

Massachusetts Tests for Educator Licensure (MTEL)

Student Guide 2017-2018

Lesley University Educator License
and Certification Office

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This booklet and all
current licensure and
MTEL information
is on our website:
www.lesley.edu/certification



Lesley
UNIVERSITY

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REQUIRED: Set up your electronic account (ELAR) at the Massachusetts Department of Elementary and Secondary Education (ESE) by going to:

www.mass.gov/edu/gateway/

You will be assigned a unique ID number, or **MEPID** (Massachusetts Educator Personnel ID), that must be reported to Lesley through LOIS.

www.lesley.edu/lois

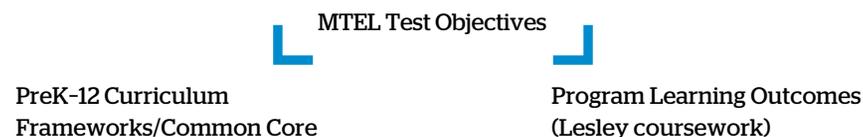
ELAR (Educator Licensure and Renewal) is the state’s online portal that enables you to complete licensure-related transactions : apply for or advance a license, renew a Professional license, check license/application status, upload documents and Official Transcripts, request a print copy license, view MTEL results, access your MEPID number (8 digits always beginning with “5”).

Introduction

Welcome to Lesley University’s student guide to the Massachusetts Tests for Educator Licensure (MTEL). The MTEL, although reported as a score, is a series of Pass/Fail tests designed to measure readiness for licensure. MTEL is the educator equivalent to the standardized student achievement tests that many of you will proctor when you become a teacher, administrator, specialist, or counselor.

We encourage you to take the MTEL tests very seriously, as the results of your tests determine if you obtain educator licensure. Lesley University prepares license candidates for these challenging tests but expects you to take responsibility by being diligent, preparing study schedules, and completing all requirements. We encourage you to think about ways to prepare, take, and pass these exams. One effective strategy is to link the MTEL test objectives with the MA Curriculum Frameworks/Common Core and your coursework at Lesley, as illustrated below.

Educator Licensure Candidates



Seeking help is a sign of strength. Develop a success plan and engage with your peers and Lesley resources to make it happen.

If you have had accommodations for standardized tests in the past or suspect you may need accommodations, see information about the Disabilities Services Office on page 6.

You can learn about successful strategies and useful resources from your peers and colleagues, from this booklet, and from the certification website:

www.lesley.edu/certification.

Certification Office Staff:

Sharyn S. Boornazian, Certification Officer

Rita Sugarman, Associate Certification Officer

cert_off@lesley.edu

Required MTEL Tests

Each time you take an MTEL designate Lesley University to receive your score, using our code, 30. All tests are offered only as computer-based tests (CBT). Please visit www.doe.mass.edu/mtel/testrequire.html for current information:

Teacher Licenses	Level	Required Test(s)
Biology	Grades 8-12	Communication & Literacy Skills (01)* Biology (13)
Chemistry	Grades 8-12	Communication & Literacy Skills (01)* Chemistry (12)
Early Childhood	PreK-2	Communication & Literacy Skills (01)* Foundations of Reading (90)** Early Childhood (02)
Earth Science	Grades 8-12	Communication & Literacy Skills (01)* Earth Science (14)
Elementary	Grades 1-6	Communication & Literacy Skills (01)* Foundations of Reading (90)* General Curriculum (03)*
English	Grades 5-8, 8-12	Communication & Literacy Skills (01)* English (07)
English as a Second Language (ESL)	PreK-6, 5-12	Communication and Literacy Skills (01)* English as a Second Language (54)
General Science	Grades 5-8	Communication & Literacy Skills (01)* General Science (10)
History	Grades 5-8, 8-12	Communication & Literacy Skills (01)* History (06)
Humanities	Grades 5-8	Communication & Literacy Skills (01)* Middle School Humanities (50) OR English (07) and History (06)
Instructional Technology	All Grades	Communication & Literacy Skills (01)*
Mathematics	Grades 1-6	Communication & Literacy Skills (01)* Elementary Mathematics (53) OR Middle School Math (47) OR Mathematics (09)
	Grades 5-8	Communication & Literacy Skills (01)* Middle School Mathematics (47) OR Mathematics (09)
	Grades 8-12	Communication & Literacy Skills (01)* Mathematics (09)

Mathematics/Science	Grades 5-8	Communication & Literacy Skills (01)* Middle School Mathematics/Science (51) OR Middle School Mathematics (47) AND General Science (10), OR Biology (13), OR Chemistry (12), OR Earth Science (14), OR Physics (11)
Moderate Disabilities	PreK-8	Communication & Literacy Skills (01)* Foundations of Reading (90)** General Curriculum (03)*
Moderate Disabilities	Grades 5-12	Communication & Literacy Skills (01)* Foundations of Reading (90)** General Curriculum (03)* OR Subject Matter test in one of the core academic subjects
Physics	Grades 8-12	Communication & Literacy Skills (01)* Physics (11)
Political Science/ Political Philosophy	Grades 5-8, 8-12	Communication & Literacy Skills (01)* Political Science/Political Philosophy (48)
Severe Disabilities	All Grades	Communication & Literacy Skills (01)* General Curriculum (03)*
Visual Art	PreK-8, 5-12	Communication & Literacy Skills (01)* Visual Art (17)

Specialist Licenses	Level	Required Test(s)
Reading Specialist	All Grades	Communication & Literacy Skills (01)* Reading Specialist (08)

Professional Support	Level	Required Test(s)
School Guidance Counselor	PreK-8, 5-12	Communication & Literacy Skills (01)*
School Adjustment Counselor	All Grades	Communication & Literacy Skills (01)*

A score of 240 or higher on a subtest or test is reported on your (Educator Licensure and Renewal) ELAR account (See back cover, #2) as a "Pass." All educators must pass all required tests only once. For MTEls passed prior to your arrival at Lesley, provide score reports to your academic advisor. A licensed teacher is not required to retake a previously passed MTEL, but must pass the required subject tests when pursuing an additional license.

* These MTELS have two subtests. Candidates may take one or both subtests at a given administration. A passing score on a higher-level Mathematics MTEL (53, 47 or 09) will meet the Math subtest requirement for General Curriculum, but is not recommended unless seeking Math license.

** Take a literacy course before attempting MTEL. The Reading Specialist MTEL will meet this requirement but is not recommended.

Please note that this information is subject to change.

Lesley University MTEL Test Policy

Lesley University Undergraduate Programs (Baccalaureate) leading to Initial Licensure

- › In order to be eligible for Senior Student Teaching, teacher candidates must pass ALL portions of the MTEL(s) required for their licensure program.

Graduate Programs (Post-Baccalaureate) leading to Initial Licensure

- › All applicants seeking admission to an Initial license program take Communication & Literacy Skills MTEL as soon as possible. (Exception: Collaborative Internship applicants are required to have taken Communication & Literacy Skills as part of the admissions process.)
- › All candidates seeking an Initial License must pass ALL required MTEL(s) to be eligible for student teaching or practicum. (Exception: Reading Specialist candidates are required to take, but are not required to pass, the Reading Specialist MTEL prior to the practicum.)

Licensure Requirements

In order for Lesley University to endorse you for educator licensure in Massachusetts, you must:

- › Set up ELAR account and provide MEPID to Lesley through LOIS account
- › Complete the approved program at Lesley University
- › Complete all state testing requirements
- › Apply for license and SEI endorsement for teachers via ELAR
- › Request an endorsed transcript through the Lesley University Educator License and Certification Office website: www.lesley.edu/certification

Planning for the MTEL

Advance planning is essential and consulting with your academic advisor is helpful. When it comes to licensure, it is best to work backwards and ask:

- › How long is your program of study? When will you graduate?
- › Will you need test accommodations? If so, alternative testing requests require extra time and planning. (see page 6)
- › When do you plan to do your practicum?
- › How many MTEL tests are required for the license you seek?
- › **Schedule an MTEL immediately after taking a related course and/or workshop.**
- › Allow time to retake an MTEL if not successful (at least 45 days are required), and plan for additional intensive preparation.
- › Many candidates find that taking only one subtest in each test administration enhances success.

The Tests

- › This is a test, not a success measure of your life or of your entire knowledge base.
- › Take the exam rested, nourished, and as free of stress as possible.
- › Be familiar with test-taking strategies.
- › **MTEL tests that you have passed and those you have attempted will show only on your own (ELAR) account. Districts can't view attempts.**
- › Keep a print copy of MTEL reports in a safe location and bring them to advising meetings. **Designate Lesley (30) to receive your scores each time you register.**
- › Keep your academic advisor informed of your plans. Check your LOIS academic profile for MTEL results.

Specific Suggestions

- › Go to www.mtel.nesinc.com and
 - › Print the test objectives for each exam required for your license and link objectives to Lesley coursework and to the MA Curriculum Frameworks, www.doe.mass.edu/frameworks
 - › Print and take the practice MTEL(s)—attempt to replicate test conditions.
 - › Review the Test Information Booklet for additional practice items and open-response scoring rubric.
 - › **Go through computer-based testing (CBT) directions/tutorial several times before taking exam.**
- › Register for MTEL Workshops/Math Course and review MTEL Study Tips at www.lesley.edu/certification.
- › For General Curriculum (GC) MTEL, complete Lesley's online Math Diagnostic, EDIAG 5000. This is a required assignment in introductory courses for Elementary, Moderate, and Severe licensure programs. Take additional math workshops or courses as needed to prepare for GC MTEL.
- › For Foundations of Reading (FOR) MTEL, complete Lesley's online Phonics Diagnostic, EDIAG 5100, for which you'll be automatically registered when you register for a literacy course or the (FOR) MTEL workshop.
- › Make an appointment with your advisor to assist with MTEL scheduling.
- › Seek peer support. Study together with a plan and schedule to boost performance. Consult with other teachers for help.
- › Review content areas in student textbooks at your license grade level and higher.
- › Use individualized tutorial support for Communication and Literacy at the Center for Academic Achievement.
- › Take related MCAS/PARCC tests in the subject area(s) of your license and beyond the grade level of your license. Tests can be accessed at www.doe.mass.edu/mcas/testitems.html

Test Preparation

Workshops and Math Course

Lesley University is committed to supporting candidates who must complete the state testing requirements. Lesley offers Teacher Test Preparation Workshops and a math general curriculum course.

Workshops are usually held in Sept/Oct, Jan/Feb, March/April, and June, and cover test taking strategies, content, practice questions and resources for further study. We offer Communication & Literacy Reading, Communication & Literacy Writing, Foundations of Reading, online Phonics Diagnostic, Early Childhood, General Curriculum Multi-subject, Reading Specialist, English as a Second Language, Reduce MTEL Test Anxiety, Math General Curriculum, an Online Math Diagnostic, and a 36 hour Math General Curriculum Course.

Visit www.lesley.edu/certification to:

- > Register for Lesley University MTEL workshops and/or math course
- > View MTEL Student Guide and information sources
- > Review “study tips” and link to other resources for MTEL preparation

Tutoring

The Certification and Educator Licensure Office offers free tutoring for Lesley University students who may need extra support in taking the Communication & Literacy MTEL. Lesley students have access to tutorial assistance in test-taking strategies and individual academic assistance. Visit www.lesley.edu/caa or call the Center for Academic Achievement at **617.349.8459**.

The Certification and Educator Licensure Office has a list of private tutors that students can hire for a fee. Please email cert_off@lesley.edu to request the names of private tutors for Communication and Literacy, General Curriculum, Early Childhood, Foundations of Reading, History, Math, Humanities, ESL, and Reading Specialist.

Disability Services

Lesley students who have had accommodations in the past or who think they might need accommodations in the future can contact the Disabilities Services Office online at www.lesley.edu or call **617.349.8572**. If you think you may need accommodations, but have not had diagnostic testing, you can discuss this with one of the following: for learning disabilities and attention disorders, contact Kimberly Johnson, kjohnso7@lesley.edu; for physical, sensory or psychiatric disabilities, contact Ruth Bork, rbork@lesley.edu. If you are requesting accommodations (Alternative Arrangements) for the test, it is preferable to apply at the earliest application date and important to include your diagnostic testing with your application. Be sure to review the information about requesting Alternative Testing Arrangements at www.mtel.nesinc.com.

For questions, please call MTEL Customer Service at (866) 565-4894 or (413) 256-2892.

MTEL Exam Registration

Register online for the MTEL at www.mtel.nesinc.com and include Lesley University (30) to receive test results each time you register.

2017–2018 Computer Based Testing

If you have concerns or comments about the test center or the conditions under which you took a test, please submit your comments in an email to Evaluation Systems of Pearson, the testing administrator, no later than seven days after your test session. Computer based testing is available year round, by appointment, Monday—Saturday (excluding some holidays).

Candidates schedule computer based test dates via the MTEL website. Tests are taken on a computer at a professional testing site; CBT locations, addresses, seat availability can be accessed at www.pearsonvue.com/mtel. Register early because slots fill quickly. There is a 45 day required wait time between attempts of the same MTEL.

For detailed information about test dates and registration, visit www.mtel.nesinc.com or contact Evaluation Systems/Pearson, 866.565.4894.

You are required to use your MEPID# to register for each MTEL.

If you need test accommodations or have been approved for accommodations, allow additional time to register and learn where the testing site is located.

If you are unsuccessful after two attempts at the same MTEL, contact your academic advisor or a certification officer as soon as possible.

MTEL Worksheet

This is to help you formulate a schedule, a preparation plan, and a progress update. It is in your best interest to plan early.

Candidate Profile

Name		MEPID#*
License Pursuing	Year of Graduation	Advisor

Test Information

Test Date: _____ Test Name: _____

Preparation Plan: _____

Scores:

Communication & Literacy		Subject*	Foundations of Reading
Reading	Writing		(If applicable)

Test Date: _____ Test Name: _____

Preparation Plan: _____

Scores:

Communication & Literacy		Subject*	Foundations of Reading
Reading	Writing		(If applicable)

Final Passing Scores: (All MTEls must be passed prior to practicum)

Scores:

Communication & Literacy		Subject*	Foundations of Reading
Reading	Writing		(If applicable)

* See inside cover of this guide

**If General Curriculum is your subject exam, it has two separately scored subtests: Multi-subject and Math.

Licensure Application Checklist

Use this quick guide to make sure you have all of the information required to apply for educator licensure in Massachusetts.

Remember to be accurate and consistent with personal information.

- Set up ELAR account immediately, and report your MEPID (Massachusetts Educator Personnel ID) to Lesley through LOIS
 - Check MTEL Pass results on your account
 - Check licensure status on your account
- Name/Proof of Name Change (*if needed*)
- MEPID# (8 digits starting with "5")
- Graduate students upload Official Undergraduate Transcript to ELAR (preferred method), or mail a copy to DESE
- Baccalaureate (undergraduate), School Guidance, and School Adjustment Counselor license candidates must have earned their degree, and must upload to ELAR a copy of the Official Lesley Transcript **indicating degree conferral**
- Pass Communication & Literacy Test
- Pass Subject Matter Test(s) (*if required for license you seek*)
- Pass Foundations of Reading Test (*if required for license you seek*)
- Complete all required coursework, including practicum/clinical, with all credits posted
- Request Endorsed Transcript from Lesley University at www.lesley.edu/certification**

Reciprocity, Professional License, License Renewal, & Professional Development

Reciprocity: Licensure in Other States (2015-2020)

Educator preparation programs at Lesley fulfill the Massachusetts Department of Elementary and Secondary Education licensure regulations, and are also recognized by the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate agreement, which enables graduates approved for licensure in Massachusetts to apply for comparable positions across the United States. Candidates can review individual state's educator licensing requirements online for details on additional requirements.

www.lesley.edu/out-of-state-licensure

Professional License/Professional Development/License Renewal

Lesley University offers state-approved professional license programs and professional development courses, seminars, institutes, workshops, and other activities that fulfill Massachusetts license renewal requirements. Professional development is available in a wide range of formats: on weekends, weekdays, and evenings; on-campus and at school sites across the nation and online. Visit our website for details.

www.lesley.edu/professional-ma-licensure

Useful Resources

1. Lesley University Educator License and Certification Office www.lesley.edu/certification
 - MTEL Preparation Workshops www.lesley.edu/certification
 - MTEL Study Tips: www.lesley.edu/certification
 - Endorsed Transcript Request Form: www.lesley.edu/endorsed-transcript-requestLicense Renewal: www.lesley.edu/certification
2. ELAR Account: www.mass.gov/edu/gateway
3. MTEL Program
 - www.mtel.nesinc.com — Test Objectives, Test Dates, Practice Tests, Registration, Faculty Guide, Test Information Booklets
 - www.doe.mass.edu/mtel — MTEL FAQs, MTEL Notices from ESE, Test Preparation info
4. Massachusetts Department of Elementary and Secondary Education (MA ESE)
 - www.doe.mass.edu, 75 Pleasant St, Malden, MA 02148-5023.
 - Licensure Requirements Tool: www.doe.mass.edu/licensurehelp
 - Licensure Call Center — 781.338.6600, Monday-Friday, 9am-Noon and 2pm-5pm
24-hour Automated Line — 781.338.3000; press “2” to obtain status of existing license application
 - Walk-in Welcome Center Service Counter — Monday-Friday, 8:45am - 4:45pm; 1st floor
 - 603CMR7.00 Regulations for Educator Licensure & Preparation Program Approval, www.doe.mass.edu/lawsregs/603CMR7.html?sectin=all
5. Massachusetts Curriculum Frameworks: www.doe.mass.edu/frameworks
6. Lesley University Library (Sherrill Library) MTEL Resources: research.lesley.edu/MTEL
7. Lesley’s Center for Academic Achievement: www.lesley.edu/caa
8. Disability Services: www.lesley.edu/services/disability
9. Career Resource Center: www.lesley.edu/crc
10. Candidate Assessment of Performance: www.doe.mass.edu/edprep/cap
11. Rethinking Equity and Teaching for English Language Learners (RETELL): www.doe.mass.edu/retell – information about the Sheltered English Immersion (SEI) Endorsement required for core academic teachers
12. Foreign Degree and Credit Equivalency (Transcript Evaluation Services) www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency