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|  | ***Massachusetts Department of Elementary and Secondary Education*** | |
| Office of Educator Licensure | (781) 338-6600 |
| 135 Santilli Highway, Everett, MA 02149 | TTY: N.E.T. Relay (800) 439-2370 |

**Course Substitution for Professional Vocational Technical Teacher License**

One of the requirements for Vocational Technical Educators to advance a Preliminary Vocational Educator teacher license to the Professional type is the completion of six professional education college courses approved by the Department of Elementary and Secondary Education for a total of 18 college credits. These courses cover a range of objectives and a complete list of the Course Objectives that each course covers may be found in the Chapter 74 Guide for Professional Vocational Technical Teacher Licensure at: <https://www.doe.mass.edu/licensure/voctech/chapter-74-guide-professional-licensure.docx>

If an educator feels that they have covered all of the objectives listed for one or more of these professional education courses in other coursework completed for college credit, they may apply for a course substitution. This process allows the Office of Educator Licensure to accept other coursework completed for college credit in lieu of a professional education course(s). In order for a course substitution to be approved **all objectives within a vocational professional education course must be covered**. Coverage of the objectives may be satisfied through multiple courses and in such cases the applicant must provide the appropriate documentation for all applicable courses.

**To apply for course substitution, educators should:**

1. Apply for the Professional teacher license;
2. Have official college transcripts on file for all completed coursework to be considered;
3. Submit a completed Professional Vocational Educator License Course Substitution Form found on the next page of this document;
4. Submit a letter from the college/university for the coursework you wish to have considered for substitution stating the specific course objectives that were covered in the coursework completed at their institution. This letter must be on official college/university letterhead and be signed by the course instructor, appropriate department head, registrar, dean, or president. A template for this letter may be found on the third page of this document. You may also submit a copy of the official catalog course description for the coursework if the description specifically states which course objectives are covered in the course.

It is possible that additional documentation may be required (such as updated letters from the course provider) and in such cases applicants only need to submit the additional documentation requested. You will be notified as to the results of your request for course substitution after a review has been completed.

*Please note that the course substitution process is only available for the six professional education courses approved by the Department. Educators may not apply for a course substitution for the required 18 academic credits in English, math and science.*

**Please note:** This document can be uploaded directly into your ELAR account.

For directions, please visit How to Use the ELAR Portal webpage at: <https://www.doe.mass.edu/licensure/elar/default.html>.

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**Vocational Course Substitution Request Form**

Applicant’s name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*First Last*

MA Educator License # or MEPID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the table provided below, please state the number and title of the course(s) you wish to substitute for the corresponding approved professional education course along with the name of the college/university where you completed the course. Course Objectives that each course covers may be found in the Chapter 74 Guide for Professional Vocational Technical Teacher Licensure at: <https://www.doe.mass.edu/licensure/voctech/chapter-74-guide-professional-licensure.docx>

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| **Approved professional education course:** | **Other completed course(s) to be substituted:** |
| Seminar for the Beginning Vocational Technical Education Teacher | *For example: EDU101 The Fundamentals of Teaching, Arizona State University* |
| Developing and Implementing a Standards-based Curriculum in Vocational Technical Education |  |
| Addressing the Needs of Students with Disabilities in Vocational Technical Education |  |
| Teaching Methods for Vocational Technical Education - Instructional Strategies |  |
| Teaching Methods for Vocational Technical Education – Research-based Practices to Develop Effective Instructional Strategies |  |
| Teaching Methods for Vocational Technical Education – Educating and Assessing the Vocational Technical Education Learner |  |

Attached to this form, please find the evidence I have provided verifying the professional education course objectives that were covered through the other completed course(s) to be substituted as noted above. I understand that it is my responsibility to provide both this and any additional evidence required for substitution purposes.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *m/dd/yy*

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**Template: Coverage of Course Objectives in Required Vocational Education Coursework**

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| **Purpose: The below sample letter template is intended to assist those who are seeking to substitute one or more of the required professional education coursework for the Professional Vocational Teacher license. Educators should use this template in conjecture objectives listed in the *Chapter 74 Guide for Professional Vocational Technical Teacher Licensure.***  *The letter should be printed on official university letterhead, include all information contained in the template and be signed by the course instructor, licensure officer, appropriate department chair, program director, assistant dean, dean, registrar, provost, vice-president, president, or chancellor. A university may only verify coursework that they themselves have provided.* |

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| SAMPLE COURSE OBJECTIVES COVERAGE LETTER TEMPLATE  *Please insert all information noted in the brackets below.*  [Date]  To Vocational Licensure:  I [letter writer]can attest that the course [completed course title] taken at [college/university]covered the following course objectives:   * [insert vocational professional objectives covered in the coursework]   Sincerely,  [Provider’s printed name]  [Provider’s signature]  [Provider’s title]  [Provider’s telephone number or email address] |