Approval for proposed individual professional development plans shall be from the vocational technical educator's direct supervisor or an appropriate designee. In most instances, this will mean that the plans of teachers and other educators who report to the principal will be approved by the principal, a principal's plan will be approved by the superintendent, and a superintendent's plan will be approved by the chairperson of the school committee.

Approval of a professional development plan shall be based on whether the proposed professional development plan is consistent with the educational needs of the school and/or district and whether the plan is designed to enhance the ability of the educator to improve student learning. A supervisor may consider whether the plan requires an educator to earn PDPs regularly throughout the five-year period when evaluating the plan.

Approval of individual professional development plans shall not be unreasonably withheld. In the event that a supervisor rejects a plan, teachers and other educators who report to the principal may seek review of the denial from the superintendent, principals may seek review from the school committee chairperson, and superintendents may seek review from the Department of Elementary and Secondary Education. An educator may then seek additional review from the Department, according to the provisions set forth in the Vocational Technical Education Regulations.

A supervisor shall review each individual professional development plan at least every two years. A supervisor shall review the professional development plan of any educator new to the district or school within three months of the educator's beginning employment in the new position. A supervisor may require an educator to amend the plan or may withdraw approval for a plan that had been previously approved, provided, however, that any PDPs that were earned consistently with an approved plan shall be deemed approved in applying for license renewal. Any PDPs that are earned prior to the approval of a plan may be subject to disapproval, if in the opinion of the educator's supervisor, the PDPs are not consistent with the educational improvement goals of the school and/or district.

Vocational technical educators who are employed in a Massachusetts public school shall include in their license renewal application their supervisor's approval of their completed professional development plans. A supervisor's approval will indicate that the supervisor has reviewed the log of professional development activities maintained by the educator to ensure that the reported activities are consistent with the approved Professional development plan. Vocational technical educators who are not employed in Massachusetts public schools at the time that they apply for license renewal shall submit their Plans directly to the Office of Educator Licensure, without a supervisor's endorsement.

Options and Examples of Professional Development Activities:

The following options and examples outline professional development activities that may count toward license renewal. The options and examples will assist vocational technical educators in developing an ongoing individual professional development plan consistent with the educational needs of the school and/or district while providing flexibility in the kinds of activities that are eligible for professional development points for license renewal.

New Employment Activities: Educators may accrue up to 75 PDPs for a five-year renewal cycle through an educator-designed professional development such as new employment activities (work experience) that provide the individual with new skills. One clock hour of new employment experience will equal one PDP. In order to be considered new, the skills to be acquired must be new to the individual educator.

Vocational Technical Education Framework Development: Educators who participate on Vocational Technical Education Framework Committees for the development of the frameworks may earn PDPs.

Additional Occupational Licenses/Certification for Professional Development Points toward license renewal: Achieving a **new** occupational license or certification in a licensed occupation may earn a vocational technical teacher a maximum of 50 PDPs in the field of the educator’s license. The state/federal/industry licenses/certifications listed under the requirement for each license field in this Guide are approved for PDPs in the field of the Professional license. **Note that license/certification renewals are not considered new licenses/certifications.** However, the continuing education required for the renewal would count as PDPs.

Undergraduate and Graduate Courses, Seminars, or Institutes:

Colleges and universities offer upper-level undergraduate and graduate-level courses. School districts, collaboratives, museums, scientific institutes, cultural institutions, and other providers may offer equivalent courses of study after obtaining approval from the Department. Please refer to Appendix C of the [Recertification Guidelines for Massachusetts Educators at http://www.doe.mass.edu/recert/2000guidelines/appa.html](http://www.doe.mass.edu/recert/2000guidelines/appa.html) for specific Department guidelines regarding approval.

Upper-level (except where otherwise noted) or equivalent or lower-level undergraduate course ***One semester hour = 15 PDPs***

A graduate-level course of study or its approved equivalent in the content area of the license, or an upper-level undergraduate course or its approved equivalent when the content is substantially new to the educator, will be considered. Advanced academic study will be awarded more PDPs.

Upper-level undergraduate course or approved equivalent (only when substantially new to the educator) ***One semester hour = 22.5 PDPs***

Graduate-level course or approved equivalent ***One semester hour = 22.5 PDPs***

Initiatives sponsored by Districts, Collaboratives, or Registered Providers: Educators who participate in school district-based in-service programs that focus on strengthening knowledge and skills in content areas are eligible to receive one PDP per clock hour. Educators may receive PDPs after the successful completion of a professional development program (minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documented product.

Some professional development programs are not readily measured in clock hours, or may result in a large number of hours. The Department has established the maximum number of points per year for some programs in an effort to encourage educators to participate in a variety of professionally relevant and meaningful activities. Educators who participate in the following professional development programs within a five-year renewal cycle are eligible to receive one PDP per clock hour, but may not apply more than the identified maximum number of points per year toward license renewal. Educators may apply the earned PDPs toward either the content-based pedagogy/professional skill area or the elective points or both depending upon whether or not the pedagogical activities are content-based.

Eligible Program	Maximum Number of Points Per Year
Mentoring	15 PDPs from districts that have submitted a mentoring plan to the Department of Elementary and Secondary Education
Peer Coaching	15 PDPs
Peer Assistance and Review Programs	15 PDPs
Cooperating Teacher	15 PDPs
National Board of Professional Teaching Standards	120 PDPs for successful completion (30 PDPs in content, 60 PDPs in pedagogy and 30 PDPs in elective)

Audited Courses: Undergraduate or graduate course or equivalent audits one semester hour = 7.5 PDPs

Team for Accreditation or Inspection (Example: c. 74 new program on sites): 30 PDPs upon submission of a written report

Eligible Person	Maximum Number of Points Per Year
Team member	30 PDPs in five year cycle
School faculty member preparing for visit	30 PDPs in five year cycle

Note: PDPs for accreditation or inspection visits may be used for points not subject to supervisor approval.

Teacher of a graduate-level Course or Approved Equivalent for Educators: A teacher of a graduate-level course or approved equivalent is eligible to receive 45 PDPs per semester hour for the first time the course is taught in a five-year renewal cycle. The graduate-level course must be related to the content area of the educator’s license.

Educator Designed Activities: Educators may earn PDPs through an educator designed professional development activity that results in a product that would be shared with other educators.

Professional Conference: While PDPs are no longer awarded for attendance at a professional conference, educators are eligible to receive 30 PDPs the first time they make a presentation at a professional conference in a five-year renewal cycle. In addition, educators who attend a professional conference may extend their learning by developing a school-based activity or curriculum, or by publishing written material as described below. These activities will assist educators in earning PDPs for license renewal.

School-Based Activity: Educators may earn PDPs for developing and implementing an activity for students, parents, or teachers that incorporates the learning standards of the Curriculum Frameworks. Educators may earn one PDP per clock hour with a maximum of 30 points in all in a five-year cycle when the school-based activity is distributed or implemented within a local school, district, or university. Educators may count PDPs from school-based activities toward license renewal content requirement when the activity is directly related to the content area of the license.

Examples of school-based activities:

- Design and coordinate extended learning activities for students.
- Design and implement a series of seminars for teachers and/or parents. Training topics might include:
 - developing and implementing standards-based units
 - designing instructional practices that support learning in a standards-based classroom/shop
 - supporting students with disabilities within a standards-based classroom/shop
 - supporting gifted and talented students within a standards-based classroom/shop

Presenters/Trainers: Educators who develop and present a minimum of three separate sessions in a professional development series are eligible to receive twice the number of PDPs given to participants, with the presenter receiving a minimum of 10 PDPs and a maximum of 24 PDPs. These points may be counted the first time the training is provided in a five-year cycle.

Curriculum Development: Educators who author a new curriculum unit that is published in a school or district guide or formally shared in other ways, including software, student text book or professional resource may earn 15 points per curriculum unit and may accrue up to 60 points in five years.

Published Written Materials:

Doctoral dissertation	90 PDPs in five years
Master's or CAGS thesis	45 PDPs in five years
Book(s)	90 PDPs per book
Professional journal articles or chapters in a professional book	30 PDPs per chapter or article in a book or journal
Published results of action research	30 PDPs in five years

Note: When a professional development activity includes the development of a work to be used, distributed, or published, legal issues concerning ownership and copyright protection may arise. Educators who write copyrightable material while "on the job" should discuss these issues with their employer.

Continuing Education Units: Courses provided by professional development providers that meet specific standards are often measured in Continuing Education Units (CEUs) as defined by the International Association for Continuing Education. For more information call 202-463-2905 or visit the website at www.iacet.org. One CEU = 10 PDPs

APPENDIX C

SAMPLE PROFESSIONAL DEVELOPMENT PLAN

This sample Individual Professional Development Plan represents a culinary arts teacher who needs 150 PDPs for license renewal with a minimum of 10 PDPs in each of the four required areas. This plan is aligned with a sample School Improvement Plan and 80% of the professional development activities are consistent with the educational needs of the school.

Name: Last		First	Middle	Renewal Date
Home Address		City	State	Zip Code
Primary License Field			License Number	
Additional License Field			License Number	
District	School	Grade Level(s)	Subject(s)	
<p>Professional Development Points Required for Renewal of Primary Field = 150</p> <p>Minimum number of PDPs required in subject matter and skills = 10</p> <p>Minimum number of PDPs required in pedagogy = 10</p> <p>Minimum number of PDPs required in core subject and technical curriculum integration = 10</p> <p>Minimum number of PDPs required in safety and health = 10</p> <p>Professional Development Points Required for Renewal of Additional License Field = 30</p> <p>My professional growth goals (please number):</p> <ol style="list-style-type: none"> 1. increase my knowledge of Strand Four of the Massachusetts Vocational Technical Education Hospitality Management Vocational Technical Education Framework 2. increase my knowledge of American Culinary Federation's (ACF) Secondary Accreditation requirements 3. increase my knowledge of writing across the curriculum (Strand Three of the VTEF) 4. increase my knowledge of occupational safety and health (Strand One of the VTEF) 5. increase my knowledge of student-developed portfolios for the Certificate of Occupational Proficiency 6. increase my skills in high-end food preparation (Strand Two of the VTEF) <p>My professional growth goals are consistent with the following district and/or school goals:</p> <ol style="list-style-type: none"> 1. increase the number of students who earn licenses and certificates in their technical program area 2. implement techniques and strategies that will improve students' writing skills 3. implement techniques and strategies for authentic assessments that capture what students know and can do 4. align technical programs to national program standards 5. implement techniques and strategies that will improve students' literacy level 				

Record of Approved Professional Development Activities for Primary License Field

Professional Development Activity	Professional Growth Goal (<i>Goal Number</i>)	Subject Matter Knowledge and Skills PDPs	Pedagogy PDPs	Core Subjects & Technical Curriculum Integration PDPs	Safety & Health PDPs	Date Approved and Supervisor's Initials	Date Completed
DOE Content Institute: Hospitality Management	1	67.5					
OSHA Sponsored Training: Safety	4				10		
School-Based Study Group: Writing Across the Curriculum	3			10			
Participation on Certificate of Occupational Proficiency Portfolio Standards Committee	5		20	10			
Participation as a member of an ACF Accreditation Team	2	30					
Employment in Restaurant Learning High-End Foods incl. Culinary Sauces	6	75					

**Record of Additional Professional Development Activities
for Elective PDPs or for Additional License Field**

Professional Development Activity	Professional Growth Goal (<i>Goal Number</i>)	Subject Matter Knowledge and Skills PDPs	Pedagogy PDPs	Core Subjects & Technical Curriculum Integration PDPs	Safety & Health PDPs	Date Approved and Supervisor's Initials	Date Completed
Peer Coaching	5		15				

Use additional copies of this form if necessary.

Educator's Name

License Number

Initial Review and Approval

Date: _____

The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Supervisor's Name (print)

Title

Signature

First Two Year Review

Date: _____

The signature below indicates that this educator's Individual Professional Development Plan was reviewed.

Please check one

- The Plan remains consistent with the education needs of the school and/or district.
- The Plan was reviewed and amended

Supervisor's Name (print)

Title

Signature

Second Two Year Review

Date: _____

The signature below indicates that this educator’s Individual Professional Development Plan was reviewed.

Please check one

- The Plan remains consistent with the education needs of the school and/or district.
- The Plan was reviewed and amended

Supervisor’s Name (print)

Title

Signature

Final Endorsement

Date: _____

The signature below indicates the supervisor has reviewed this educator’s Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan.

Supervisor’s Name (print)

Title

Signature

APPENDIX D RECONSIDERATION AND HARDSHIP WAIVER OR MODIFICATION

Reconsideration:

An applicant for license renewal may request that the Commissioner reconsider the Department's decision not to renew such applicant's license. An applicant may also appeal a supervisor's decision not to approve or endorse a professional development plan to the Commissioner after seeking any review available at the local school district pursuant to 603 CMR 4.12(8)(e). The applicant shall submit a written request for reconsideration to the Commissioner within 30 days of the date that the applicant received notice that his or her application for license renewal has been denied or that the individual professional development plan was rejected at the highest available level of local review. The decision of the Commissioner shall be final.

Hardship Waiver or Modification:

Upon demonstration of extreme hardship, the Commissioner may waive or modify the requirement of completion of the requisite number of PDPs as set forth in 603 CMR 4.12. A showing of extreme hardship may include serious illness or other catastrophic circumstances that are beyond the control of the educator. No modification or waiver will be granted without satisfactory evidence that the educator has made a good faith effort to obtain the required number of PDPs but that extreme hardship has prevented the educator from doing so.

The Commissioner, in his or her discretion, may impose reasonable conditions upon any modification or waiver granted.

The decision of the Commissioner shall be final.

APPENDIX E
CROSSWALK FROM VOCATIONAL EDUCATOR APPROVALS TO
VOCATIONAL TECHNICAL EDUCATOR LICENSES Effective September 1, 2003

APPROVALS PREVIOUSLY ISSUED:	LICENSES TO BE ISSUED:
Aircraft Maintenance	None – retired 9/1/03 but renewable
Air Conditioning	Heating, A/C, Refrigeration Technology
Agricultural Mechanics	Agricultural Mechanics
Agricultural Production – Animal Science	Animal Science
Agricultural Production – Plant Science	Horticulture
Agricultural Resources	Natural Resources
Auto Technology	Automotive Technology
Autobody	Automotive Collision Repair and Refinishing
Biotechnology	Biotechnology
Bilingual Vocational Teacher	None – retired 9/1/03 but renewable
Boat Building	None – retired 9/1/03 but renewable
Building & Property	Building & Property Maintenance
Cabinet Making	Cabinetmaking
Carpentry	Carpentry
Child Care and Development	Child Care and Development
Clothing and Textiles	Fashion Technology
Clothing Management and Production	Fashion Technology
Commercial Design	Commercial Design
Commercial Garment Design (Fashion Design)	Fashion Technology
Computer Technology/Network	Network Systems, Information Support and Services
Computer Programming	Computer Programming and Software Development
Consumer Education	None – retired 9/1/03 but renewable
Copy Press	Graphic Communications
Cosmetology	Cosmetology
Culinary Arts – Baking	Baking
Culinary Arts – Chef	Culinary Arts
Data Processing	None – retired 9/1/03 but renewable
Data Processing Operator	None – retired 9/1/03 but renewable
Dental Assistant	Dental Assisting
Dental Laboratory Technology	None – retired 9/1/03 but renewable
Diesel Mechanics	Diesel Technology
Dietary Aide	None – retired 9/1/03 but renewable
Drafting, Architectural	Drafting
Drafting, General	Drafting

APPROVALS PREVIOUSLY ISSUED:	LICENSES TO BE ISSUED:
Drafting, Electromechanical	Drafting
Drafting, Machine	Drafting
Drafting, Structural	Drafting
Electricity	Electricity
Electronics	Electronics
Electronics, Assembly	Electronics
Environmental Technology	Environmental Technology
Family Relations	None – retired 9/1/03 but renewable
Foods and Nutrition	None – retired 9/1/03 but renewable
Food Management	None – retired 9/1/03 but renewable
Forestry	Natural Resources
Graphics Pre Press	Graphic Communications
General Sheet Metal	Sheet Metal
Health Services Assistant	Health Sciences
Health Sciences	Health Sciences
Heating	Heating, A/C, Refrigeration Technology
Home Management	None – retired 9/1/03 but renewable
HVAC&R	Heating, A/C, Refrigeration Technology
Hotel & Rest	Hospitality Management
Industrial Stitching	None – retired 9/1/03 but renewable
Instructor of Trade Apprentices	None – retired 9/1/03 but renewable
Landscaping	Horticulture
Licensed Practical Nursing	Practical Nursing (LPN)
Machine Shop	Machine Technology
Major Appliance Repair	Major Appliance Installation/Repairing
Marine Science	None – retired 9/1/03 but renewable
Marketing	Marketing
Masonry	Mason & Tile Setting
Marine Mechanics	Marine Mechanics
Media Technology	Radio and Television Broadcasting
Medical Assisting	Medical Assisting
Medical Assistant/Secretary	Medical Assisting
Medical Laboratory Technology	Medical Laboratory Technology
Metal Fabrication	Metal Fabrication
Mill Carpentry	Carpentry
Occupational Therapy	None – retired 9/1/03 but renewable
Office Technology	Office Technology

APPROVALS PREVIOUSLY ISSUED:	LICENSES TO BE ISSUED:
Offset Printing	Graphic Communications
Operating Room Technology	Operating Room Technology
Optics	None – retired 9/1/03 but renewable
Ornamental Horticulture	Horticulture
Painting and Decorating	Painting & Wall Covering
Photography	None – retired 9/1/03 but renewable
Physical Therapy Aide	None – retired 9/1/03 but renewable
Plant Maintenance	Building & Property Maintenance
Plumbing	Plumbing
Precision Sheet Metal	Sheet Metal
Radio and Television Repair	None – retired 9/1/03 but renewable
Sheet Metal	Sheet Metal
Small Engine Repair	Small Engine Mechanics
Steam Engineering	Stationary Engineering
Telecommunications	Telecommunications
Upholstering	None – retired 9/1/03 but renewable
Welding	Welding
No approval	Digital Media Technology
No approval	Engineering Technology
No approval	Fiber Optics
Special Needs Vocational Teacher	None – retired 9/1/03 but renewable
OTHER:	
Superintendent-Director of Reg. Voc. District	Voc. Tech Superintendent/Asst. Supt.
Asst. Supt-Dir. of Reg. Voc. District	Voc. Tech Supervisor/Director
Director of Voc Tech High School	Voc. Tech Supervisor/Director
Asst. Director of Voc Tech High School	Voc. Tech Supervisor/Director
Director of Postsecondary Tech Programs	Voc. Tech Supervisor/Director
Asst. Director of Postsecondary Tech Programs	Voc. Tech Supervisor/Director
Director of Voc. Tech Programs	Voc. Tech Supervisor/Director
Dir. of Occ. Ed. Programs in a Comp. School	Voc. Tech Supervisor/Director
Director of Adult Voc Tech Programs	Voc. Tech Supervisor/Director
Department Head	Voc. Tech Supervisor/Director
Coordinator of Adult Practical Arts	Voc. Tech Supervisor/Director
Coordinator of Guidance/PPS	Voc. Tech Supervisor/Director
Coordinator of Allied Health	Voc. Tech Supervisor/Director

APPROVALS PREVIOUSLY ISSUED:	LICENSES TO BE ISSUED:
Coordinator of Marketing	Voc. Tech Supervisor/Director
Coordinator of Marketing	Marketing Teacher
Coordinator of Special Ed	Voc. Tech Supervisor/Director
Coordinator of Academic Coordinator	Voc. Tech Supervisor/Director
Coordinator of Occ. Ed. Coord. in Reg. Voc	Voc. Tech Supervisor/Director
Coordinator of Occ. Ed. Coord in Comp School	Voc. Tech Supervisor/Director
Area Coordinator	Voc. Tech Supervisor/Director
Cooperative Education Coordinator	Voc. Tech Coop. Ed. Coordinator
Vocational Guidance Counselor	None – retired 9/1/03 but renewable
No approval	Voc. Tech Principal/Asst. Principal

**APPENDIX F
CROSSWALK FROM VOCATIONAL TECHNICAL TEACHER LICENSES TO
VOCATIONAL TECHNICAL TEACHER LICENSES (Licenses Merged) Effective
December 12, 2006**

On June 27, 2006, the Massachusetts Board of Education approved the following mergers.

LICENSES PREVIOUSLY ISSUED:	MERGED LICENSE
1. Telecommunications, 2. Fiber Optics	Telecommunications – Fiber Optics
1. Commercial Design, 2. Digital Media Technology	Design & Visual Communications
1. Horticulture, 2. Natural Resources	Horticulture

**APPENDIX G
CROSSWALK FROM VOCATIONAL TECHNICAL TEACHER LICENSES TO
VOCATIONAL TECHNICAL TEACHER LICENSES (Licenses with Titles Changed)
Effective December 12, 2006**

On June 27, 2006, the Massachusetts Board of Education approved the following license title changes.

LICENSES PREVIOUSLY ISSUED:	NEW TITLE
Building and Property Maintenance	Facilities Management
Child Care and Development	Early Education and Care
Computer Programming and Software Development	Programming & Web Development
Environmental Science	Environmental Science & Technology
Health Sciences	Health Assisting
Heating, Air Conditioning, Refrigeration	Heating-Ventilation-Air Conditioning-Refrigeration
Machine Technology	Machine Tool Technology
Marine Mechanics	Marine Service Technology
Mason and Tile Setting	Masonry & Tile Setting
Metal Fabrication	Metal Fabrication & Joining Technologies
Network Systems, Information Support and Services	Information Support Services & Networking
Painting and Wall Covering	Painting & Design Technologies
Small Engine Mechanics	Power Equipment Technology

APPENDIX H

QUESTIONS AND ANSWERS

Additional Q's and A's will be added. Please submit any questions to careertech@doe.mass.edu.

1Q Do the regulations require that I get my professional development plan approved by my supervisor? *Yes.*

2Q As a Vocational Technical Principal, I will be reviewing and approving professional development plans for my supervisees. What recourse do I have if a supervisee refuses to develop a plan that is consistent with the needs of the district? *The regulations have a process for supervisees to seek review if their plan is rejected. The same review process applies to supervisors who may submit the plan to the next level as described in the reg's (4.12(8)(e)).*

3Q What are PDPs? *They are a unit of measurement of professional development activities. All licensed educators must earn PDPs for license renewal. Most academic and all vocational technical educators must earn 150 PDPs over a five-year period for license renewal. One clock hour (60 minutes) of new employment experience is equivalent to one PDP for vocational technical educators. A vocational technical educator can earn up to 75 PDPs toward license renewal for new employment experiences in a five-year period. One semester hour (one credit) of college credit is equivalent to 15 PDPs. One continuing education unit is equivalent to 10 PDPs. Professional development activities sponsored or approved by the Department and advanced academic and vocational technical education subject matter studies will receive 1.5 PDPs per clock hour.*

4Q I have to take 21 clock hours of continuing education in order to renew my electrician license. Will these hours count toward my license renewal as an electrical teacher? *Yes.*

5Q Under the 1991 regulations all vocational teachers with full approval must document professional improvement every two years. On September 1, 2003, my full approval became a professional license and I must complete 150 PDP's for my primary license over the next five years. Can any of the professional improvement completed prior to 9/1/03 count toward the five years? *No. The professional improvement completed prior to 9/1/03 was meant to maintain your full approval.*

6Q If I am not employed as a teacher, who will review and approve my professional development plan? *Whereas you do not have a supervisor, you will do the required professional development without a supervisor's approval of your professional development plan. If you obtain employment as a teacher, your supervisor will then review your plan for approval. When you apply to renew your license, you will submit the required information about your professional development as stipulated on the application form.*

7Q I hold a Journeyman Electrician license and a Vocational Technical Teacher license to teach electrical that I obtained in 1998. Why is the state requiring me to get a Master Electrician license when I renew my teacher license? *Because the education for the Master license includes business practices and your students would benefit from your increased knowledge in this area.*

8Q I received my Vocational Educator Approval as a forestry teacher in 1973. I see that in the Crosswalk below the forestry approval crosswalks to a Natural Resource license. When I go to renew it in 2008 will I have need a Massachusetts Pesticide Applicator license? *Yes.*

9Q In addition to my Vocational Teacher Approval in animal science I hold Vocational Educator Approvals (AC1, AC2, AC3, AC4, AC5, SC2, SC4, SC8, SC9.) Does this mean that it will cost me \$300.00 to renew them in 2008? *It depends on whether you wish to keep all of them. Your AC1 is comparable to a Vocational Technical Superintendent/Assistant Superintendent license on 9/1/03. Your AC2, AC3, AC4, AC5, SC2, SC8, SC9 are comparable to the Vocational Technical Supervisor/Director license fields on 9/1/03. Your SC4 is comparable to a Vocational Technical Cooperative Education Coordinator license on 9/1/03. Thus, your cost could be could be \$300 (\$100 for your designated primary license and \$25.00 for each additional) in 2008. However, you only need one Vocational Technical Supervisor/Director license. In 2008 you could lower your cost to \$150 (\$100 for your designated primary license and \$25.00 for each additional.)*

10Q I have an AC2, AC3, AC4, AC5, SC2, SC8 & SC9 that are all comparable to the new Vocational Technical Supervisor Director license. It doesn't make sense to renew them all in 2008. What is recommended? *The State Director of Career/Vocational Technical Education recommends that you renew the AC2 and leave it at that.*

11Q I am employed as a vocational technical teacher out-of-state. I hold a MA Vocational Technical Educator license that I would like to keep. May my supervisor approve my professional development plan even though she is out-of-state? *Yes, as long as you and your supervisor follow the MA applicable regulations and guidelines.*

12Q Can I get PDPs for teaching a non-college credit evening course required for the Journeyperson Electrician license? Note that I teach electrical during the day. *The answer to this question is no, because you cannot earn PDPs for teaching what you need the professional development to be licensed to teach. You teach the course material for the journeyperson course during the day under your VT Teacher license.*

13Q How long must I retain a copy of my Five-Year Professional Development Plan and PDP documentation after I renew my Professional Educator license? *You must retain them for five years after you use them for the renewal of your license. In this way, you will have the documentation if the Department selects you for a professional development audit.*

14Q Is volunteer work learning new technical skills that will be taught to students an allowable professional development activity for teachers with a Professional Vocational Technical Teacher license? *This would be allowable subject to supervisor approval, as is new employment experience.*

15Q I understand that under "extenuating circumstances" a person may renew a Preliminary license. I had a Provisional Approval that expired on May 20, 2003 (prior to September 1, 2003 when the new regulations took effect). I did not complete all the required courses for Full Approval within the three-year period as required under the 1991 regulations. May I now request renewal of my Provisional Approval for extenuating circumstances? *You may request an extension if there were extenuating circumstances.*

16Q I have to be recertified by Automotive Services Excellence (ASE) in several ASE areas. 1) May I receive PDPs for the ASE recertification? 2) If not, may I receive PDPs for the professional development I do to prepare for the ASE recertification? 1) *ASE recertification or for that matter any recertification) alone does not qualify for PDPs. 2) The professional development that one would do to prepare for ASE recertification is in many cases self-study that does not qualify for PDPs. However, if one were to take courses, seminars, or participate in new employment activities etc. in order to prepare for ASE recertification, PDPs could be earned.*

17Q Can I get PDPs for: 1. Being a Skills USA event manager 2. staying after school to prepare students for the Health Careers Knowledge Bowl event for SkillsUSA? *The answer to this question is no, because you cannot earn PDPs for doing what you need the professional development to be licensed to do. Both activities are part of what vocational technical teachers do as part of their profession. Note however, that training you receive to be the event manager may count if the training consisted of 10 hours (minimum of 10 hours on a topic). Note that the 10 hours could be earned over time e.g., two hours training per year for five consecutive years.*

18Q Can I receive PDP's for the renewal process for my RN License and my CPR Instructor Certification. *PDPs may be earned for the professional development activities, courses etc. that are required for the renewals. PDPs cannot be awarded for simply filing the paperwork and fee to renew a license or certification.*