Massachusetts Tests for Educator Licensure (MTEL)

Student Guide 2015–2016

Lesley University Educator License and Certification Office

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Lesley UNIVERSITY

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

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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**

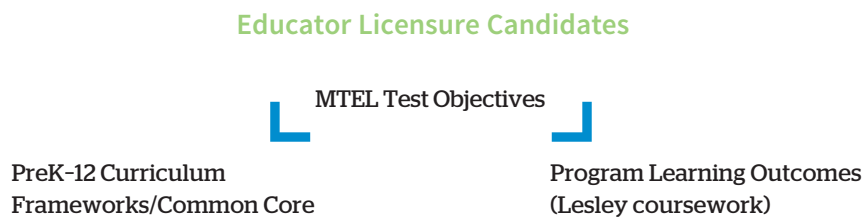
ELAR (Educator Licensure and Recruitment) is the state's online portal that enables you to complete most licensure-related transactions on the Internet. Through ELAR, you can apply for or advance a license online, renew a Professional license, check the status of a license/application, make a payment, view what documents are scanned into your file, request a hard copy license, update contact information, view correspondence from the Office of Educator Licensure, and print unofficial license information.

This booklet was created by the Lesley University Educator License and Certification Office and members of TTASC, the Teacher Test Academic Support Committee.

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 highly challenging tests but expects that you take responsibility by being diligent, preparing study schedules, and completing all requirements. We encourage all candidates to think about the ways to prepare, take, and pass these exams. One effective strategy for success is to link the MTEL test objectives with the MA Curriculum Frameworks/Common Core and your coursework at Lesley, as illustrated below.



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.

Required MTEL Tests

Most tests are offered only as computer-based tests.
Please go to 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: Students With and Without Disabilities	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 Recruitment) ELAR account (See back cover, #4) as a "Pass." All educators must pass all required tests only once. A licensed teacher will not be required to retake a previously passed MTEL, but must pass the required subject tests when pursuing an additional license.

* The General Curriculum MTEL (03) has a Multi-subject subtest and a Math subtest. Candidates may take one or both subtests at a given administration. A passing score on a higher level Mathematics MTEL will meet the Math subtest requirement for General Curriculum.

** 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 are strongly advised to take the Communication and Literacy Skills MTEL as soon as possible.
- All candidates seeking an Initial License must pass ALL portions of the MTEL(s) required for their licensure program 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 at www.mass.gov/edu/gateway and provide MEPID to Lesley through LOIS account at lesley.edu/lois
- Complete the approved program at Lesley University
- Complete all state testing requirements
- 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 Asst. Director of Advising or 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 only one test or subtest in each test administration enhances their rate of 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.
- 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 and faculty advisors informed of your plans.

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 CBT directions/tutorial several times before taking exam.
- Register for MTEL Workshops/Math Course and review MTEL Study Tips at **www.lesley.edu/certification**. Click on the links on the left-hand sidebar.
- If the General Curriculum (GC) MTEL is required, take Lesley's online Math Diagnostic, EDIAG 5000. This is a required assignment in EEDUC 5102.
  - Completion of diagnostic will be 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.
- Make an appointment with your Assistant Director of Advising or Faculty Advisor to assist with MTEL scheduling.
- Seek out peer support. Studying together with a plan and schedule can boost performance. Consult with other teachers for help.
- Continue to review content areas in student textbooks at your license grade level and higher.
- Make use of 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 for matriculated students and alumni. Others may register for a fee.

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, Early Childhood, General Curriculum Multi-subject, 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 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. Call the Center for Academic Achievement at **617.349.8459**, or visit **www.lesley.edu/caa**.

The Educator License and Certification Office has a list of private tutors that students can hire for a fee. Please call **617.349.8427** to request the names of private tutors for Communication and Literacy, General Curriculum, Early Childhood, Foundations of Reading, English, General Science, History, Math, Humanities, and ESL.

Disability Services

Lesley students who have had accommodations in the past or who think they might need accommodations can contact the Disabilities Services office: **617.349.8572** or **www.lesley.edu/services/disability**. If you think you may be in need of 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 read the Registration Bulletin for essential details, **www.mtel.nesinc.com**.

For questions about test accomodations, contact Pam Eisermann, Pamela.Eisermann@pearson.com

MTEL Exam Registration

Register online for the MTEL at **www.mtel.nesinc.com**.

Include Lesley University (30) to receive test results each time you register.

2015–2016 Computer Based Testing

Computer based testing 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.

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 Assistant Director of Advising or advisor or the Certification Office 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: Reading _____ Writing _____ Subject* _____ Foundations of Reading (If applicable) _____

Test Date: _____ Test Name: _____

Preparation Plan: _____

Scores:

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

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

Scores:

Communication & Literacy: Reading _____ Writing _____ Subject* _____ Foundations of Reading (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)*
- ❑ Social Security Number
- ❑ Send Official Undergraduate Transcript to MA ESE or upload it to ELAR

  (for graduate licensure candidates)
- ❑ 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
- ❑ Degree conferral required for Baccalaureate (undergraduate), School Guidance, and School Adjustment Counselor licenses.
- ❑ **Request Endorsed Transcript from Lesley University at www.lesley.edu/certification**

Reciprocity, Professional License, License Renewal, & Professional Development

Reciprocity: Licensure in Other States
Not only do the educational programs at Lesley fulfill the Massachusetts educator licensure regulations instituted by the Massachusetts Department of Elementary and Secondary Education, they 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.

NASDTEC's website (**http://www.nasdtec.net/?page=Interstate**) can be searched in more depth via KnowledgeBase with a user name and password. Email cert_off@lesley.edu for this information.

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, week-days, and evenings; on-campus and at school sites across the nation and online.

Visit **www.lesley.edu/graduate-school-of-education/events**.

Useful Resources

1. Lesley University Educator License and Certification Office
   www.lesley.edu/certification

   MTEL Preparation Workshops www.lesley.edu/certification/letspass

   MTEL Study Tips: www.lesley.edu/soe/certification/study_tips.html

   MTEL FAQs: www.lesley.edu/soe/certification/mtelfaq.html

   Endorsed Transcript Request Form:
   http://www.lesley.edu/endorsed-transcript-request/

   License Renewal: www.lesley.edu/soe/certification/recert.html
2. ELAR Account: http://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 Help–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
5. Massachusetts Curriculum Frameworks: www.doe.mass.edu/frameworks
6. Lesley University Library (Sherrill Library) MTEL Resources

   http://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. Preparing Educators: Pre-Service Performance Assessment
    http://www.doe.mass.edu/edprep/ppa/guidelines.pdf
11. Rethinking Equity and Teaching for English Language Learners (RETELL):
    www.doe.mass.edu/retell/ – contains information about the Sheltered English Immersion (SEI) Endorsement required for all teachers
12. Foreign Degree and Credit Equivalency (Transcript Evaluation Services)
    www.doe.mass.edu/educators/foreignequivalence.html