

**Office of Field Experiences and Licensure
Graduate College of Education
University of Massachusetts Boston**

Getting your Education License: Endorsement Information for Candidates for Licenses of Support Personnel (School Psychology, Guidance Counselor, School Adjustment)

APPLY TO DOE FOR YOUR LICENSE

Apply DIRECTLY to the Massachusetts Department of Education (DOE) for the license that you seek and which is appropriate to the approved program which you are completing at UMass Boston.

Go online to: www.doe.mass.edu > Educator Services > Licensure > "ELAR" icon, in order to establish (or update) your DOE ELAR account and PAY the DOE DIRECTLY for the license via the ELAR system.

Provide DIRECTLY to the DOE any required documentation or information (short of the endorsement which UMass Boston would provide).

YOU PROVIDE THE DOE WITH YOUR UNDERGRADUATE TRANSCRIPTS. We recommend that you have your official transcripts mailed to you so you can send it to the DOE via certified mail with a cover letter, attached ELAR page, and your name, social security number, and birth date written on the sealed transcript envelope.

PROVIDE THE OFFICE OF FIELD EXPERIENCE AND LICENSURE (FEL) WITH REQUIRED FORMS AND INFORMATION VIA YOUR PROGRAM SUPERVISOR

On the last day of classes in the semester in which you complete your internship you must provide specific documentation to your Program Supervisor, who will in turn submit the package to the Office of Field Experiences and Licensure. Please consult the inventory for the Final Endorsement Packet for Candidates for Guidance Counseling, School Psychology, and School Adjustment Licenses.

As the Counseling and School Psychology programs conducts the Internship over the course of two semesters, the final endorsement packet is due to your Program Supervisor by the last day of classes in the semester in which you complete your Internship: **December 13, 2006 for Participants completing Internship in Fall semester** and **May 16, 2007 for Participants completing Internship in Spring semester**.

Please coordinate with all parties so that you can pass the completed endorsement packet into your PROGRAM SUPERVISOR on time. Your Program Supervisor will turn it into the Office of Field Experience and Licensure.

COMPLETE YOUR UMass Boston APPROVED PROGRAM OF STUDY

The completion of your approved program at UMass Boston is marked by your graduation (including the cases of CAGS). We will endorse you for your DOE license after your date of graduation. **For most candidates this date corresponds with the completion of their Student Teacher Practicum or Internship.**

In some cases, a candidate may have one or two classes to complete after the semester(s) of Practicum or Internship, in which case we would keep the endorsement pack on file and endorse the candidate after we confirm the candidate's graduation date.

If you require clarification about this process or have other Licensure related questions or concerns please feel free to contact us in the Office of Field Experience Licensure (license.education@umb.edu). Your Program Department may send emails of updated information and reminders.