Massachusetts Tests for Educator Licensure (MTEL)
Student Guide 2019–2020

Lesley University Certification and Educator Licensure Office
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cert_off@lesley.edu

This booklet and all current licensure and MTEL information is on our website: lesley.edu/certification
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. 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. The content of MTEL test objectives will be updated based upon revised Curriculum Frameworks, which also inform Subject Matter Knowledge (SMK) of licensure areas.

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. lesley.edu/certification.

A score of 240 or higher on a subtest or test is reported on your 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.

Contact:

Liesl Martin, Certification Officer
Joshua Brayman, Regulatory Operations Manager
cert_off@lesley.edu

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”).
# Required MTEL Tests

Use your MEPID number to register for each MTEL. 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. For current information please visit www.doe.mass.edu/mtel/testrequire.html.

### Teacher Licenses

<table>
<thead>
<tr>
<th>License</th>
<th>Level</th>
<th>Required Test(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Grades 8-12</td>
<td>Communication &amp; Literacy Skills (01)* Biology (13)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Grades 8-12</td>
<td>Communication &amp; Literacy Skills (01)* Chemistry (12)</td>
</tr>
<tr>
<td>Digital Literacy and Computer Science</td>
<td>Grades 5-12</td>
<td>Communication &amp; Literacy Skills (01)*</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>PreK–2</td>
<td>Communication &amp; Literacy Skills (01)* Foundations of Reading (90)** Early Childhood (02)</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Grades 8-12</td>
<td>Communication &amp; Literacy Skills (01)* Earth Science (14)</td>
</tr>
<tr>
<td>Elementary</td>
<td>Grades 1–6</td>
<td>Communication &amp; Literacy Skills (01)* Foundations of Reading (90)* General Curriculum (03)*</td>
</tr>
<tr>
<td>English</td>
<td>Grades 5–12</td>
<td>Communication &amp; Literacy Skills (01)* English (07)</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>PreK–6, 5–12</td>
<td>Communication and Literacy Skills (01)* English as a Second Language (54)</td>
</tr>
<tr>
<td>General Science</td>
<td>Grades 5–8</td>
<td>Communication &amp; Literacy Skills (01)* General Science (10)</td>
</tr>
<tr>
<td>History</td>
<td>Grades 5–12</td>
<td>Communication &amp; Literacy Skills (01)* History (06)</td>
</tr>
<tr>
<td>Humanities</td>
<td>Grades 5–8</td>
<td>Communication &amp; Literacy Skills (01)* Middle School Humanities (50) OR English (07) and History (06)</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>All Grades</td>
<td>Communication &amp; Literacy Skills (01)*</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Grades 1–6</td>
<td>Communication &amp; Literacy Skills (01)* Elementary Mathematics (53) OR Middle School Math (47) OR Mathematics (09)</td>
</tr>
<tr>
<td></td>
<td>Grades 5–8</td>
<td>Communication &amp; Literacy Skills (01)* Middle School Mathematics (47) OR Mathematics (09)</td>
</tr>
<tr>
<td></td>
<td>Grades 8–12</td>
<td>Communication &amp; Literacy Skills (01)* Mathematics (09)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics/Science Grades 5–8 Communication &amp; 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)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Moderate Disabilities PreK–8 Communication &amp; Literacy Skills (01)* Foundations of Reading (90)** General Curriculum (03)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Moderate Disabilities Grades 5–12 Communication &amp; Literacy Skills (01)* Foundations of Reading (90)** General Curriculum (03)* OR Subject Matter test in one of the core academic subjects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physics Grades 8–12 Communication &amp; Literacy Skills (01)* Physics (11)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Science Grades 5–12 Communication &amp; Literacy Skills (01)* Social Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Severe Disabilities All Grades Communication &amp; Literacy Skills (01)* General Curriculum (03)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visual Art PreK–8, 5–12 Communication &amp; Literacy Skills (01)* Visual Art (17)</td>
</tr>
</tbody>
</table>

### Specialist Licenses

<table>
<thead>
<tr>
<th>License</th>
<th>Level</th>
<th>Required Test(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Specialist</td>
<td>All Grades</td>
<td>Communication &amp; Literacy Skills (01)* Reading Specialist (08)</td>
</tr>
</tbody>
</table>

### Professional Support

<table>
<thead>
<tr>
<th>License</th>
<th>Level</th>
<th>Required Test(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Counselor</td>
<td>PreK–8, 5–12</td>
<td>Communication &amp; Literacy Skills (01)*</td>
</tr>
<tr>
<td>School Adjustment Counselor</td>
<td>All Grades</td>
<td>Communication &amp; Literacy Skills (01)*</td>
</tr>
</tbody>
</table>

* 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 the Foundations of Reading 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
- Upload official undergraduate transcript through ELAR
- Complete the approved program at Lesley University
- Complete all state testing requirements
- Apply for license and Sheltered English Immersion (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. Things to consider.

- 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 MTELs 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 before you can take the same test again).
- 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.
- You can view MTEL tests that you have passed and those you have attempted on your ELAR account. Districts can view tests you’ve passed but not 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 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. Please note that test objectives will be updated based on revised Curriculum Frameworks, which also inform subject matter knowledge of license areas.
  - 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 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 Math 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, above, and below the grade level of your license.
- 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 at, above, and below 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, Math General Curriculum, an online Math Diagnostic, and a 36 hour Math General Curriculum Course.

Visit lesley.edu/certification to:
- View upcoming MTEL workshops and courses and information on how to register
- Review study resources and suggestions for MTEL preparation

Tutoring
The Center for Academic Achievement 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 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
If you have had or think you may need testing accommodations, contact the Disability Services Office (lesley.edu/disability-services) or 617.349.8324. Specialists in learning disabilities, attention disorders, and spectrum disorders/Asperger Syndrome, or physical, sensory, or psychiatric disabilities can assist you. If you will be requesting accommodations (Alternative Testing Arrangements) for an MTEL, apply at the earliest application date, and include your diagnostic testing with your application. Review the information about requesting Alternative Testing Arrangements at 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 mtel.nesinc.com and include Lesley University (30) to receive test results each time you register. You are required to use your MEPID for each MTEL.

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 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 mtel.nesinc.com or contact Evaluation Systems/Pearson, 866.565.4894.

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 the 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

<table>
<thead>
<tr>
<th>Name</th>
<th>MEPID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Pursuing</td>
<td>Year of Graduation</td>
</tr>
</tbody>
</table>

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)

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 Counselor, 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 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 should review individual state’s educator licensing requirements online for details on additional requirements.

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.
Useful Resources

1. Lesley University Certification and Educator Licensure Office (MTEL workshops and study tips, Endorsed Transcript Request, license renewal, and more) lesley.edu/certification

2. ELAR Account: mass.gov/edu/gateway

3. MTEL Program
   > Test Objectives, Test Dates, Practice Tests, Registration, Faculty Guide, Test Information Booklets: mtel.nesinc.com
   > MTEL FAQs, MTEL Notices from ESE, Test Preparation info: doe.mass.edu/mtel

4. Massachusetts Department of Elementary and Secondary Education (MA ESE)
   > 75 Pleasant St, Malden, MA 02148-5023: www.doe.mass.edu
   > 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: 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: lesley.edu/caa

8. Disability Services: lesley.edu/disability-services

9. Career Resource Center: lesley.edu/crc

10. Candidate Assessment of Performance: www.doe.mass.edu/edprep/cap

11. Rethinking Equity and Teaching for English Language Learners (RETEL): 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.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html