



Office of Educator Preparation
and Licensure

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EDUCATOR PREPARATION HANDBOOK

Revised July 2023

SPRINGFIELD COLLEGE EDUCATOR PREPARATION HANDBOOK



Office of Educator Preparation & Licensure

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Educator Preparation & Licensure

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Note: To access the Educator Preparation web page, go to www.springfield.edu
Academics, Educator Preparation & Licensure OR go to PrideNet, Academics, Educator
Preparation & Licensure

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SECTION I

SPRINGFIELD COLLEGE EDUCATOR PREPARATION PROGRAMS

WELCOME TO SPRINGFIELD COLLEGE!

Springfield College offers numerous educator preparation programs. At the undergraduate level we have teacher preparation programs in physical education, health/family & consumer sciences, elementary, special education (leading to teacher of students with moderate disabilities license), early childhood, biology, English, history, mathematics, and visual art. At the graduate level we offer a variety of teaching licenses (see list of programs offered), school counselor and school adjustment counselor. Over the years we have prepared hundreds of quality educators, and we are excited to have you as an aspiring future educator!

The staff in the Office of Educator Preparation and Licensure serves all students pursuing educator licensure (certification). Whether seeking a teaching or counseling license, as an undergraduate or graduate student, the Educator Preparation Office is here to support you in successfully obtaining your educator license. You can reach us via email, phone call or in person. Our office is located in Room 209 of the Administration Building. We look forward to meeting and working with you.

The purpose of this handbook is to provide you with essential information about our educator preparation programs. Please carefully read this handbook and refer to it throughout your Springfield College career. It includes links to many resources to help answer frequently asked questions and will serve as a guide as you pursue your license.

The contents of this handbook include a comprehensive listing of all the educator preparation programs offered at Springfield College, where to go to get more program-specific information, and our policies and procedures.

If you have any questions, please do not hesitate to call the Educator Preparation Office at 413-748-3155. Best wishes and good luck as you pursue a career as an educator.

Sincerely,
The Educator Preparation and Licensure Office Team

SPRINGFIELD COLLEGE Educator Preparation Programs CONTACT LIST

General Information

Educator licensure in MA and other states, Massachusetts Tests for Educator Licensure (MTEL), other state teacher tests, educator preparation programs offered, admission process, policies and procedures, practicum placements.

Contact the Office of Educator Preparation and Licensure, 209 Administration Building:

Valerie Annear, Director	vannear@springfieldcollege.edu	748-3155
Eneida Gonzalez, Assistant Director	egonzalez@springfieldcollege.edu	
Brenda deLiefde, Administrative Coordinator	bdeliefd@springfieldcollege.edu	
<u>Program Specific Information</u>		

Physical Education and/or Health, Family and Consumer Sciences

Contact the Department of Physical Education and Health Education, PEPSL/Wellness Center:

Dr. Michelle Moosbrugger, Chair	mmoosbrugger@springfieldcollege.edu	748-3486
Dr. Kathy Mangano, Graduate Coordinator	kmangano@springfieldcollege.edu	748-3147
Nicole Wassell, PEHE Liaison to Educator Prep	nwassell@springfieldcollege.edu	748-3152
Administrative Associate		748-3385

Elementary Education, Early Childhood Education, Secondary Education (e.g., Biology, English, History, Mathematics, Visual Art), Special Education (leading to Teacher of Students with Moderate Disabilities license)

Contact the Education Department, Third Floor, Blake Hall:

Dr. Stephanie Logan, Chair	slogan2@springfieldcollege.edu	748-3356
Dr. Eileen Cyr, Graduate Coordinator	ecyr@springfieldcollege.edu	748-3312
Dr. Daniel Zukergood, Secondary Education	dzukergo@springfieldcollege.edu	748-3354
Dr. Hyun Uk Kim, Special Education	hkim2@springfieldcollege.edu	748-3295
Dr. Mark McCarthy, Literacy Specialist	mmcarthy9@springfieldcollege.edu	748-3295
Dr. Emily Lyons, STEM Specialist	elyons3@springfieldcollege.edu	748-3295
Valerie Sullivan, Administrative Associate		748-3295

School (Guidance) & School Adjustment Counseling

Contact the Counseling Department, Third Floor, Locklin Hall:

Dr. Allison Cumming-McCann, Chair, Program Director	acumming@springfieldcollege.edu	748-3025
Kelley Paige, M.Ed., Instructor, School Counseling	kpaige@springfieldcollege.edu	748-3589
Shelly Gosselin, Administrative Associate		748-3375

Other Services**Registrar**

For information regarding registration, transcripts or transferring credits contact:

Marshall Bradway, Registrar mbradway@springfieldcollege.edu 748-3151

Career Services

For information regarding career counseling, designing a resume or finding a job contact:

Laurie Wrona lwrona@springfieldcollege.edu 748-3222

Provost & Vice President for Academic Affairs

Dr. Mary Ann Coughlin 748-3959

School of Arts and Sciences

Dr. Rachel Rubinstein, Dean 748-3713

School of Physical Education, Performance & Sport Leadership

Dr. M. Susan Guyer, Dean 748-3385

School of Social Work & Behavioral Sciences

Dr. Wesley Church, Dean 748-3065

OVERVIEW OF PROGRAMS

Overview

Founded in 1885, Springfield College (SC) is a private, coeducational institution, offering both undergraduate and graduate programs. SC was founded in large part to train physical activity leaders for the YMCA and has a long history of preparing teachers and leaders, locally, nationally, and internationally. Our graduates are well-trained and highly sought after by area school districts.

All programs integrate subject matter knowledge (SMK) coursework, professional standards for teachers (PST) coursework, and substantial field-based experiences (FBEs) in urban and suburban school settings. The scope/length of these experiences is clearly one of our strengths as FBEs begin in the first semester. In addition, many of our students take advantage of opportunities for community service, including after-school tutoring, art and outdoor adventure programs, and recreation/sports programs for school-aged children.

Mission

The Springfield College Educator Preparation Office is committed to collaboratively developing highly-skilled, culturally responsive educators who inspire and challenge all students, especially those who have historically been marginalized, to succeed in school and beyond. We support the development of educators who have extensive content knowledge, sustain culturally affirming learning environments, and engage in reflective practices that inform their teaching. The Educator Preparation mission aligns with the college's mission to educate students in spirit, mind, and body for leadership in service to others.

Distinctions

The Springfield College curriculum and faculty are especially well suited to prepare tomorrow's educators because they are attuned to the realities of today's classrooms and schools. Our strong partnerships with local schools have enabled our faculty and the teachers in the schools to engage in two-way professional development. We have been able to align our curriculum with that of the schools, embedding the Massachusetts Curriculum Frameworks throughout the college curriculum. Local public and private school teachers and college faculty have worked collaboratively on ways to improve the practicum experiences for our students, as well as further develop program-specific guidelines for performance assessment.

All the educator preparation programs integrate coursework in a specific content area with education methods coursework and substantial field-based experiences in local urban and suburban school settings. Throughout their course of study, students are welcomed into local schools, where they test and hone their skills by observing, tutoring, and teaching with the guidance and supervision of highly skilled professionals. The scope and length of these experiences are what make our teacher education graduates successful in the classroom starting from day 1 of their careers as educators. In addition, many of our students take advantage of opportunities for community service. These experiences include after-school tutoring, summer student leadership program, college readiness intensive, art and outdoor adventure programs, and recreation and sports programs for school-aged children.

Springfield College educator preparation programs are fortunate to have received federal, state, and private

grants over the years. These grants have helped support our educator preparation programs as a whole and enabled us to establish some innovative programs. They have enhanced our ability to:

1. Prepare quality educators who implement best practices in the field of education, support teachers to be able to implement culturally sustaining pedagogy and to meet the needs of historically marginalized students.

2. Prepare educators who are committed to serving their community.
3. Collaborate with local school district partners to diversify the teaching force.
4. Prepare career changers to be teachers.
5. Nurture and prepare teachers as leaders.

Historically, our graduates have been employed in significant numbers and are well respected. Our Alumni Office has data that supports significant numbers of Springfield College graduates (from all classes) serving as teachers, coaches and administrators in the greater Springfield area. Five-year aggregated data collected by our Institutional Research Team the summer of 2023 show that 72% of our undergraduates are employed in their field and another 28% go on to graduate school*.

Our graduates from physical education, and the graduate secondary education, special education and school counseling program are highly sought after by area school districts. Over the years our physical education graduates have distinguished themselves as educators, locally, nationally, and internationally.

Education reform is supported by Springfield College. The College has always had minimum standards in place for its educator preparation students. These standards have increased over the years and include: minimum grade point averages, minimum grades in prerequisite core courses, grades of “B” or better in pre-practicum (early fieldwork courses), and passing scores on selected Massachusetts Tests for Educator Licensure (MTEL).

Springfield College takes pride in the professional preparation of our future teachers and counselors. Over the years we have worked hard to maintain programs that are in concert with our mission, the standards set forth by the Massachusetts Department of Elementary and Secondary Education, and standards articulated by national teacher education organizations (e.g., American Association of Colleges of Teacher Education, Council for the Accreditation of Educator Preparation, Interstate New Teacher Assessment and Support Consortium) and national content specific organizations (e.g., National Association for Sport and Physical Education, National Council of Teachers of Mathematics, National Association for the Education of Young Children, National Board of Certified Counselors).

Program Descriptions

Detailed program descriptions can be found in the Springfield College catalog. Please refer to the catalogs for information on the specific course of study that you are required to follow in order to complete an educator licensure program.

All our undergraduate programs are comprised of general education requirements, a liberal arts or science major or a major appropriate for the teaching field, and professional preparation (pedagogy) coursework including extensive field-based experiences.

Once admitted to Springfield College, undergraduate students seeking teacher licensure begin to follow a course of study that puts them on track **to apply for admission to a specific teacher preparation program at the end of their sophomore year (or the equivalent for transfer students)**. Graduate students are admitted to Springfield College into an educator licensure program. The admission requirements for undergraduate students are found in Section II and graduate student application requirement and process is found in Section III of this handbook, as well as in the college catalog.

****This data excludes students with no alumni information available***

Prior to being placed for a full semester practicum, all educator preparation students are required to maintain the requirements for admission, demonstrate their content knowledge through coursework and tests, and demonstrate their potential to teach or counsel through pre-practicum experiences. The practicum application process can be found in the Practicum Handbook, linked in Section V of this handbook.

To successfully complete an educator licensure program and be endorsed by Springfield College, all undergraduate and graduate students must complete all program requirements. This includes the successful completion of all required coursework including the practicum, and being able to demonstrate, through systematic performance assessment, competence in the content knowledge and professional standards set forth in the Massachusetts Department of Elementary and Secondary Education (DESE) Educator Licensure regulations for a particular license (teaching or counseling).

Springfield College follows the DESE continuous improvement cycle specified in the [DESE Guidelines for Program Approval](#). *(This link is the current proposed draft guidelines and will be updated once they reach final approval)*. Each department will 'Conduct an annual evaluation, identify areas for improvement, set annual goals, develop an action plan, execute action plan, collect data – make improvements as needed.' At the end of each academic year departments submit to the appropriate Dean an annual report that follows the continuous improvement cycle detailed above. This is part of the regular Springfield College internal program review and outcomes assessment process.

PROGRAMS OFFERED

All our programs are Massachusetts state approved.

Elementary	1-6	initial	undergraduate/graduate
Early Childhood	PreK-2	initial	undergraduate/graduate
Special Education	PreK-8; 5-12	initial	undergraduate PK-8 only/graduate
(Leading to Teacher of Students with Moderate Disabilities license)			
Physical Education	PreK-8; 5-12	initial	undergraduate/graduate
Physical Education	PreK-8; 5-12	professional	graduate
Health/Family and Consumer Sciences	All	initial	undergraduate
Secondary Education:		initial	undergraduate

Biology (8-12), English (5-8, 8-12),
History (5-8, 8-12), Mathematics (5-8, 8-12),
Visual Art (PreK-8; 5-12)

Secondary Education (Variety of Fields):

Biology (8-12), Chemistry (8-12),
Earth & Space Science (8-12), English (5-8, 8-12),
General Science (5-8), History (5-8, 8-12),
Mathematics (5-8, 8-12), Middle School
Humanities (5-8), Middle School Mathematics/
Science (5-8), Physics (8-12)

initial

graduate

School Counselor (Guidance)	PreK-8, 5-12	initial	graduate
School Social Worker/ School Adjustment Counselor	All	initial	graduate

SECTION II

SPRINGFIELD COLLEGE EDUCATOR PREPARATION PROGRAMS STANDARDS & REQUIREMENTS

All of the Springfield College educator preparation programs have undergone a rigorous review process and have been recognized by the Commonwealth of Massachusetts as approved programs. In order to ensure the quality of our graduates we have numerous standards in place. These include requirements for admission, standards for practicum placement and exit requirements. All students must:

1. Successfully complete required license specific content and professional preparation coursework;
2. Maintain minimum grade point averages;
3. Pass all required Massachusetts Tests for Educator Licensure (MTEL);
4. Successfully complete all required fieldwork [NOTE: Passing both sections of MTEL Communication & Literacy (reading & writing) is required **BEFORE you can register for your final pre-practicum**, typically spring of your junior year]. The Educator Preparation & Licensure Office recommends that students take the Communication & Literacy MTEs by the end of the first semester Sophomore year.
5. Pass [Gateway Tasks I & II](#);
6. Adhere to Professional Dispositions/Standards;
7. Earn the recommendation of the department chair or program director;
8. Demonstrate, through a performance assessment, professional standards/competencies for the license sought.

Professional Dispositions/Standards for Educator Preparation Program Students

- The Professional Dispositions/Standards outline the minimum expectations of academic and professional behavior for students admitted into the Educator Preparation Program. **It is important to review and understand these expectations.**
 - When the expectations outlined in the Dispositions are not met during coursework and/or early field-based experiences (pre-practicum) an [Intervention Warning](#) is developed by the Department Chair and/or faculty member.
 - When the expectations outlined in the Dispositions are not met during practicum (or SPCO 599 – Fieldwork in an Educational Setting) the [Intervention Warning Improvement & Support Plan](#) is developed by the Director of Educator Preparation (in consultation with the Department Chair) and the Program Supervisor.

Requirements for Admission to Undergraduate Teacher Preparation Programs




Springfield College undergraduate students must meet the following requirements in order to become an official candidate for licensure and get formally admitted to a specific teacher preparation program prior to the start of the student's junior year or the equivalent for transfer students.

1. Follow the appropriate course of study based on the field the student is interested in teaching. This includes majoring in an acceptable major for that licensure area and taking the required teacher preparation courses. This enables the student to fulfill the prerequisites needed to gain admission to a teacher preparation program.
2. Complete or be in the process of completing all prerequisites identified for the specific program.
3. Earn a minimum 2.750 (3.250 PEHF) cumulative grade point average for all designated licensure courses. This includes all subject matter knowledge coursework as well as teacher preparation professional coursework. Earn a minimum 2.500 (3.000 PEHF) cumulative grade point average and minimum grades specified for designated courses. [Note: In all programs except physical education and health, the grade point average for the student's major is calculated separately from the grade point average for professional preparation courses.]
4. You can find specific lists of "Prerequisites and Program Requirements" for each licensure program by visiting the Undergraduate Admissions to Teacher Preparation page. Here you will find downloadable workbooks that outline each licensure program's prerequisites and program requirements. ***For directions on how to easily find this page please watch this quick [video tutorial](#).***
5. Demonstrate the personal characteristics/professional behaviors needed to become a quality teacher (i.e., responsible, dependable, hardworking, professional, committed to providing all students with high-quality learning experiences, commitment to implementing culturally relevant and responsive pedagogy, etc.).
6. Be recommended for admission into a teacher licensure program by the Education Department or the Physical Education and Health Education Department. Students in secondary education also need to get approval from their major department chair (ARTS, BIOL, ENGL, HIST, MATH).
7. A passing score on the Communication and Literacy Skills (Com/Lit) Tests, both the reading and writing subtests, of the Massachusetts Tests for Educator Licensure (MTEL) is required in order to be admitted to the teacher preparation program and for students to complete their final pre-practicum requirement.

Note: *Students who have been admitted to a teacher preparation program must maintain all admission requirements, including maintaining the minimum cumulative GPAs, to successfully complete the program. In all programs except physical education and health, the grade point average for subject matter knowledge courses (e.g., English, history, science, math courses) is calculated separately from the grade point average for professional preparation courses (e.g., development, methods, assessment courses).*

Directions for Undergraduate Teacher Preparation Program Admissions Application

Once admission requirements 1-7 (previous page) have been met, the student must do the following:

1. Go into "PrideNET" then click on "My Profile."
 - a. Print a copy of your unofficial transcript. Then
 - b. Choose the "Academics" tab,  "Educator Preparation & Licensure" 
Admission to Teacher Preparation  Undergraduate Admissions to Teacher Preparation" and download the Undergraduate Admissions to Teacher Preparation Application and the correct Prerequisites/Program Requirement Worksheet for your program (see video linked on previous page on how to access the worksheets).
2. Fill out the top portion of the application for admission and print. Electronic signatures are acceptable.
3. Electronically enter your grades, earned credits and quality points into the program worksheet. Your GPA will automatically be calculated. Print out the completed worksheet.
4. Attach your unofficial transcript and completed program worksheet to the admission application.
5. Bring the application with attached documents to the appropriate department(s) for recommendation(s)/ signature(s).
6. The EDUC or PEHE department chair will submit completed applications to the Office of Educator Preparation & Licensure.

The Director of Educator Preparation & Licensure will review the completed application and notify the candidate of the admission decision. If a student wishes to appeal this decision, a written appeal must be submitted to the Educator Preparation Council.

Once a student is formally admitted into the Springfield College Teacher Preparation Program, they will be enrolled as an official candidate for licensure with the Massachusetts Department of Elementary and Secondary Education.

FREQUENTLY ASKED QUESTIONS

Who do I contact if I have questions about my licensure program or my major?

Many of your questions can be answered by your advisor. See the contact list located at the beginning of this handbook for a list of program directors and department chairs. When in doubt contact the Office of Educator Preparation and Licensure (413-748-3155).

Who is my academic advisor? When will I find out this information?

In some cases, you will have two academic advisors. For example, undergraduate students in secondary education (biology, English, history, mathematics, and visual art) have one advisor in the education department and another in the content department (e.g., biology, mathematics). Your academic advisor(s) will be assigned prior to the start of your first semester of enrollment.

What if I want to change advisors?

Select a new advisor and make sure the individual is willing to advise you. Then, fill out a change of advisor form (available in the registrar's office) and submit it to the registrar's office. Finally, notify your original advisor of the switch. Your advisement file will then be transferred to your new advisor.

I'm a transfer student. How do I know which courses I can substitute or waive for my program at Springfield College?

When you transferred to Springfield College your transcript was reviewed by the Academic Advising Office, the Director of Educator Preparation and selected department chairs as appropriate. Transfer coursework that is equivalent to SC coursework is noted on your degree audit. Additionally, coursework that was not deemed equivalent may, in some situations, be used to substitute for an SC course. Check with your academic advisor or the Director of Educator Preparation if you have questions about your transfer coursework.

What is the process for requesting a waiver?

Students will submit the waiver form and documentation (if needed) to the academic advisor associated with their educator preparation program. [Students with two advisors may submit the waiver form to either advisor.] Your advisor will forward the waiver to the appropriate individuals. Once the waiver has all signatures it is submitted directly to the Registrar's Office.

Where can I get a waiver form?

SC Course Substitution or Waiver Request forms can be found linked in this document (see Section III) or your advisor can provide you with the form. Be sure to consult with your advisor to complete the forms.

How will I know whether or not the waiver was approved?

The Registrar's Office sends an email to the student, advisor(s), department chair(s), Director of Educator Preparation and School Dean verifying that the request was approved and inputs the substitution/waiver into the student's degree audit.

When should I (undergraduate students only) apply for admission into a specific teacher preparation program?

Undergraduate students can apply at the end of their sophomore year or at the beginning of their junior year.

When do I (graduate students only) get admitted to a specific educator preparation program?

Graduate students are admitted to the Educator Preparation program when they get admitted to the Springfield College graduate school. **Is there anything I need to do?** Yes, all graduate students must fill out the Graduate Educator Preparation Registration Form during the first semester they are enrolled.

What if I don't meet the admissions requirements?

You should see your advisor first and department chair next to determine a plan of action.

SECTION III

Springfield College Educator Preparation Policies and Procedures

Below you will find links to current Ed Prep Policies and Procedures.

- [Internal Transfer Policy](#)
- [Gateway Tasks Requirement & Procedure](#)
- [Program Component/Course Waiver Policies](#)
 - Includes the waiver/substitution request process and the transfer student course substitution policy
 - UG Course Substitution/Waiver Form
 - GR Substitution/Waiver Form
- [Supervising Practitioner Waiver Policy](#)
 - Includes a link to the waiver form
- [Practicum Policies](#)
 - [Practicum Placement Policy/Procedures for Undergraduate Teaching Candidates](#)
 - [Ed Prep Program Requirements for Graduate Students](#)
- [Graduate Transcript Review System](#)
- [Advisement Protocol & Content of Student Files](#)

SECTION IV

MASSACHUSETTS TESTS FOR EDUCATOR LICENSURE (MTEL)

Protocol for Communications & Literacy (Com/Lit) MTEL

(adopted 5/2014; revised 8/2015, 7/2023)

Throughout their college experience at Springfield College, students seeking acceptance into the Educator Preparation Program will receive on-going communications from the Office of Educator Preparation & Licensure to support them in successfully meeting all MTEL requirements for acceptance to the program. In addition, the Ed Prep Office will also send faculty (who have Ed Prep Candidates as advisees) regular MTEL advising tips via a monthly email communication. Below you will find the expected timeline for taking and passing the required Communication and Literacy (Com/Lit) MTEL.

First-year students

- During your second semester of your first year, you should begin to prepare to take the Com/Lit MTEL. You are highly encouraged to take and pass the ***com/lit MTEL prior to the start of your sophomore year.***
- We recommend that you take each subtest (reading subtest and writing subtest) during separate test sessions. Test sessions are 4 hours in length and we have found students have more success concentrating on only one subtest at a time. Both subtests must be passed in order to successfully meet the Com/Lit MTEL requirement.
- Refer to the next page for information on MTEL support offered by Springfield College.

Sophomores

- If a sophomore has passed both sections of Com/Lit (reading & writing) prior to the end of the Fall semester they are making satisfactory progress toward admission as an official candidate. 😊 😊
- Sophomores ***must retake the MTEL prior to the start of the Spring Semester if they haven't passed Com/Lit by this time.*** If they have still not passed it by this date, they **MUST, by December 1, send proof of registration to retake the test to the Director of Ed Prep.**
- **If proof of Com/Lit registration is not received in the Ed Prep Office by December 1, then the student must attend a mandatory meeting with the Director of Educator Preparation.** The student will be asked to register for the SPCO 201- MTEL Preparation .5 credit course and contact the MTEL Coordinator to develop a test preparation plan (which may include direct tutoring). ***If these actions are not completed, then the student may be administratively withdrawn from the teacher preparation program.***
- If a student is withdrawn from the Educator Prep program and still wants to pursue teaching, **the student CAN be readmitted** once they PASS the Com/Lit MTEL.

NOTE: Both sections of Com/Lit must be passed BEFORE a student can do their final pre-practicum.

MTEL Test Registration and Administration Information

Computer-based testing is available year-round, by appointment, Monday through Saturday (excluding holidays), on a first-come, first served basis at numerous test sites nationwide.

Go to www.pearsonvue.com/mtel to check seat availability.

Communications & Literacy (Com/Lit) MTEL purpose: The MTEL tests are designed to measure candidates' ability to read with comprehension and write with clarity as well as to measure the breadth and depth of candidates' knowledge in specific subject fields.

Registration: Registration is a two-step process and is only available through the [MTEL website](#):

- Please plan to register as early as possible before your chosen test window.
- You can register for one or both Com/Lit subtests. All subtests you register for will be administered in one four-hour test session. Therefore, it is highly recommended that you complete one subtest at a time.
- Once registered, you are not able to change the subtest selected for that test session.
- You must wait 45 days before retaking the same test (retests are only necessary if you did not meet the minimum required score).

Test Administration: Most tests consist of multiple-choice items and open-response items that typically require responses in essay or problem-solving form.

Communications and Literacy Skills (Com/Lit) Testing Options

DESE has expanded the testing options for Com/Lit (listed below). It is recommended that you review each of the five options and determine what will work best for you.

- [Communication and Literacy Skills \(01\)](#)
- [CASA](#)
 - Reading subtest (801)
 - Writing subtest (803)
- [Essential Academic Skills Subtests I and II](#)
 - Subtest I (NT001)
 - Subtest II (NT002)
- [MoGEA](#)
 - Reading Comprehension and Interpretation subtest (866)
 - Writing subtest (867)
- [WEST-B®](#)
 - Reading subtest (895)
 - Writing subtest (896)

Additional MTEL test information including: testing format, time, test dates, fees and tutorial materials can be found at this [link](#)

SPRINGFIELD COLLEGE MTEL SUPPORTS AND RESOURCES

Springfield College MTEL Coordinator -Amanda Coddling (acoddling@springfieldcollege.edu)

The MTEL Coordinator is a part-time adjunct faculty member who provides the following supports to students:

- Study resources
- Coordinates tutoring for students (may also provide tutoring directly)
- Facilitates the MTEL Orientation Sessions and teaches the SPCO 201 MTEL Com/Lit Prep course
- Meets individually with students to design study plans and other individualized student supports
- Collaborates with departments to maintain up-to-date MTEL Brightspace classrooms available to students

MTEL Communication & Literacy Skills Tests (reading & writing) Review Sessions

Springfield College offers orientation sessions and a .5 credit test review course in preparation for the Communication & Literacy Test. See below for brief descriptions.

MTEL 3-hour Orientation Sessions (for 1st time test takers)

- Designed to give students an overview of the reading and writing tests
- Register by calling the Office of Educator Preparation & Licensure (413-748-3155)

MTEL test prep course SPCO 201: Building Communication & Literacy Skills 0.5 s.h. credit

- Designed to help students prepare for the reading and/or writing tests
- Comprehensive test prep course (over 10 hours)
- Individual needs will be assessed and addressed
- Register through the regular registration process

For more information on the review sessions for the MTEL Communication and Literacy Test, call the Office of Educator Preparation & Licensure, (413) 748-3155

FREQUENTLY ASKED QUESTIONS

I heard there are multiple tests, how many will I have to take? All candidates for initial educator licensure in Massachusetts must pass a test of Communication & Literacy skills. Individuals seeking a teaching license must also pass a subject test. In addition to this, candidates for early childhood, elementary and special education are required to pass a second subject test, the Foundations of Reading test.

When and where do I take the MTEL exams? Computer-based testing is available year-round, by appointment, Monday through Saturday (excluding holidays), on a first-come, first served basis at numerous test sites nationwide.

Are all MTEs Computer-Based Tests (CBT)? Yes.

How much will it cost to take each test?

Communication and Literacy Skills both subtests together	\$112
Communication & Literacy Skills reading subtest	\$76
Communication and Literacy Skills writing subtest	\$85
General Curriculum both subtests together	\$139
General Curriculum multi-subject subtest	\$94
General Curriculum mathematics subtest	\$94
Subject matter tests	\$139
Sheltered English Immersion test	\$166

Springfield College does offer test fee vouchers based on need. Please refer to the MTEL Test-Fee Voucher Request [linked here](#).

What is the process if I need testing accommodations? When a student is actively supported through **Learning Support Services within the Academic Success Center** at Springfield College, the student can request accommodations from Pearson when taking an MTEL exam.

Pearson MTEL Testing Accommodation Process:

- 1) Register for the Test- you will need your Candidate ID# for the paperwork for accommodations
- 2) Review MTEs Accommodation Process
 - a) https://www.mtel.nesinc.com/TestView.aspx?f=MACBT_RequestingAlternativeTestingArrangements.html&t=MA007
- 3) If you are requesting one of the accommodations listed below, AND you are currently registered with the Academic Success Center's Disability & Accessibility Services (DAS) skip to step 5.
 - a) 50% Extra time (time and one half)
 - b) Sign language interpreter (for communication with test center staff in a computer-based test center only)
 - c) Screen magnification software (allowing for magnification greater than 200%)
 - d) Braille test format (for computer-based delivery in a test center only)
- 4) If you are requesting an accommodation **NOT** listed above, OR you are not currently registered with DAS, you must submit original disability documentation directly to Pearson. If you need help with this process, please reach out to the ASC's Disability & Accessibility Services (ascdas@springfieldcollege.edu)

- 5) The Academic Success Center's DAS can provide an Institutional Verification in most cases based on original documentation submitted to our office. To do this, you will need to schedule a meeting with the Associate Director of the ASC: DAS using this link (<https://calendly.com/bdickens-sc-das/mtel-accommodations>). Please bring your Candidate ID#. In the meeting, we will get all of the paperwork ready and we will support you in submitting the online application for accommodations.
- 6) Once you have applied for accommodations, it can take up to **3 weeks** to hear back from Pearson about your accommodations, so please plan ahead. Once you have been approved, you can schedule your test and be sure to indicate that you have been approved for accommodations when you schedule.

Will I get confirmation of my registration? Yes, you will receive an email confirmation of your registration.

Should I take the SC test prep course (SPCO 201) or attend an MTEL orientation session? At the very least you should attend the 3-hour MTEL orientation session prior to taking the Communication & Literacy Skills test for the first time. If you want substantial help preparing for the Com/Lit test you should register for the test prep course SPCO 201: Building Communication & Literacy Skills. For more information contact your advisor or the Educator Preparation Office.

Are there any subject test review sessions offered? Some departments offer subject test review sessions. Contact individual departments for more information. Additionally, SC offers individual and small group tutoring for subject matter tests. Contact the MTEL Coordinator for more information.

What is the passing score? The passing score for all tests is 240.

How long does it take to get the test results? Test results for all MTEls will be reported within eleven weeks of the date on which you took the test.

Can I retake a test if I do not pass? Yes, you can repeat each test an unlimited number of times. However, you must wait 45 days after taking a test/subtest before retaking the same test/subtest.

I am not planning to teach in the state of Massachusetts, do I have to take the MTEL? All Springfield College students in educator preparation programs ***must pass the required MTEls in order to successfully complete an approved program.***

Will I have to take other tests if I want to get licensed and teach in another state? Yes, almost every state department of education has their own testing requirement. In most cases the Massachusetts Tests for Educator Licensure are not accepted by other states to meet their testing requirement.

FREQUENTLY ASKED QUESTIONS ABOUT COMPUTER-BASED TESTING

How do I register for the CBT? First, check for seat, date and time availability (see below), then follow this two-step process.

1. PART ONE
 - a. Registration begins on MTEL website <http://www.mtel.nesinc.com/>
 - i. Click on "Register "

- ii. Click on “Create an Account”
- iii. Fill out your personal information, payment method, and follow the prompts.
- iv. You will be asked to select the test you wish to take.

Note: *You may register to take one or both Communication and Literacy Skills subtests, reading and writing (if you wish to do both, be sure to check both boxes). All subtests you select in one registration will be administered in one four-hour test sessions.*

2. PART TWO

- a. After completing your registration on the MTEL website you will receive an e-mail within one business day that authorizes you to test.
- b. Once you receive the “Authorization to Test” email, visit the Pearson VUE web site @ www.pearsonvue.com to select the following:
 - i. Test Center
 - ii. Test Date
 - iii. Testing Time
- c. Finally, Pearson VUE will send you a confirmation once your test appointment is confirmed.

What else do I need to know?

1. Reserving test dates and times is first come, first serve. Be sure to register as early as possible to reserve a test date and location that is convenient to you.
2. Registration for computer-based testing is by Internet only; payment must be made by VISA or MasterCard credit or debit card that can be used without the entry of a personal identification number (PIN).
3. Test appointments are scheduled on a first-come, first-served basis.
4. If you arrive late to your scheduled testing time, you may be refused admission, in which case you will be considered absent and will receive no refund or credit of any kind.
5. You must bring proper identification to be admitted to the testing room (e.g. driver’s license).
6. You must wait 45 days after taking a computer-based test/subtest before retaking the same test/subtest.
7. Learn how to navigate through an MTEL test with testing tutorials found on the [MTEL website](#).
8. If you need alternative testing arrangements, apply for them prior to registering so that your accommodations will be met. You will also need to register by calling on the phone rather than on the computer once your accommodations have been approved (more information follows).
Note: Individuals for whom English is not a primary language and examinees with disabilities can request additional time.

How do I make Alternative CBT Arrangements? Visit the [Alternative Testing Arrangement](#) section of the MTEL website. For questions regarding alternative testing arrangements, please call MTEL Customer Service at (866) 565-4894 or (413) 256-2892. Please be aware that some accommodations may require up to three weeks prior to the date of your test appointment to make the necessary arrangements for staff, space, and materials. Please schedule your test appointment as soon as possible after your request has been resolved in order to allow time for such arrangements to be made and to avoid a potential delay in your test date.

SECTION V

PRACTICUM HANDBOOK

*To review the Practicum Policies, please see Section III of this Handbook. For detailed Practicum information, refer to The Practicum Handbook ([linked here](#)). All sample forms used during the practicum can be found in Brightspace for Teacher Candidates and Program Supervisors. Supervising Practitioners can find all forms in the Shared Google Folder titled: **Springfield College Pract. Resources for SPs.***

SECTION VI
LICENSURE APPLICATION PROCESS

Massachusetts Educator Licensure Application Process

To apply for licensure in Massachusetts, apply online through the MA Department of Elementary & Secondary Education home page known as ELAR (Electronic Licensure and Recruitment). [See this link for directions on how to set up your ELAR account.](#)

STEPS FOR APPLYING ONLINE, FOR MA LICENSURE, ARE FOUND IN THE PRESENTATIONS LINKED BELOW (Deadline – Any time *BEFORE* graduation)

Please use [the Licensure Application Checklist](#) when applying and be sure to send it to the Ed Prep Office once you've applied for your MA license. This indicates to us that everything on your end is completed in order for us to endorse you.

[Educator Licensure Application Process](#)

[School Counselor Application Process](#)

ORDERING TRANSCRIPTS FOR LICENSURE

Ordering electronic transcript for MA licensure (\$7.00)

Order your transcript online at www.getmytranscript.com (or the link through PrideNet under My Profile, My Clearinghouse).

- **Enter Personal Information**
 - Do you want an electronic transcript? “Yes”
- **Transcript & Delivery Details**
 - Who are you sending your transcript to: “College or University”
 - School: “**Springfield College**”
 - Department: Select: “**Not in List**” from drop down menu
 - Department Name: “**Educator Preparation**”
- **Processing Details**
 - Who do you want your transcript processed: “After Degree is Awarded” or “After Grades are Posted” if you are not getting degree yet.
 - Degree Will be Awarded On: “Fall/Spring” “2020/2021”
 - Degree Title: “Bachelor,” “M.Ed.” or “CAGS”
 - Why are you ordering your transcript? “Certification/Licensure”
- **Delivery Information**
 - How would you like this to be processed? “Standard Processing”
 - How do you want your transcript sent? “Electronic” (*for MA only*)
 - How many copies do you want? (Enter number of copies)
 - Enter other required instructions only: “**vannear@springfieldcollege.edu**”

Ordering paper transcript for licensure in a different state (\$10.00)

Order your transcript online at www.getmytranscript.com (or the link through PrideNet under My Profile, My Clearinghouse).

- **Enter Personal Information**
 - Do you want an electronic transcript? “No”
- **Transcript & Delivery Details**
 - Who are you sending your transcript to: “College or University”
 - School: “Springfield College”
 - Department Name: “Educator Preparation”
- **Processing Details**
 - Same as electronic transcript (see above)
- **Delivery Information**
 - How do you want your transcript sent? “Mail/United States”
 - How many copies do you want? (Enter number of copies)
 - Enter other required instructions only: “Valerie Annear”

If you earned your bachelor’s degree at another college or took courses required for your licensure program at another college, request an official **paper transcript to be sent directly to:

**Valerie Annear
Office of Educator Preparation
Springfield College
263 Alden Street
Springfield, MA 01109**

(Students who hold a provisional or emergency license do NOT need to send their undergraduate transcript for MA licensure.)

Out-of-State Licensure

Many Springfield College graduates choose to get their educator license (certificate) in a state outside of Massachusetts. **Since you are completing a Massachusetts approved licensure program you are strongly advised to get your license in Massachusetts *FIRST*.** Then you can apply for licensure (certification) in other states. We recommend this as it helps expedite your license approval in other states.

Massachusetts participates in an interstate agreement with most other states. What this means is that other state departments of education will honor the approved program (course of study) that you completed in Massachusetts. This means that they will not require you to take any additional coursework. When you apply for licensure in other states you will still have to meet a number of state specific requirements. For example, you will have to fill out their application, pay their fee and take and pass their required educator tests. MTEL results will not be accepted, in most states, in lieu of other state tests.

Many states require educator tests out of the Praxis Series. Information about the Praxis Series is available on [The Praxis Series Web site](#) where you can download Test information as well as sample questions. Study guide booklets for the Praxis Series may be ordered by visiting [Praxis Test Prep Products](#).

One of the requirements of other state departments of education is proof that you completed an approved program. In many cases, they have a special form on which they want this information together with the signature of the licensure (certification) officer at the college where you completed your program. The Director of Educator Preparation and Licensure is the licensure officer at Springfield College. So, submit all state department of education forms requiring an official signature verifying that you completed an approved program to the Office of Educator Preparation and Licensure.

Because licensure regulations in the various states are changing rapidly and are state specific, students are advised that the best source of up-to-date teacher licensure information for a particular state is that state's bureau of teacher licensure. Please review our [Out-of-state Licensure Info page](#) for links to the states we most frequently are asked about. This list will be occasionally updated with more states as needed. Please email us at teacher@springfieldcollege.edu if you don't see a state you need information about.

Helpful Links for Out-of-State Licensure Applicants

- **Interstate Score Reporting**

For some tests (e.g., Foundations of Reading, General Curriculum) candidates who have taken the test(s) in one state can request to have their test results sent directly to the state where they are seeking licensure. For more information, you can find the Interstate Reporting information on the [MA MTEL website](#).

- **NASDTEC Interstate Agreement**

The interstate agreement facilitates mobility of educators across states. There are always updates to agreements and differences between states. While over 40 states take part in the agreement **it does not mean that full reciprocity is allowed**. To find out more information visit the [NASDTEC "Facilitating Mobility of Educational Personnel" page](#).

FREQUENTLY ASKED QUESTIONS

What constitutes an official transcript?

An official transcript has the college seal and is obtained directly from the Registrar's Office in a sealed envelope. So, if you need to provide a district an official paper transcript, do not open the sealed envelope. Once the seal is broken, it is no longer an official transcript. You may order official electronic transcripts through My Clearinghouse at www.getmytranscript.com

How many transcripts should I request?

Depending on your situation, you may want to request up to three official transcripts: one for yourself, one for Massachusetts licensure and one for any other state to which you are definitely applying.

Do I need to apply for educator licensure?

Yes, you must apply for licensure. See information at the beginning of this section of the handbook.

What is the best way (easiest and fastest) to apply for licensure in Massachusetts?

On-line via ELAR (<https://www.doe.mass.edu/licensure>).

When should I apply?

If you are applying on-line, you should apply sometime during your final semester.

I am planning to go right on to graduate school. Should I wait to apply for my Massachusetts license until I am ready to look for a job?

No, you should apply immediately when you complete your program. Regulations, requirements and fees often change, it is best to get licensed now.

I don't plan to teach in Massachusetts, should I still apply in Massachusetts?

Yes, it is in your best interests to get licensed in Massachusetts first and then apply in other states.

How do I get proof that I hold a valid MA educator license (e.g., teacher, counselor)?

You can use ELAR (check license status) to verify licensure and print out the profile page to verify the license number as well as the fields and grade levels. You are also able to print out an unofficial copy of a license (license information – view/print at bottom of profile page). If you wish to receive an official hard copy of your license, you can use ELAR, apply for a duplicate license, and pay \$25.

What should I do if I applied for the incorrect stage of licensure?

You need to submit a written request to the DESE asking that they change your application from one license, level or type to another. Fill out the form titled “**Educator Licensure Change Request**” listed under the heading: **Request for Licensure Updates/Hard Copy of License** on this [MA DESE page](#).

Why was I unable to get back into ELAR and got a message to contact the legal office?

This usually means that you did not check #5 on the MA DESE Affidavit (I have filed all state tax returns and paid all state taxes required by law). Remember, if you were not required to pay MA state taxes, then you paid all required taxes - \$0. You need to email elarinquiries@doe.mass.edu (include your MEPID) or call (781) 338-3400 to rectify this.

Will I have any difficulty getting licensed in other states?

No, you should not have any trouble getting licensed in other states because of the interstate agreement.

Once I pass the Massachusetts Tests for Educator Licensure (MTEL), will I have to take any additional tests for any other states? Yes, the majority of states have testing requirements that are unique to their state. In most cases, you will NOT be able to use the MTEL exams in lieu of other state tests. For a list of states that accept specific MTELS see the Interstate Score Reporting link in this section.

I am planning to seek a teaching/counseling position in NY, CT, MA, or RI. Should I apply for licensure in several states at one time?

No, apply for your Massachusetts license first. If you are planning to look for jobs in two or more states, wait until you have been offered a job or have a solid job prospect before applying for license in another state.

I am planning to look for a job in NJ and no other state. Should I apply for NJ licensure at the same time I apply for MA licensure?

Yes, it makes sense to apply simultaneously to MA and NJ since you are only seeking a job in one state - NJ.

After I have been teaching for a few years, how do I get my professional licensure?

See the [DESE Office of Educator Licensure page](#) and see the section titled: Advance or Renew a License for information.

After I have been in a counseling position for a few years how do I get my professional license?

See the [DESE Office of Educator Licensure page](#) and see the section titled: Advance or Renew a License for information.

How do I get licensed in a new field or new level?

See the [DESE Office of Educator Licensure page](#) for information on applying for new licenses. You can log into your ELAR account from that page to apply, renew, or check the status of a licensure application.

SECTION VII

[Link to Massachusetts Regulations for Educator Licensure](#)

SECTION VIII

YOU'RE AN EDUCATOR NOW! 😊 😊

Congratulations and welcome to the profession! Please Stay in Touch!

Once you get a job as a teacher or counselor...

- Send us an email (teacher@springfieldcollege.edu) with the name of the school, location and your current home address. We like to keep in contact with our alums.
- Keep us informed as you move and get new email addresses.
- Fill out and return the Springfield College post-graduate survey sent out during the year after you graduate.

Springfield College wants to continue to provide support!

Stay in touch with Springfield College faculty and other alums...

1. In addition to keeping us informed about your career feel free to reach out to SC faculty and other alums for support and networking opportunities.
2. We want to stay in touch in order to share tips and other information. We want to continue to support you as you embark on your career as an educator.

Teacher Loan Forgiveness Program

You may be eligible for the Teacher Loan Forgiveness Program. Visit the [Teacher Loan Forgiveness Website](#) for more information.

Frequently asked questions about advancing your initial license in Massachusetts to a professional license

Note: You must be employed in a public school in the role of the license (e.g., PE, ELEM, HIST, COUN) for a minimum of 3 years before you are eligible for a professional license. Teachers also need evidence they received formal mentoring.

1. **How can I prove I have a valid MA educator license?** In addition to printing a copy of your unofficial license found in ELAR; you can print the profile page that shows your license number as well as the fields and grade levels of your license(s). Massachusetts school districts have the ability to go on ELAR to verify licensure. Out of state institutions are encouraged to call (781) 338-3000 and enter your MA license number or to verify that you hold a valid educator license.
2. **How long is my MA initial license valid?** It is valid for 5 years of employment in a Massachusetts public school.
3. **What about in other states?** This varies by state. You can usually get the answer to this question from the personnel office in the school district you get hired.

4. **Is it true I have to get a master's degree in MA to advance my initial teaching license to professional?** Yes, typically in order to advance your license you need to complete a master's degree. There are different pathways, make sure you are following one that meets the state requirements for professional licensure.
5. **What if I already have a master's degree, then what?** If you already have a master's degree (e.g., got your initial license through a master's degree program), you need to take an additional 12 credits at the graduate level in your content area to advance your initial license. Tip: You may be able to count a couple of courses from your master's degree program toward your professional license.
6. **What do I have to do to advance my initial school counselor license to professional?** The easiest route to follow is to take 12 additional graduate credits in counseling- or education-related courses.
7. **Will the licensure regulations likely change before I earn my professional license?** Yes, that is a very strong possibility. We are always here to help you answer any licensure questions. Feel free to reach out to the Educator Preparation and Licensure Office with any questions. We are always happy to help our current and graduated students!