



# Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure  
75 Pleasant Street, Malden, Massachusetts 02148

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

## Verification of School Based Employment / Induction and Mentoring

Employee's legal name (print): \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_ Or Educator License Number: \_\_\_\_\_

Or MEPID \_\_\_\_\_

Name of School	School District (City/town if not a district)	State	Employed as follows: License Field and Grade Level (e.g. Elementary, 1-6)	Employment		F.T.E. (If < 1.0)
				Start Date (M/ D/ Y)	End Date (M/ D/ Y) Or Present	

In accordance with Massachusetts Regulations for Educator Licensure And Preparation Program Approval 603 CMR 7.00, the employee has completed:

Please check:

- A one-year induction program with a mentor
- At least 50 hours of mentored experience beyond the induction year

The employment, induction program, and mentored experience verified above were successfully completed as attested by my signature in the role of:

Please check one:       Superintendent                       Principal                       Head Administrator\*

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

*Note: This form is to be completed by the provider of the employment, induction program, and mentored experience. \*Head Administrator could be an Assistant Superintendent, HR Director, or a similar position in a non-public educational setting. The Department may contact you if any clarification is needed.*