

Office of Educator Licensure

Foreign Teacher Panel (FTP) Guidelines

Panel Review for Educators Prepared Outside of the United States

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Panel Review Guidelines for Educators Prepared outside of the United States

INTRODUCTION

The Department of Elementary and Secondary Education's (ESE) Office of Educator Licensure (OEL) is pleased to provide you with the panel review guidelines for educators prepared outside of the United States. These guidelines contain information for educators that have been prepared outside of the United States for credentials that are comparable to Initial Massachusetts teacher or specialist teacher licenses sought. They outline eligibility, pathways, and provide additional information to assist such educators seeking panel review consideration.

The Regulations for Educator Licensure And Preparation Program Approval CMR 7.05 (3) (a) 4 provide licensure candidates prepared outside of the United States with the option of a panel review to have that preparation considered toward an Initial teacher or specialist teacher license in lieu of completing one of the following applicable Initial licensure requirements in the United States:

- A state approved educator preparation program accepted by the Commissioner
- An educator preparation program accredited by a national organization accepted by the Commissioner
- Possession of at least an Initial license/certificate issued by a state via an agreement accepted by the Commissioner
- Possession of a master's degree in speech-language pathology from a program accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) and eligibility for the Speech-Language Pathology Clinical Fellowship

Please note that all other requirements, including the passing of all required Massachusetts Tests for Educator Licensure (MTEL) must be satisfied in order for a license to be issued. The requirements for a specific license can be located via the Licensure Requirements Tool found at <https://gateway.edu.state.ma.us/elar/licensurehelp/LicenseRequirementsCriteriaPageControl.ser>

ELIGIBILITY

The Department of Elementary and Secondary Education considers an educator to be prepared outside of the United States and eligible for the panel review, when they possess a bachelor's degree earned through a regionally accredited organization listed [here](#) or the equivalent, document compliance with the appropriate pathway noted on page 2, and pass the Communication and Literacy Skills MTEL test.

PATHWAYS

Pathway 1 Candidate: Completed a formal educator preparation program sponsored by a college/university/organization for a credential comparable to the Massachusetts Initial teacher or specialist teacher license sought (with the exception of Speech, Language, and Hearing Disorders Specialist Teacher).

The program must be completed at the baccalaureate or higher level and be designed to provide program completers with the critical knowledge and skills needed to teach students within the PreK-12 grade levels. Such programs include a field-based experience (student teaching) in the role and at the level of the credential sought during which a candidate's performance is supervised and evaluated jointly by the sponsoring organization and an educator who has been trained to supervise and evaluate teacher candidates' performance.

For example: Tamika, a citizen of the United States, completed a formal educator preparation program in Canada that prepared her to be a Mathematics teacher at the 8-12 grade level and she applied for a Massachusetts Initial, Mathematics, 8-12 license.

Pathway 2 Candidate: Has possession of a teacher or specialist teacher credential issued outside of the United States that is comparable to the Massachusetts Initial license sought (with the exception of Speech, Language, and Hearing Disorders Specialist Teacher).

For example: Karl, a lifelong resident of Heidelberg Germany, possesses a teaching credential issued in Germany that is comparable to a Massachusetts Initial Chemistry 8-12 license and he applied for a Massachusetts Initial Chemistry 8-12 license.

Pathway 3 Candidate: Is seeking the Initial Speech, Language, and Hearing Disorders Specialist Teacher license, completed a master's degree in speech-language pathology, and is eligible for the Speech-Language Pathology Clinical Fellowship.

For example: Rich earned a master's degree in speech pathology through the University of Greenwich, London, England, is eligible for the Speech-Language Pathology Clinical Fellowship, and applied for the Massachusetts Initial Speech, Language, and Hearing Disorders license.

CHECKLIST

Please submit the below, if you have not already done so, in order to assist with determining your eligibility for the panel review for educators prepared outside of the United States.

- ❑ Completed application and payment for the Initial license comparable to the field and grade level of your preparation
- ❑ Signed letter requesting your application be reviewed through the panel review process
- ❑ Official undergraduate transcript verifying you were awarded a bachelor's degree by a college/university in the United States or for degree(s) awarded by a college/university outside of the United States an equivalency evaluation report from one of the nationally recognized agencies found at www.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html verifying that you have the equivalent of a bachelor's degree earned in the United States through a regionally accredited college/university.

AND

Pathway 1 Candidate:

- An equivalency evaluation report from one of the nationally recognized agencies found at www.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html stating you completed an educator preparation program outside of the United States to be a teacher or specialist teacher. This equivalency evaluation report must include a course-by-course evaluation of coursework completed within the educator preparation program.
- A letter on official college/university letterhead that has been signed by an appropriate official, such as the president, chancellor, vice-chancellor, registrar, dean, or certification/licensure officer verifying completion of an educator preparation program. The program must be for a credential comparable to the Massachusetts Initial teacher or specialist teacher license sought and the letter must comply with and include all information noted in the **Letter Requirements** section of the Completion of an Educator Preparation Program Outside of the United States Letter Template found on page 5 of this guide and at (provide link).

(OR)

- An equivalency evaluation report from one of the nationally recognized agencies found at www.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html

[equivalency.html](#) detailing components within the educator preparation program completed.

- A letter on official letterhead of the sponsoring organization that has been signed by an appropriate official, such as the program director, verifying the completion of an educator preparation program. The program must be for a credential comparable to the Massachusetts Initial teacher or specialist teacher license sought and the letter must comply with and include all information noted in the **Letter Requirements** section of the Completion of an Educator Preparation Program Outside of the United States Letter Template found on page 5 of this document and at (provide link):

Pathway 2 Candidate:

- A copy of the credential issued outside of the United States. The credential must be comparable to the Massachusetts Initial teacher or specialist teacher license sought.
- A letter on official letterhead of the agency/party/organization that issued the required license/certificate signed by an appropriate administrator/supervisor that complies with and includes all information noted in the **Letter Requirements** section of the Possession of License/Certificate Outside of the United States Letter Template found on page 6 and here (provide link).

Pathway 3 Candidate:

- An equivalency evaluation report from one of the nationally recognized agencies found at www.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html verifying you were awarded a master's or higher degree equivalent to a master's degree in speech, language pathology earned in the United States through a regionally accredited college/university. The report should also include a course-by-course evaluation for coursework completed within the degree.
- A letter from the American Speech-Language-Hearing Association (ASHA) stating that the master's degree you were awarded from outside the United States is equivalent to a master's degree in speech-language pathology earned in the United States from a program accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) and that you are eligible for the Speech-Language Pathology Clinical Fellowship. The letter must be on official letterhead and be signed by the authorized signatory. Information regarding ASHA can be found at <http://www.asha.org>.

Letter Templates

Completion of an Educator Preparation Program Outside of the United States Letter Template

Letter Requirements: *This letter must be printed on official letterhead of the sponsoring organization. The letter must be signed by the licensure officer, registrar, dean, provost, chancellor, vice-president, president or program director. The letter must comply with and include all information below.*

Dear Office of Educator Licensure:

Please be advised that [*Insert: program completer's name & MEPID or MA Educator License Number*] successfully completed a/an [*Insert: license field & grade level*] educator preparation program on [*Insert date: mm/dd/year*] that was sponsored by [*insert: name of college/university or organization*] to provide teacher/specialist teacher candidates with the ability to successfully demonstrate the critical knowledge and skills needed to teach students within the PreK-12 grade levels. This program was at least at the baccalaureate level and included a field-based experience, during which his/her performance was supervised and evaluated jointly by our organization and an educator who has been trained to supervise and evaluate teacher candidates' performance.

The above-noted program was successfully completed, as attested by my signature and title below.

Sincerely,

[*Insert:*

Signature

Printed Name

Title

Address

E-Mail]

Please note: This document can be uploaded directly into your ELAR account. For directions on how to upload, please visit www.doe.mass.edu/licensure/ and select the [How to Use the ELAR Portal](#) link in the left navigational bar.

Possession of License/Certificate Outside of the United States Letter Template

Letter Requirements: *This letter must be on official letterhead of the agency/organization that issued the license/certificate signed by an appropriate administrator/supervisor. The letter must comply with and include all information below.*

Dear Office of Educator Licensure:

Please be advised that [*Insert: the name & MEPID or MA Educator of the credential holder*] was issued/granted the [*Insert: complete name of license/certificate and grade level*] on [*Insert date: mm/dd/year*]. This license/certificate is equivalent to at least a license/certificate issued to an individual that completed an educator preparation program at the baccalaureate level or higher for this license/certificate. Such a program would provide teacher/specialist teacher candidates with the ability to successfully demonstrate the critical knowledge and skills needed to teach students within the PreK-12 grade levels and include a field-based experience, during which performance is supervised and evaluated jointly by sponsoring organizations and an educator who has been trained to supervise and evaluate teacher candidates' performance.

Sincerely,

[Insert:

Signature

Printed Name

Title

Address

E-Mail]

Please note: This document can be uploaded directly into your ELAR account. For directions on how to upload, please visit www.doe.mass.edu/licensure and select the [How to Use the ELAR Portal](#) link in the left navigation bar.