

STUDENT GUIDE

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HEC Licensure Programs



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Significant revisions are marked by a vertical bar in the right margin. This Guide is subject to change as necessary. For the latest version of this Student Guide, please check our website at www.teachinmass.org. Select HEC Licensure, then Document Downloads (Forms, Catalogs).

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This guide contains valuable information for all students taking HEC's licensure courses, regardless of whether or not they are enrolled in a licensure program.

HEC Licensure Program Overview

The Initial Licensure Programs offered by the Hampshire Educational Collaborative (HEC) are quick, practical, intellectually stimulating, and grounded in experience.

As a leading provider of professional development in Massachusetts since 1974, HEC offers Licensure Program courses in locations throughout the Commonwealth.

HEC's Licensure Programs are designed to be affordable and accessible. They are more affordable than programs offered at many colleges, and the courses are offered at multiple sites, either face-to-face, through interactive videoconferencing, or via hybrid online, at times that are convenient for working professionals.

All Licensure Programs require either six or seven graduate-level courses and a Practicum. The Practicum is a field-based experience, in the role and at the level of license sought, during which a candidate's performance is supervised jointly by HEC Licensure and the Supervising Practitioner using the Performance Assessment for the Initial License. Each course also includes pre-practicum experiences, which are integrated into the courses. Students will have the opportunity to conduct field-based experiences in a variety of educational settings and to observe and reflect on the practices of other education professionals.

Students can complete a Licensure Program in as little as eighteen months, but may take no longer than five years from the date the enrollment application is approved. Participants in the Transition To Licensed Teaching (TTLT) Grant program (see Page 5) must complete the Licensure Program no later than September 30, 2010.

All students have the option to register for graduate credits for each of HEC's courses through its affiliation with Fitchburg State College (FSC). These credits may be applied toward a Master's Degree in Education—Curriculum & Teaching at FSC.

Students may also take individual courses for Professional Development Points (PDPs) only.

Introduction to Teaching and Administration Licenses

Teachers and administrators in Massachusetts must have a license. There are three relevant types of licenses a teacher or administrator can obtain: Preliminary, Initial, and Professional. There are different requirements to obtain each license.

Preliminary Licenses can often be obtained by passing the MTEL Communication and Literacy Skills Test, combined with the subject matter test specific to the license sought. For Special Education and Elementary Education, however, there are additional requirements for the Preliminary License. The **Initial License** requires the completion of course-based programs, like the ones offered at HEC. The Initial License is valid for five years, and can be renewed once. The **Professional License** must be renewed every five years.

The table below is an overview of the requirements for obtaining Preliminary, Initial, and Professional Licenses:

Type of License	MTEL Requirements	Academic / Course Requirements	Valid for...	License Renewal Requirements
Preliminary	<ul style="list-style-type: none"> • Communication and Literacy Skills test and subject matter test for area of licensure • Foundations of Reading test (for Special Education and Elementary) 	For Special Education and Elementary: Additional course requirements	5 years	Non-renewable
Initial	Varies according to subject area (see HEC Licensure Program Requirements Chart for more information)	Completion of either 6 or 7 courses specific to the licensure area, plus a Practicum	5 years, with option of renewing once	At or before the completion of the first or second five-year period, the educator must obtain a Professional License.
Professional	None – MTEL requirements will have been met upon receiving either Initial or Preliminary License	Several alternative means for obtaining a Professional License	Lifetime, provided it is renewed every 5 years	Completion of a Professional Development Plan including seminars and courses in content and pedagogy for teaching in licensure area.

Applying for Licensure

Applications for license or license renewal should be completed through the **Educator Licensure and Recruitment (ELAR)** system on the Massachusetts Department of Elementary and Secondary Education (MDESE) website at www.doe.mass.edu. Applications for the Initial License should be submitted to the MDESE upon enrollment in the Licensure program. This will ensure that your application will be governed by the regulations in effect at the time of your application. The chart below outlines what you will need to do at various stages of licensure.

If you have...	Then you must...
No license, and are seeking a Preliminary License	<ol style="list-style-type: none"> 1. Complete MTEL Communication and Literacy Skills test and subject matter tests specific to your area of licensure and apply to the MDESE for licensure. 2. Submit undergraduate transcript to MDESE 3. For elementary and special education licenses, complete additional required coursework.
No license or a Preliminary License, and want an Initial License	Complete an approved Initial Licensure Program (at HEC, this requires the completion of either 6 or 7 courses, depending on the program, plus a Practicum and relevant MTEL tests) and apply to the MDESE for licensure, including submission of undergraduate transcript if not previously sent.
An Initial License and want a Professional License	<ol style="list-style-type: none"> 1. Work as a teacher under the Initial License for 3 years including the one-year induction program 2. Complete either: <ul style="list-style-type: none"> • a Master's Degree in your licensure area; • a Master's Degree that is not within your content area along with 12 graduate credits in courses specific to your licensure area; or • an approved Professional Licensure program. 3. Complete 50 hours of being mentored
A Professional License, and are seeking renewal of that license	Obtain 150 PDPs. 80% of those PDPs should address content, and 20% should be from pedagogy and should be earned through an Individual Professional Development Plan approved by your supervisor.

Obtaining Endorsement for Licensure

When you have successfully completed your Practicum, the required MTEs and courses, HEC will review your entire file to make sure there are no outstanding payments, test results, or documentation. If everything is in order, HEC will prepare a final transcript of your coursework at HEC, along with our endorsement, and send those materials to the MDESE. HEC will also send a copy of the transcript to you. If you have not applied for your license previously, you must do so in order for the endorsement to be considered.

After completion of requirements, please allow a minimum of four (4) weeks for HEC to review your portfolio for endorsement.

Additional License

Teachers (but not specialist teachers or support/administrative personnel) holding an Initial or Professional License may earn a license of the same type in a new teaching field and/or new grade level. For many fields, the new license may be obtained by passing the appropriate subject matter test. For an additional Early Childhood or Elementary license, a 150-hour Practicum is also required. For the Moderate Disabilities and some other licenses, a 150-hour Practicum and a competency review (which is a review of courses or seminars that have been completed) are required. HEC has identified the DESE's competencies, the DESE's required time learning those competencies, and the HEC courses that meet those requirements. This information is available from an Additional Special Education license overview from the HEC office. For a change in grade level, a 150-hour practicum at the new grade level or a seminar, course, or other training about students at the new grade level, is required.

Hampshire Educational Collaborative can assist people seeking an additional license by:

- overseeing any of the required practica described above;
- offering courses that meet the requirements of a competency review for the Teacher of Students with Moderate Disabilities license; and
- providing candidates with transcripts that attest to completion of those requirements.

Candidates for an additional license should apply for that license to the MDESE online (www.doe.mass.edu/Educators/e_license). The MDESE will respond indicating an individual's requirements to complete the license. HEC can review those documents, advise candidates about completing the requirements, and, provide an official transcript to the candidates for them to forward to the MDESE at the following address:

Educator Licensure
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden MA 02148

Specialist teacher licenses such as the Reading Specialist license are not considered "additional licenses." People interested in these licenses must complete a program for that purpose.

Licensure Programs

The Hampshire Educational Collaborative offers the following Initial Licensure programs:

Teaching - Initial:

- Reading Specialist
- Teacher of Students with Moderate Disabilities (Pre-K-8)
- Teacher of Students with Moderate Disabilities (5-12)
- Teacher of Mathematics (5-8)
- Teacher of Mathematics (8-12)
- Teacher of Middle School Math/Science
- English as a Second Language (PK-6)
- English as a Second Language (5-12)
- Teacher of General Science (5-8)
- Teacher of Biology (5-8)
- Teacher of Biology (8-12)
- Teacher of Chemistry (5-8)
- Teacher of Chemistry (8-12)
- Teacher of Earth Science (5-8)
- Teacher of Earth Science (8-12)
- Teacher of Physics (5-8)
- Teacher of Physics (8-12)

Administration:

- Principal/Assistant Principal (PreK-6)
- Principal/Assistant Principal (5-8)
- Principal/Assistant Principal (9-12)
- Superintendent/Assistant Superintendent
- Special Education Administrator
- Supervisor/Director

Enrollment Overview

Although anyone is eligible to take individual courses at HEC on a fee basis, in order to enroll in one of HEC's Initial Licensure programs, you must formally apply.

Options for HEC Course Participation

You can formally enroll in the Licensure Program before you take any courses, or, if you want to test the waters first, you can take individual courses and then enroll in the program. There are several ways to enroll in and take courses at HEC. From an administrative and financial standpoint, there are two categories of students at HEC:

- **Course Registrant:** A person who is paying for individual courses but is not formally enrolled in HEC's Initial Licensure Program.
- **Fee-Based Enrollee:** A person who has applied to, has been determined to be eligible for, and is enrolled in a Licensure Program to obtain an Initial License and is paying full enrollment costs through a payment plan they selected in the Commitment Form of the application.

A person in either of the above categories may take a course for Professional Development Points (PDPs) only or may choose to register for graduate credit (See the section on Graduate Credit on Page 10). Students who choose PDPs instead of graduate credit for a 37.5-hour course will earn 67.5 PDPs if they attend every session and successfully complete the course. Students who choose PDPs instead of graduate credit for a 25-hour course will earn 45 PDPs if they attend every session and successfully complete the course. For every hour of class missed, 1.5 PDPs are deducted.

Transition To Licensed Teaching (TTLT) Grant

The Transition to Licensed Teaching (TTLT) Grant is no longer accepting new applicants. The U.S. Department of Education has granted an extension that allows students already participating in the grant an additional year to successfully complete their programs. Grant participants must complete the Licensure Program no later than September 30, 2010. Participants in the TTLT Grant are reminded that they have made a commitment to teaching in a high-need school in a high-need school district for three years.

Enrollment Procedure (Licensure Program)

To enroll in a licensure program, you must provide the materials below.

<ul style="list-style-type: none"> • Signed, dated Enrollment Application, indicating program of interest (<i>you may select only one program</i>) • Signed, dated Commitment Form indicating program of interest and method of payment • \$50 Non-refundable application fee, payable to Hampshire Educational Collaborative • Resume • Evidence of any graduate degree, if applicable • Official College Transcripts of Bachelor's Degree, sent directly to: Hampshire Educational Collaborative, Licensure Programs (<i>NOTE: Copies are acceptable for the review cycle, but originals are required in order to be fully enrolled in the program.</i>) 	<ul style="list-style-type: none"> • Copies of current teaching or administrative licenses/certificates • 3 Signed Letters of Reference • Qualifying scores on the Massachusetts Tests for Educational Licensure (MTEL) appropriate to your program of interest. See enrollment packet for specific requirements. • English As A Second Language applicants must also provide evidence of knowledge or study of a language other than English • Reading Specialist candidates will receive a "Verification of Teaching Experience" form, which must be completed by the superintendent or designee.
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You can pick up application materials from HEC's Licensure Office or access them from HEC's website.

Deadline for Submitting Enrollment Applications

If your goal is to register for an upcoming class as an enrollee, please submit your complete application at least six (6) weeks before the start of the desired class. Incomplete applications will result in a delay in the enrollment date.

Applying to a Licensure Program with Incomplete Materials

Generally, it is best if you send all of your materials at once; however, time-sensitive situations can arise. For example, your school might demand that you take a certain number of classes within a given time frame to show progress in obtaining your license. In some cases, you may be awaiting a letter of recommendation or your MTEL test results, and may not be able to submit all of your materials at once.

If you don't have all your application materials ready for submission, but still want to enroll in a licensure program and register for courses by the registration deadline, you can still send the materials you have. In response, HEC may inform you that, due to lack of application materials, we cannot determine your eligibility for enrollment. In such a case, we will keep your materials on file and process them once outstanding application items arrive. You may register for courses on a fee basis until such time as your complete enrollment application has been approved.

Please note that whether or not you are enrolled in the Licensure Program, you can still register and pay for courses. If you take several courses, then decide to formally enroll in the program, those courses that you took within the last five years and that are requirements in your chosen licensure area will count toward your license, and your payment balance will be adjusted to account for courses already taken and paid for.

Waivers

Upon enrolling into a Licensure Program, you may request HEC to waive up to **two** of your required courses and a portion of the Practicum, providing that the courses meet the learning objectives of the required program course and the supervised experience meets the rigorous standards of the Practicum.

Course Waiver

To apply for a course waiver, complete a Waiver Request Form (included in your enrollment packet) and submit it with your enrollment application. Attach the following items to the form:

- A copy of the syllabus for the graduate level course(s) you have taken that you feel meet(s) the criteria outlined in the course you want to waive
- Official transcripts that show you have taken that course and received a final grade of “A” (4.0) or “A-” (3.7).

The course(s) must have been taken within five years of enrolling in HEC’s Licensure Program. For fee-based enrollees, a financial credit will be given for waived courses.

Waiver of a Portion of the Practicum

Waiver of a portion of the Practicum is rarely granted and then only if the enrollee’s supervised experience exceeds the usual employer supervision in ways that resemble the supervision of the Practicum. **Teaching experience alone is not sufficient for a waiver to be granted.**

To apply for a waiver for a portion of the Practicum, complete a Waiver Request Form with your enrollment application and attach a detailed description of your prior supervised experience. The experience must have occurred within five years of enrolling in HEC’s Licensure Program. **No financial credit is given for a waived portion of the Practicum.**

Each waiver request must be submitted on a separate Waiver Request Form.

HEC’s faculty will then review the submitted materials and HEC will inform you of their decision to grant or deny a waiver request.

Payment Options

Two payment options are available. Select your payment option on the Commitment Form of your application. Once selected, this becomes a contractual obligation for program payment.

Lump Sum Payment

Lump sum payments must be made within 15 working days of the date of HEC’s enrollment acceptance letter. A discount to the lump sum is available to new program enrollees who have taken no more than two courses in their chosen Program. Enrollees who have already taken and/or have had waived a total of more than two courses may elect the Lump Sum Payment option, but are not eligible for the discount. The lump sum due is the cost of the program less any courses previously taken in the participant’s Program.

Quarterly Payment

the total cost of the program (less any credits for courses already taken or waived) is payable in six equal installments on the following dates over an 18-month period: March 31, June 30, September 30, and December 31. The first quarterly payment is due on the first quarter-ending date following enrollment.

Changing Your Program Payment Plan

If you are enrolled in a Licensure Program and want to change your program payment plan, you must submit a new Commitment Form, signed and dated, to the HEC Licensure Department.

Taking Licensure Courses at HEC

Registering for Courses

This section addresses registering to attend the course, as opposed to registering in Moodle for electronic access to the course (discussed later).

- If you take a Licensure course or courses and then enroll in a Licensure Program, the courses you completed will count toward your license as long as they are within your Licensure Program and have been taken within five years of enrolling in HEC's Licensure Program.
- Whether you are enrolled in the program or not, you **MUST** complete a Course Registration Form in order to participate in a course. You can obtain a Course Registration Form from HEC's Course Catalog (issued prior to each semester) or download a copy from HEC's website.

If you are enrolled in a HEC Licensure Program either as a fee-based participant or as a TILT grant participant, your registration should indicate your payment plan and payments must be made in accordance with the signed Commitment Letter. If the course registration is received after the deadline, the late fee must be included, regardless of the payment program and the late fee will not be credited to the total program fee. Payments for the Licensure Program must be up to date in order for registrations to be processed.

- If you are not officially enrolled in a licensure program, you **must** include payment with your registration form, including the late fee if applicable. You will not be permitted to attend the course unless all registration fees are paid prior to the start of the course. **Registration forms without a valid form of payment (e.g., check, credit card, school purchase order, etc.) will not be accepted.**
- There is a \$35.00 returned check fee.
- There is a \$35.00 credit card reprocessing fee when course withdrawals require credit card refunds.
- The deadline for course registration is approximately two and a half weeks prior to the first session; the deadline for each course is noted in the Course Catalog. You are encouraged to register as early as possible to allow adequate time to obtain required reading materials and to avoid the late payment fee.
- Late Registration

Registration for a HEC Licensure course is considered late if it is received by HEC after the deadline published in the semester catalog for each course. All registrations are date-stamped upon receipt.

A late fee of \$50 must accompany any registration received after the published deadline. If an individual is registering for more than one course on the same registration form and the form is received late for more than one course, the fee must be paid for each course for which the registration is late. This fee is payable by check or credit card and must accompany the registration before the registration can be processed.

The late fee is in addition to the regular course fee and is not covered by the TTLT grant. This policy is applicable for all individuals taking HEC Licensure courses.

Registrations received on time benefit both the individual and HEC:

- Course locations are determined based on the number of registrations received. Decisions on whether or not to hold a course in a particular location must be made no later than 10 days before the start date.
 - Students who register on time are assured of receiving the required reading list early enough to be able to purchase books.
 - Students who register on time are assured of receiving important e-mail notices that are routinely sent prior to the start of the course.
-
- If you decide not to take the course, you will be eligible for a refund only if you furnish a written Withdrawal Notice no later than 5 working days prior to the start of the course. For withdrawals received *within* 5 working days prior to the start of the course or after the start of the course, refer to “Course Withdrawal” (Page 15) in this Guide.

After your registration is processed . . .

You will receive the following documents via e-mail:

- Acknowledgment of Course Registration
- Required Reading List (as soon as it is available)
- Graduate Credit Overview*
- Request* for an application for the Masters program
- Class Session Cancellation Policy* due to inclement weather or for other reasons

* Also available at HEC Licensure’s website, www.teachinmass.org. Click on Educator Licensure Programs in the Navigation window and select Document Downloads.

It is essential that you:

- **have a valid e-mail address**
- **keep us informed of any changes** to your e-mail address, and
- **check your mailbox frequently.**

You are responsible for the purchase of books or materials. You can purchase those books online, at websites like www.amazon.com or www.barnesandnoble.com, or at any locations recommended by the instructor. You are expected to obtain required reading materials in time for the first class of each course. HEC is not responsible for a student’s failure to obtain readings when the registration is received after the deadline or when students fail to order materials in a timely manner.

About a week before the course starts, you will receive the following via e-mail:

- final confirmation of your course location;
- instructor contact information;
- your Moodle Enrollment Key and a link to the Moodle instructions on HEC's website (remember that the Enrollment Key is different for every course);
- graduate credit reminder; and
- any other last-minute announcements.

Throughout the course, any announcements regarding your course, questions about attendance, messages from your instructor, etc., will be sent to you via e-mail.

The Fitchburg State College graduate credit registration form will NOT be sent via e-mail. It will be available in your classroom at the first class session, as in the past.

Graduate Credit

- Registering for graduate credit is optional; however, **if** you are **working under a waiver** in the field of Special Education, and you are taking this course to demonstrate to your school district that you are making continuous progress toward licensure, you **must** take courses for graduate credit.
- Participants seeking a Preliminary or Initial license who are taking courses to demonstrate continuous progress while teaching under a waiver **must** register for graduate credit.
- Participants do not have to enroll in the Licensure program in order to register for graduate credit.
- Participants do not have to enroll in the Master's program in order to earn graduate credit.
- Participants pursuing an Additional License do not have to register for graduate credit.
- Participants do not have to go to Fitchburg to take any courses.
- The current cost for graduate credit is \$215 for a 2-credit course and \$255 per 3-credit course. The fee is in addition to the course fee that is payable to HEC. The fee to Fitchburg State College (FSC) is required from all students registering for credit—non-enrollees, fee-paying Program enrollees, and enrollees who are taking courses under the TLLT Grant.
- Payment by credit card or check (payable to Fitchburg State College) must accompany each registration.
- FSC graduate credit registration forms are available at the first session of every course.

Deadline for Registering for Graduate Credit

Participants who register for graduate credit **are strongly encouraged** to submit their registrations to HEC at the first class session to allow time for HEC to record them and mail them to FSC within their deadline. Participants will receive an e-mail reminder a few days before the start of each course.

FSC no longer accepts late registrations except in the event of documented, critical, extenuating circumstances. Participants who wait too long to register will have to take the course again in order to earn graduate credit.

Retaking a Course for Graduate Credit Only

If a student attended a Licensure course and passed with a grade of 3.5 or better and did not register for graduate credit either because the registration was submitted late or the decision to register was not made until the course was over, s/he may take the course again, with the approval of the instructor of the upcoming course. In order to earn the graduate credits, the course must be retaken the next time the course is offered (i.e., no more than one year after the course was originally taken). At the instructor's discretion, an additional assignment may be required in order for a grade to be given; the work must be submitted on time.

Prior to re-registering with HEC for the course, the student must obtain a "Request to Retake a Course for Graduate Credit Only" form (available on HEC's website). The form must be submitted to HEC with the course registration form, together with the course registration fee (if applicable) and the \$100 retake fee. HEC staff will contact the instructor and obtain approval. A copy of the approved request will be sent to the student.

On the first day of the course, the student must register and pay for FSC graduate credit at the fee in effect at the time the course is retaken. The registration and payment must be submitted to HEC. If the student fails the course that is retaken, it will not affect the passing grade originally given by HEC; however, a failing grade will be recorded at FSC. If the student still wishes to earn graduate credits for this course, s/he may register again with HEC and with FSC, paying the respective costs in effect at that time. The student will be expected to attend every class session and to complete all assignments by the deadline.

The student will be allowed to retake only one Licensure course that is for the sole purpose of earning graduate credit, at the retake fee. If the student wishes to retake other Licensure courses, s/he must pay HEC's full course fee in effect at the time.

Master's and CAGS Programs

- Applying to the Master's program is optional.
- Applying to the Certificate of Advanced Graduate Study (CAGS) program (for individuals who already have a Master's) is optional.
- To obtain a copy of the FSC Graduate Application (Masters or CAGS application) brochure, complete a brief request form (e-mailed with your registration acknowledgment). It can also be accessed online at www.teachinmass.org. Click on Educator Licensure Programs, Document Downloads.
- A program-specific Plan of Study will be mailed with the application brochure.
- **If you are interested in applying, please do so immediately or no later than after taking one course at HEC.**
- No more than 12 credits may be transferred to the degree program (no more than 6 credits can be from other institutions), subject to review by FSC. For more specifics about transferring credits, refer to materials included with the application packet.
- There is a non-refundable application fee of \$25, payable to FSC.
- Completion of the Master's program requires the 18 credits earned in HEC's Licensure Program plus 18 additional credits according to the Plan of Study.
- The same references that you use(d) when applying to HEC for the licensure program may also be used for the MEd application to FSC. FSC will accept a photocopy of those letters.
- The GRE test or the MAT must be passed to be considered for admission to FSC unless the participant already has a Masters Degree.

- FSC will not consider incomplete applications.
- **Applications must be submitted to FSC—not to HEC. The address appears on the application form.**
- If you are a participant in the Fitchburg State College Masters program, you will be dismissed from the program if you received a failing grade in any course that is required for your Masters.
- For questions during the application process, contact Stephanie Fielding, FSC Graduate & Continuing Education Admissions Counselor, at (978) 665-3136 or sfieldin@fsc.edu. Once accepted, questions should be directed to Stephen Hemman at (978) 821-2890 or shemman@fsc.edu.

Course Attendance

HEC's courses are conducted with the expectation that students will participate fully and will make every attempt to attend all sessions.

Traditional Courses (Meet in person for every session)

For courses of 37.5 hours that are conducted in 13 class meetings: If you have two absences, your instructor may reduce your grade because of those absences. If you miss three or more classes, your instructor may give you a failing grade.

For courses of 37.5 hours that are conducted in 5 to 10 class meetings or for courses of 25 hours: If you have one absence, your instructor may reduce your grade because of that absence. If you miss two or more classes, your instructor may give you a failing grade.

If arrangements are made with the instructor to make up work from missed classes, the grade may not be reduced. The instructor makes the final decision.

Hybrid Online Courses (Meet a minimum of one time in person; majority of the course is conducted online)

Course participation will be defined and closely monitored by your instructor.

Hampshire Educational Collaborative reserves the right to dismiss a participant from the Licensure Program for repeated absences.

Class Session Cancellation

If you are in doubt as to whether a class will be held due to bad weather, please call HEC at 413-586-4900 or 800-278-4244, or visit our website at www.teachinmass.org. Cancellation of afternoon classes will be posted there by noon on the day of the class. Cancellation of whole day classes, including Saturday classes, will be posted there by 6:00 a.m. on the day of the class. If your class is not cancelled, but you feel that the travel conditions for your route to the class are unsafe, use your best judgment. If you decide not to come to class, inform the instructor and discuss how the work will be made up. The class will not count as an absence if the work is made up.

If unanticipated circumstances prevent the instructor from getting to class, or in the event of other extraordinary events at the last minute, you will be sent an urgent e-mail, at a minimum. Every attempt will also be made to call you by phone.

For a detailed explanation of the cancellation notification policy, please refer to the single-page "Class Session Cancellation Notification" that is e-mailed to you every time you register for a course.

Pre-practicum

As a requirement of each course in your Licensure Program, you will have the opportunity for field-based experiences such as interviews and case studies in a school environment. Pre-practicum experiences are recorded on one form that includes space for a brief narrative and a log of activity. The number of pre-practicum hours anticipated for each course is identified in Section I of the course syllabus. Failure to submit the pre-practicum documents by the final class will result in a grade of Incomplete (Refer to “Final Grade” on Page 14 of this Guide) and will ultimately result in a failing grade if not submitted within four weeks from the last class date.

Pre-practicum Versus Practicum

The pre-practicum is unrelated to the Practicum. Your pre-practicum work is done in conjunction with each course you take, and is not a prerequisite for the Practicum in any way. Although they both use the word *practicum*, your pre-practicum experiences are integrated into each course. The Practicum is a separate experience required for licensure and for the Masters program and is supervised by a Supervising Practitioner and a Program Supervisor.

Pre-practicum Documentation

The Pre-practicum is a MDESE requirement and must be completed by every student, **without exception**, regardless of whether you work part-time or full-time, are a teacher of record or a paraprofessional, are in a licensure program, or did or did not register for graduate credit. The Pre-practicum Report and Log form is course-specific and can be accessed from the Moodle course site. (An explanation about Moodle appears below.)

Completing the Form

At the top of the form, *briefly* record, in writing, your experiences observing, interviewing, or otherwise reflecting on a professional level.

You are encouraged to keep your written reflection brief, but it should account for the following:

- Description of classroom setting
- Description of number of students; demographic of students
- Description of activities conducted
- Questions you might ask or insights you might offer to the school personnel after your Pre-practicum experience
- Questions you have for the course instructor about their lesson plans and professional conduct

At the bottom of the form, log the time you spent during your pre-practicum—the time of day, the location (school name), and description of the activities conducted. Fill out one row per activity.

The Pre-practicum Report and Log form must be submitted at the end of the course, after which the instructor will offer feedback as necessary.

Not Currently Employed in a School or As a Teacher or Paraprofessional

If you aren't currently working at a school, consult with your instructor on what your best options are for meeting the Pre-practicum requirements of your course. Students in the past who were not working in a school have often collaborated with classmates to complete their work at their school.

Moodle

Moodle is an online, web-based, course management system that allows instructors and students to submit and store course materials and assignments online, participate in online forums and chat discussions, give feedback on each other's work, and maintain a virtual classroom. All forms and other documents that are available in electronic format are available in Moodle. Registering in Moodle gives you electronic access to the course materials; it is NOT the same as registering to take the course. You must already have registered with HEC to attend the course in order to obtain an Enrollment Key for registering in Moodle. Moodle has been set up so that students will have access to their course seven (7) days before the first class session. You will receive your Enrollment Key via e-mail about a week before the first class.

All instructors and students are required to use Moodle.

Once you have access to your course, you will see a link to the Moodle Student Instruction Guide, a Moodle course, and an instructional video site (these are available on the Moodle Home Page in the Moodle Help Box). Each course has a unique enrollment key, which will be e-mailed to you with your course confirmation.

Because the use of Moodle is required, all students must have a valid e-mail address. For assistance in obtaining a free e-mail account, go to www.teachinmass.org. In the Navigation block, select Technology @ HEC, then Help Section. Be sure to advise HEC Licensure of your e-mail address so that it can be added to our database.

Final Grade

The grading criteria are included in the Evaluation section of every HEC Licensure course syllabus.

An Incomplete (IN) may be awarded with the recommendation of the instructor when the student has completed 80% of the coursework but cannot complete the remainder due to illness or some other serious reason. A student who receives an Incomplete in lieu of a course grade must make up the missing part of their coursework within four weeks of the final class session. Failure to do so will result in grade of 0.0 (Fail) for the course.

If you decide to take the course again, you will be required to pay the full course fee in effect at the time of registration.

At the end of every course, HEC will mail to you a copy of your final grade. If you registered for graduate credit, you should also receive a grade report from FSC. Please allow six weeks after the end of a course for receipt of these documents.

IMPORTANT: If you are a participant in the Fitchburg State College Masters program, you will be dismissed from the program if you receive a failing grade in any course that is required for your Masters.

PDP Certificate

At the end of every course, HEC will mail to you a copy of your PDP certificate (unless you registered for credit). It will typically be mailed with the copy of HEC's grade sheet. Please allow six weeks after the end of a course for receipt of these documents. If you need to request another copy of your PDP certificate, there is a fee of \$15.00, payable to Hampshire Educational Collaborative.

Transcript Requests

Please allow up to two weeks for transcripts to be processed and mailed. Transcript requests must be in writing (e-mail is sufficient).

To request an interim transcript for your course work at HEC, e-mail the following information to sdorai@collaborative.org:

- Full Name
- Telephone
- Email Address
- Program of Study
- Purpose of the Request
- Name(s) and Address(es) of Transcript Recipient(s) (Exception: HEC will not send official interim transcripts directly to the MDESE—HEC will send the transcript to you in a sealed envelope for you to send to the MDESE along with a cover letter.)

To request a transcript from Fitchburg State College, contact the Registrar's Office at (978) 665-4123 or go to FSC's website, www.fsc.edu.

Course Withdrawal

If you choose to withdraw from a course after the course has started, you must submit a Withdrawal Notice (Withdrawal Form can be downloaded from the website) to the Registrar at HEC Licensure by the deadlines stated below:

<u>Course Duration</u>	<u>Deadline</u>
• Courses with 15 hours of class time (1-credit course)	Before the 8 th class hour
• Courses with 25 hours of class time (2-credit course)	Before the 17 th class hour
• Courses with 37.5 hours of class time (3-credit course)	Before the 26 th class hour

A grade of "W" (Withdrawn) will be recorded in your file. No refund will be given; however, in the event of documented, critical, extenuating circumstances (subject to review by HEC), you may be allowed a credit to be used toward another HEC Licensure course beginning within the subsequent twelve months. **Important:** If you registered for graduate credit, you must also withdraw from FSC; otherwise, you will receive a failing grade from FSC. If you withdraw within the above deadline, simply call the FSC Registrar's Office (978-665-4123).

If you submit the official Withdrawal Notice *after* the above deadlines, or if you stop attending classes without submitting the Withdrawal Notice, you will receive a failing grade from HEC. If you registered for graduate credit and are withdrawing *after* the deadline, you must also submit a written petition to FSC to request a grade of "W" (withdrawal) or to petition for a refund. Obtain the petition form from Beverly Streeter at HEC.

If you fail the course required for your Licensure Program, you may take it again at a future date. Tuition-paying enrollees are required to pay the cost of taking the course again, over and above the total cost of the Licensure Program. Similarly, grant- or contract-supported enrollees are required to pay the cost of taking the course a second time. Re-registration for credit at FSC will also require full payment.

Program Withdrawal

To withdraw from a licensure program, refer to the “Program Withdrawal” section on Page 18 of this Guide.

Program Progress

While you are enrolled in the Licensure Program you will need to meet other requirements (outlined below), beyond those of your courses, in order to obtain a teaching or administration license.

Program Advisement

You will receive a yellow Advisement Card, which outlines the courses and MTEs required to obtain your teaching license. The Advisement Card also has the name of your Advisor, whom you can contact if you have any questions or concerns as you progress through the program. The Advisement Card is not a substitute for the course registration form.

You may also meet with program staff as you progress through the program by calling and scheduling an appointment. HEC provides advisement opportunities at the following points in your licensure process:

- When you first enroll in the program
- When you complete four courses and are ready to request the Practicum
- When you complete all 6 courses (7 courses, if you are in the ESL program)

Practicum

As required by the Massachusetts Department of Elementary and Secondary Education, you will need to complete a Practicum—in addition to your Licensure courses—to obtain your teaching or administration license. An overview of the requirements of the Practicum follows. See HEC’s Practicum Information Guide for more specific details on how to complete the Practicum and the Practicum paperwork.

Practicum Description

The Practicum is an experience of a specific length, depending on the Program area (refer to the Practicum Duration Requirements chart on Page 18 of this Guide), in which you are observed working and teaching in a school setting by two other teaching professionals. During this time, the teachers observing you will offer feedback—through written evaluation and individual meetings—and help you complete paperwork in which you reflect on and evaluate your performance in a teaching environment using the Preservice Performance Assessment for Initial License.

Each program area requires a minimum number of Practicum hours. The Practicum can take as little as four months to complete, but it may extend longer. There is no deadline by which to complete the Practicum; however, all of your Practicum materials must be submitted to HEC in order to complete your Program requirements and receive your license.

Most Practicum candidates may use their current work site—as a teacher or paraprofessional—to meet the requirements of the Practicum. This has the benefit of your being able to continue working while completing your Practicum. If you are not currently employed in a school, HEC will work with you to arrange to have a school and a teacher or administrator at a school work with you as you go through your Practicum.

Neither graduate credits nor PDPs are available for the Practicum.

Practicum Eligibility

Everyone enrolled in a Licensure Program must complete a Practicum before they can obtain an Initial License. Before you can begin your Practicum, you must have:

- completed at least four courses satisfactorily;
- submitted all materials required for your licensure program enrollment application;
- all your payments up-to-date; and
- completed and passed required MTEL tests.

For Fee-Based Enrollees, the Practicum fee is included in the Licensure Program fee, which you pay in accordance with your Commitment Form. For TLLT Grant Enrollees, the fee for the Practicum is included in their tuition-free program.

For those seeking Additional License(s), the cost of the Practicum is \$1,800.

Practicum Participants

As a Practicum participant, you will work with and be observed by two other professional teachers—the Supervising Practitioner and the Program Supervisor. Their responsibilities are briefly described below.

Supervising Practitioner: The Supervising Practitioner is another teacher or administrator whom you select from your school to observe you and work with you during your Practicum. Your Supervising Practitioner must have the same license and grade level as the one you are seeking. If this is not possible, HEC will assist you in finding a suitable Supervising Practitioner.

The Supervising Practitioner will work more extensively with you than the Program Supervisor, observe you at least three times during your Practicum, maintain weekly contact, and assist you in completing the Practicum paperwork.

Program Supervisor: The Program Supervisor is a teacher or administrator assigned by HEC Licensure to work with you during your Practicum, who generally oversees the work you do with your Supervising Practitioner. While the Program Supervisor will not play as extensive a role in your experience as your Supervising Practitioner, s/he will arrange and attend all Three-Way meetings, explain how to complete the Practicum paperwork, observe and evaluate your work, give the final approval of your Practicum work, and generally serve as the conduit between the participant and the Licensure program.

Practicum Duration Requirements

The duration of your Practicum varies according to the Licensure Program.

Program Name	Required Practicum Hours
Administration	300 hours
Reading Specialist	150 hours
Teacher of Students with Moderate Disabilities (Pre-K–8)	300 hours total, logged one of two ways: <ul style="list-style-type: none">• 300 hours, all in an inclusive general education setting; or• 75 hours in an inclusive general education setting plus 225 hours in a separate or substantially separate setting for students with moderate disabilities
Teacher of Students with Moderate Disabilities (5-12)	150 hours total, logged one of two ways: <ul style="list-style-type: none">• 150 hours, all in an inclusive general education setting; or• 75 hours in an inclusive general education setting plus 75 hours in a separate or substantially separate setting for students with moderate disabilities
Teacher of Mathematics (5-8)	150 hours
Teacher of Middle School Math/Science and other Middle School and High School Math and Science Programs	150 hours
Teacher of English as a Second Language	
Additional License	150 hours

Completing and Submitting Your Practicum Paperwork

As you progress in your Practicum, you will document your teaching experiences—and your reflections on those experiences—on several different forms. These forms attempt to create a portrait of who you are as a teacher through a variety of angles: Self-reflection, holistic observation, and evaluation from your Supervising Practitioner and Program Supervisor, and through more formal teaching standards set by the Massachusetts Department of Elementary and Secondary Education.

You should always make a copy of your Practicum work for your records. When you submit your Practicum work to HEC Licensure, please assemble all your materials in a 1- or 2-inch three-ring binder. This binder will not be returned; it will be kept on file with HEC. In the future, we expect these materials to be submitted to HEC in an electronic format.

Program Withdrawal or Dismissal

If you choose to withdraw from a licensure program, you must submit a Withdrawal Notice to the Director of Licensure at HEC explaining your intentions. There may be financial implications, as outlined in the Commitment Form that you signed. The form is available on HEC Licensure's website.

Hampshire Educational Collaborative reserves the right to dismiss a participant from the Licensure Program for academic or non-academic reasons including, but not limited to excessive absenteeism, repeated course failures, plagiarism, or indications of an unsatisfactory disposition for teaching. A dismissed participant will be responsible for all fees, including courses or practica undertaken, whether successfully completed or not."

If you decide at a later date to participate in a licensure program, you will need to re-apply as a new applicant.

Communicating with HEC

Change of Contact and Employment Information

Advise HEC whenever you have a change of name, address, phone number, e-mail address, or employment information. Failure to do so may result in delays in mailing and in your not being informed of last-minute changes or cancellations in a course schedule. **TTLT grant participants have an obligation, under federal guidelines, to keep HEC informed of contact and employment changes. TTLT grant participants are required to complete and return the employment status update form annually, regardless of whether there has been any change in employment or contact details. (Please see application packet for exact wording.) Failure to do so will have significant implications for participants.**

MTEL Test Scores

Enrollment in or progress through a licensure program is dependent in part on achieving passing scores for MTEL tests. Please note that the National Evaluation Systems (NES—the testing company) does not send any of your MTEL transcripts to HEC. **You need to personally send copies of your test results to HEC.**

HEC Licensure Staff

If you have specific questions that are not addressed in this Guide, contact the HEC Licensure staff:

General Information about Licensure; Advisement:

Penny Rhodes	Ext. 135	prhodes@collaborative.org
Len Lubinsky	Ext. 167	llubinsky@collaborative.org

Course Registration/Payments:

Ann Paquette	Ext. 140	apaquette@collaborative.org
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Enrollment/Endorsement, TTLT Grant, Transcripts:

Shirley Dorai	Ext. 143	sdorai@collaborative.org
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Graduate Credit/Requests for Masters or CAGS applications:

Beverly Streeter	Ext. 145	bstreeter@collaborative.org
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Practicum:

Rick Last	Ext. 173	practicum@collaborative.org
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Program Support:

Helen Dunn	Ext. 176	hdunn@collaborative.org
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Moodle:

David Greenberg		dgreenberg@collaborative.org
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