



Springfield Public Schools

MTEL CLASSES AND RESOURCE GUIDE 2009-2010

Human Resources Department
195 State Street Springfield, MA 01002
413 787-7180 FAX: 413 787-7211



Contact Lucy Perez, HR Administrator for Recruitment and Retention for additional information at 413 787-7180 or email to register for the MTEL Classes at perezluc@sps.springfield.ma.us

Open to Springfield Public School Teachers and Educators
(Space available for Para's & Subs with BA who are preparing to taking their MTEL Exams)
CULTURE OF EDUCATIONAL EXCELLENCE



**Springfield Public Schools
Human Resources Department
SPS District-Based MTEL Preparation
Class Schedule 2009-2010**

**ALL MTEL Preparation Courses are held at the
High School of Science and Technology from 4:00 pm – 5:30 pm**

Communication & Literacy	Room 404 & 405	Test Date
Writing: Feb. 22, 23, 24, 25, 26	March 1, 2, 3, 4, & 5	Mar. 6 th
Reading: March 1, 2, 3, 4, & 5		Mar. 6 th
Writing: April 26, 27, 28, 29, 30	May 3, 4, 5, 6, & 7	May 8 th
Reading: May 3, 4, 5, 6, & 7		May 8 th
Writing: June 28, 29, 30, July 1 & 2	July 6, 7, 8, & 9 (Room 130 & 132)	July 10 th
Reading: July 6, 7, 8, & 9	(Room 130 & 132)	July 10 th
General Curriculum	Room 413	Test Date
February 22, 23, 24, 25, & 26	March 1, 2, 3, 4, & 5	Mar. 6 th
April 26, 27, 28, 29, & 30	May 3, 4, 5, 6, & 7	May 8 th
Foundations of Reading	Room 408	Test Date
February 22, 23, 24, 25, & 26	March 1, 2, 3, 4, & 5	Mar. 6 th
April 26, 27, 28, 29, & 30	May 3, 4, 5, 6, & 7	May 8 th
Science	Room 407	Test Date
Tuesday and Thursday -- February 2, 4, 9, 11, 23, & 25		
Tuesday and Thursday -- March 2 & 4		
English as a Second Language	Room: 414 4:00 pm – 7:00 pm	Test Date
February 22, 23, 24, 25, & 26	March 1, 2, 3, 4, & 5	Mar. 6 th
April 26, 27, 28, 29, & 30	May 3, 4, 5, 6, & 7	May 8 th

Please know that teachers on waivers are required to register for the 2009-2010 MTEL exams and attend the district-based MTEL preparation classes. You are encouraged to register ASAP as space is limited.

Please email Lucy Perez, Administrator for Recruitment and Retention at perezluc@sps.springfield.ma.us to confirm your participation in the MTEL district-based classes or if you have any questions or concerns. Visit the SPS website at www.sps.springfield.ma.us for a copy of the SPS MTEL Classes and Resource Guide.

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Culture of Educational Excellence



Springfield Public Schools Human Resources Department SPS District-Based MTEL Intensive Preparation Class Schedule 2009-2010

ALL MTEL Intensive Courses are held at the
High School of Science and Technology

Spring 2010

Mathematics – Middle School Teachers

Saturday, January 23, 2010

9:00 AM - 12:00 PM

Saturday, January 30, 2010

9:00 AM - 12:00 PM

Saturday, February 6, 2010

9:00 AM - 12:00 PM

Saturday, February 27, 2010

9:00 AM - 12:00 PM

Mathematics – Elem. School Teachers (General Curriculum)

Saturday, January 23, 2010

1:00 - 4:00 PM

Saturday, January 30, 2010

1:00 - 4:00 PM

Saturday, February 6, 2010

1:00 - 4:00 PM

Saturday, February 27, 2010

1:00 - 4:00 PM

Elementary and General Curriculum Math Subtest Room 318 9am -12pm Saturdays:
March 20, March 27, April 10, & May 1




Middle School and High School Teachers Room 318 1pm-4pm Saturdays: March
20, March 27, April 10, & May 1

Please contact Bonnie Roy at royb@sps.springfield.ma.us or 413 787-7279 for additional information about the Math tutorials.

Please know that teachers on waivers are required to register for the 2009-2010 MTEL exams and attend the district-based MTEL preparation classes. You are encouraged to register ASAP as space is limited. Please email Lucy Perez, Administrator for Recruitment and Retention to confirm your attendance for the appropriate MTEL Preparation session at perezluc@sps.springfield.ma.us

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Springfield Public Schools
Human Resources Department
2009-2010 MTEL Registration Schedule

Test Date	Regular Registration Deadline 	Late Registration Deadline (additional fee applies) 	Emergency Registration Deadline (additional fee applies) 	Score Report Date (unofficial scores available at 5:00 p.m.)
2009-2010 TEST DATES				
September 26, 2009	August 14, 2009	September 4, 2009	September 18, 2009	October 30, 2009*
November 21, 2009	October 9, 2009	October 30, 2009	November 13, 2009	December 28, 2009
March 6, 2010	January 22, 2010	February 12, 2010	February 26, 2010	April 9, 2010**
May 8, 2010	March 26, 2010	April 16, 2010	April 30, 2010	June 11, 2010
July 10, 2010	May 28, 2010	June 18, 2010	July 2, 2010	August 13, 2010
ADDITIONAL TEST DATES FOR COMMUNICATION AND LITERACY SKILLS TEST ONLY				
2009-2010 TEST DATES				
October 31, 2009	September 18, 2009	October 9, 2009	October 23, 2009	December 4, 2009
January 23, 2010	December 11, 2009	January 4, 2010	January 15, 2010	February 26, 2010
<p>You may make a request for alternative testing arrangements when you register for the MTEL during the regular, late, or emergency registration period. To ensure that there is adequate time to process your request, you are strongly encouraged to register and submit all required information as early as possible, preferably by the regular registration deadline.</p>				

- 1 →
- 2 →
- 3 →

For additional information, please visit the DESE website at www.doe.mass.edu/educators or contact:

Massachusetts Department of Elementary and Secondary Education (DESE)
Office of Educator Licensure
350 Malden Street
Malden, MA 02148-5023
Telephone: 781 338-6600
Teletypewriter (TTY-Net relay) 800 439-2370

Test Cancellation

In the unlikely event that it becomes necessary to cancel a test administration due to severe weather conditions, a natural disaster (e.g., flood or fire), or a public emergency, the cancellation will be announced on the following local television and radio stations: WORC-AM

WSRS-FM

WTAG-AM

WBZ (both TV and AM radio)

WHDH-TV

WAQY-FM

WGGB-TV

WHMP (both AM and FM radio)

WHYN-FM

WWLP-TV

WBEC

WBRK

WNAW

WMNB

WRKO-AM

You may also call (413) 256-2892 or 866-565-4894 (toll free), after 6 A.M. on the morning of the administration, for a recorded message of test site status.

Important Websites

If you have questions regarding **program policies** or which **test (s) you must take**, visit www.doe.mass.edu/educators or contact:

Massachusetts Department of Elementary and Secondary Education (DESE)

Office of Educator Licensure

350 Malden Street

Malden, MA 02148-5023

Telephone: 781 338-6600

Teletypewriter (TTY-Net relay) 800 439-2370

If you have questions regarding **test registration, your payment, administration procedures, admission tickets, or test dates and registration deadlines**, contact:

Massachusetts Tests for Educator Licensure

National Evaluation Systems

PO Box 660

Amherst, MA 01004-9013

Telephone: 413 256-2892

Teletypewriter (TTY) 413 256-8032

TEST SELECTION

The MTEL are conducted in morning and afternoon test sessions. Each test session is four hours in length and candidates may take only one test per session. The morning session has a reporting time of 7:45 a.m. and ends at approximately 12:30 p.m. The afternoon session has a reporting time of 1:15 p.m. and ends at approximately 6:00 p.m.

You may register for one or two tests on each test date. If you are taking the Communication and Literacy Skills test, the Vocational Technical Literacy Skills Test, or the General Curriculum test, you may take one subtest or both subtests in one test session. For general information on which tests are required for an Academic (PreK–12) license, please refer to the section on licensure test requirements in "[Academic \(PreK–12\) Education](#)."

The following table lists all MTEL tests and provides the following information:

*The test session in which each test is offered

* The test dates on which each test is offered

* Important notes describing registration restrictions and special testing requirements

Test Name & Test Code	Test Availability	Important Notes
Biology (13)	Afternoon only All standard test dates	New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Business (19)	Afternoon only All standard test dates	New test in March 2010; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Chemistry (12)	Afternoon only All standard test dates	Scientific calculators are provided at the test site. See " Scientific Calculators " below for models provided. New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Chinese (Mandarin) (29)	Afternoon only Offered only in November and March Not offered at out-of-state administrations	This test includes recorded components; candidates who arrive late will not be admitted.
Communication and Literacy Skills (01): • reading subtest • writing subtest	Morning only Offered on all standard and additional Communication and Literacy Skills test dates	You may take one or both subtests at a given administration. New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Dance (46)	Afternoon only All standard test dates	
Early Childhood (02)	Afternoon only All standard test dates	
Earth Science (14)	Afternoon only All standard test dates	New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
English (07)	Afternoon only All standard test dates	

English as a Second Language (54)	Afternoon only All standard test dates Available at out-of-state administrations in Miami and Los Angeles only	New test in March 2010; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Foundations of Reading (90)	Morning only All standard test dates	
French (26)	Afternoon only All standard test dates except July Not offered at out-of-state administrations	This test includes recorded components; candidates who arrive late will not be admitted. New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
General Curriculum (03): • multi-subject subtest • mathematics subtest	Afternoon only All standard test dates	You may take one or both subtests at a given administration.
General Science (10)	Afternoon only All standard test dates	
German (27)	Afternoon only Offered only in November and March Not offered at out-of-state administrations	This test includes recorded components; candidates who arrive late will not be admitted.
Health Education (21)	Afternoon only All standard test dates	Effective as of the March 2010 administration, this test will be called Health/Family and Consumer Sciences. New test in March 2010; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
History (06)	Afternoon only All standard test dates	
Italian (30)	Afternoon only Offered only in November and March Not offered at out-of-state administrations	This test includes recorded components; candidates who arrive late will not be admitted.
Latin and Classical Humanities (15)	Afternoon only All standard test dates	New test in March 2010; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Mathematics (09)	Afternoon only All standard test dates	Scientific calculators are provided at the test site. See " Scientific Calculators " below for models provided.
Mathematics (Elementary) (53)	Afternoon only All standard test dates	
Mathematics (Middle School) (47)	Afternoon only All standard test dates	
Mathematics/Science (Middle School) (51)	Afternoon only All standard test dates	

Middle School Humanities (50)	Afternoon only All standard test dates	
Music (16)	Afternoon only All standard test dates	This test includes recorded components; candidates who arrive late will not be admitted.
Physical Education (22)	Afternoon only All standard test dates	New test in March 2010; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Physics (11)	Afternoon only All standard test dates	Scientific calculators are provided at the test site. See " Scientific Calculators " below for models provided. New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Political Science/Political Philosophy (48)	Afternoon only All standard test dates	
Portuguese (32)	Afternoon only Offered only in November and March Not offered at out-of-state administrations	This test includes recorded components; candidates who arrive late will not be admitted.
Reading Specialist (08)	Afternoon only All standard test dates	
Russian (31)	Afternoon only Offered only in November and March Not offered at out-of-state administrations	This test includes recorded components; candidates who arrive late will not be admitted.
Spanish (28)	Afternoon only All standard test dates Available at out-of-state administrations in Miami and Los Angeles only	This test includes recorded components; candidates who arrive late will not be admitted. New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Speech (44)	Afternoon only All standard test dates	
Technology/Engineering (33)	Afternoon only All standard test dates	New test in Sept. 2009; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Theater (45)	Afternoon only All standard test dates	
Visual Art (17)	Afternoon only All standard test dates	New test in March 2010; test results may be delayed due to passing score activities. Fee waivers associated with testing on consecutive test dates will not apply.
Vocational Technical Literacy Skills Test (91): • reading subtest • writing subtest	Morning only All standard test dates	You may take one or both subtests at a given administration.

Visit the DESE website at http://www.mtel.nesinc.com/MA_testobjectives.asp to download content objectives and practice exams (rev9-28-09). For additional information, please contact Lucy Perez, Administrator for Recruitment & Retention at 413 787-7180 or email perezluc@sps.springfield.ma.us

Scientific Calculators

Candidates taking the tests for Chemistry (12), Mathematics (09), and Physics (11) will be provided with one of the following models of scientific calculators at the test administration. The models distributed are subject to change; directions for use will not be provided at the test site. You may not use your own calculator or calculator manual for these tests.

- * Texas Instruments TI-30X
- * Texas Instruments TI-30X Solar
- * Texas Instruments TI-30Xa
- * Texas Instruments TI-30Xs
- * Texas Instruments TI-30XIIs

To find all the information you need to **register** for the MTEL or to download materials to help you **prepare for the test**, visit at http://www.mtel.nesinc.com/MA_testobjectives.asp
For additional information, please contact Lucy Perez, Administrator for Recruitment & Retention at 413 787-7180 or email perezluc@sps.springfield.ma.us

Subject Matter Test Requirements

The chart below provides some general information on subject matter test requirements. Additional requirements, such as passing the Communication and Literacy Skills test, may need to be met for a particular license. In order to receive full and accurate information on the license requirements you need to meet for a particular license, including which tests to take, please submit a license application to the Licensure Office at the Massachusetts Department of Elementary and Secondary Education. If you are enrolled in a Massachusetts educator preparation program, please contact the [licensure officer](#) at your college/ university or other preparatory organization for program completion requirements. Please note that license requirements are subject to change.

For further general information regarding:

- **which test(s) to take** for a PreK-12, Vocational Technical, or Adult Basic Education license, as well as other licensing requirements, please go to www.doe.mass.edu/educators/e_license.html; then select the appropriate license category for the license you wish to pursue;
- **test content**, please refer to the Test Objectives in the relevant Test Information Booklets at www.doe.mass.edu/mtel/faq/tprep_lst.html.

Teacher License	Level	Subject Matter Test	Test Code
Adult Basic Education (ABE)	N/A	Adult Basic Education (first administration 11/20/04)	55
Biology	5-8, 8-12	Biology	13
Business	5-12	Business	19
Chemistry	5-8, 8-12	Chemistry	12
Dance	All	Dance	46
Early Childhood	PreK- 2	Early Childhood + Foundations of Reading	02 + 90
Earth Science	5-8, 8-12	Earth Science	14
Elementary	1-6	General Curriculum + Foundations of Reading	03 + 90
English	5-8, 8-12	English	07
English as a Second Language (formerly English Language Learners)	PreK- 6, 5- 12	English as a Second Language	54
Transitional Bilingual Learning endorsement (only available for holders of an ELL license)	PreK- 6, 5- 12	Exam in the relevant foreign language	10

Foreign Language A Competency Review is required for languages where a test is not offered.	PreK-6,5-12	Chinese (Mandarin)	29
		French	26
		German	27
		Italian	30
		Portuguese	32
		Russian	31
		Spanish	28
General Science	1-6	Competency Review. General Science (10) will also meet this requirement.	-
	5-8	General Science	10
Health/Family and Consumer Sciences	All	Health Education	21
History	1-6	Competency Review. History (06) will also meet this requirement.	-
	5-8, 8-12	History	06
Home Economics		License no longer issued	
Instructional Technology	All	Competency Review	N/A
Latin & Classical Humanities	5-12	Latin and Classical Humanities	15
Library	All	Competency Review	N/A
Mathematics	1-6	Elementary Mathematics. Middle School Mathematics (47) OR Mathematics (09) will also meet this requirement.	53
	5-8	Middle School Mathematics, OR Mathematics.	47 or 09
	8-12	Mathematics	09
Middle School: Humanities(English/History)	5-8	Middle School Humanities. The English (07) + History (06) test will also meet this requirement.	50
Middle School: Mathematics/Science	5-8	Middle School Mathematics/Science. Middle School Mathematics (47) + General Science (10) OR Mathematics (09) + General Science (10) will also meet this requirement.	51
Music:	All	Music	16 11

Vocal/Instrumental/General			
Physical Education	PreK-8, 5-12	Physical Education	22
Physics	5-8, 8-12	Physics	11
Political Science/Political Philosophy	5-8, 8-12	Political Science/Political Philosophy	48
Social Studies		License no longer issued.	
Speech	All	Speech	44
Teacher of Students with Moderate Disabilities	PreK-8	General Curriculum + Foundations of Reading. In addition, a Competency Review is required for a Preliminary license.	03 + 90
	5-12	General Curriculum + Foundations of Reading, OR one of the following MTEL subject matter tests at the 5-8 or 8-12 grade level: English, History, Mathematics (47 or 09 only), Middle School Humanities, Middle School Mathematics/Science, science (Biology, Chemistry, Earth Science, General Science, Physics), or Political Science/Political Philosophy + Foundations of Reading In addition, a Competency Review is required.	03 + 90 OR subject matter test + 90
Teacher of Students with Severe Disabilities	All	General Curriculum. In addition, a Competency Review is required.	03
Teacher of the Deaf and Hard-of-Hearing: American Sign Language/Total Communication or Oral/Aural Levels	All	<i>ASL/Total Communication:</i> General Curriculum + test of ASL approved by the Department (to be identified) + EITHER Foundations of Reading, OR ESE approved test of teaching of reading to deaf and hard of hearing students (to be identified). In addition, a Competency Review is required. <i>Oral/Aural Levels:</i> All of the above EXCEPT FOR ASL test	03 + 90 OR 03 + other Tests
Teacher of the Visually Impaired	All	General Curriculum + Foundations of Reading. In addition, a Competency Review is required.	03 + 90
Technology/ Engineering	5-12	Technology/Engineering (formerly Technology Education)	33
Theater	All	Theater	45 12

Visual Art	PreK-8, 5-12	Visual Art	17
Specialist Teacher License			
Specialist Teacher License	Level	Subject Matter Test	Test Code
Academically Advanced	PreK-8	Academically Advanced.	52
Reading Specialist	All	Reading Specialist	08
Speech, Language, and Hearing Disorders	All	Subject matter test not required	N/A
Transitional Bilingual Education		License no longer issued. (See English Language Learner)	
Professional Support Personnel License			
Professional Support Personnel License	Level	Subject Matter Test (See Communication & Literacy Skills Test Requirements)	Test Code
School Guidance Counselor	PreK-85-12	Subject matter test not required	N/A
School Nurse	All	Subject matter test not required	N/A
School Psychologist	All	Subject matter test not required	N/A
School Social Worker/School Adjustment Counselor	All	Subject matter test not required	N/A

Last updated: January 23, 2009

**Springfield Public Schools
Human Resources Department
MTEL Preparation Programs at Colleges and Universities**

MTEL Registration and Resources

www.mtel.nesinc.com

413-225-2892

**Free MTEL Prep Help
Western Massachusetts
Writing Project**

Contact: Momodou Sarr

sarrm@arps.org

www.umass.edu/wmwp

413-774-6764

AIC MTEL Prep Courses

413-205-3338

**ELMS College MTEL
12-Hour Prep Courses**

Contact: Jane McCarry

mccarryj@elms.edu or

harveyd@elms.edu

413-265-2490

**Springfield College
MTEL Prep**

413-748-3155

**UMASS Amherst
MTEL Prep Course**

413-577-3144

Westfield State College

413-572-8034