

SALEM STATE COLLEGE  
Office of Licensure and Field Placement

GRADUATE  
Intent to Apply for Educator Licensure

Name: \_\_\_\_\_ SSC ID #: \_\_\_\_\_

S. S. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

License Sought:  Initial  Professional Field: \_\_\_\_\_ Grades: \_\_\_\_\_

**Requirements:**

*Degree Status:*

\_\_\_\_\_ I completed my Baccalaureate Degree at \_\_\_\_\_  
**(Please ensure Baccalaureate Degree is on file with Massachusetts Department of Education if degree is from college or university other than Salem State College)**

\_\_\_\_\_ I have completed my Master's/CAGS degree at Salem State.

\_\_\_\_\_ I have not completed my Master's/CAGS degree. I anticipate graduating \_\_\_\_\_.

*Practicum:*

\_\_\_\_\_ I completed a practicum assignment.  
Location: \_\_\_\_\_

\_\_\_\_\_ I qualified for a reduction in practicum based on previous teaching experience. (*Copy of letter is attached.*)

*Work Experience:*

\_\_\_\_\_ The license I seek (principal/assistant principal, supervisor/director, specialist teacher of reading, or any professional license) requires proof of teaching experience. I have **attached** an **official letter** from the school/district for which I worked verifying my experience.

*Application:*

\_\_\_\_\_ I applied online with the MA Department of Education for licensure on \_\_\_\_\_ (**COPY OF ONLINE RECEIPT ATTACHED.**)

\_\_\_\_\_ I do not intend to apply for licensure.

**REQUEST FOR OFFICIAL TRANSCRIPT:**

**I completed a Transcript Request Form on \_\_\_\_\_ and have forwarded a request to the Salem State College Registrar's Office.**

**(The Registrar's office will not release an official transcript to the Office of Licensure and Field Placement for Teacher Licensure without the necessary request form on file)**

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**Approval:**

\_\_\_ Qualifies for license specified      \_\_\_ Does not qualify for license      By: \_\_\_\_\_

Online endorsement for Licensure: \_\_\_\_\_ by: \_\_\_\_\_

Transcripts sent to MA DOE: \_\_\_\_\_ by: \_\_\_\_\_