

Endorsement of Program Completers Advisory

Updated August 2024

Endorsement is the process through which a supplementary credential issued to an Educator licensed under 603 CMR 7.00, or a credential issued to an individual otherwise required by law or regulation to obtain such credential, indicating satisfactory knowledge and skills to perform services in the area(s) specified.

DESE's expectation is that **all individuals who successfully complete the requirements of an approved preparation program are endorsed for licensure**, regardless of the status of their licensure application. (See the [MTEL Use Advisory](#) for additional information regarding MTEL passage as a program requirement.)

Sponsoring organizations should submit endorsements at the time of program completion. We recommend that on a regular schedule (e.g., following the submission of final grades each semester), your sponsoring organization endorses everyone who completed program requirements during the time period.

All completers may be endorsed in ELAR as "Program Completer – Submitted" with the program completion date. The status of DESE licensure applications (including a completer having not applied for licensure) does not prevent your sponsoring organization from submitting your endorsement.

Waiting for completers to apply for a license and/or endorsing only those completers who have requested endorsement results in inaccurate state-collected data, including incorrect completion rates and/or timelines for candidates. Inaccurate data may impact program approval processes, Edwin analyses, and Title II/State Annual Reporting. Endorsing upon completion of program requirements also streamlines licensure processes for candidates who apply for their license well after they have completed their preparation program.