



Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure
75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-6600
TTY: N.E.T. Relay (800) 439-2370

Verification of Internship Completion Template

Purpose: The below sample letter template is intended to assist in verifying the successful completion of an internship outside of an approved program, for an additional teacher, administrator, or professional support personnel license as identified (e.g., New Field, New Level, or New Field and Level) in the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.15 (2) and (3).

Letter Requirements:

This letter must be **printed on official letterhead of the internship provider**. If provided by a school/school district, the letter must be signed by a superintendent, assistant superintendent, human resources director, principal, or equivalent position in a non-public educational setting. If provided by a college/university or an approved program provider, the letter must be signed by the licensure officer, appropriate department chair, registrar, dean, provost, chancellor, vice-president, or president.

Dear Office of Educator Licensure:

Please accept this letter as official verification that *[Insert: candidate's name & MEPID or MA Educator License Number]* has completed a supervised and mentored internship, outside of an approved program, of *[insert: number]* hours in the role and at the level of the *[Insert: license field & grade level]* license. The internship began on *[Insert: month/year]* and ended on *[Insert: month/year]*, and was mentored by *[Insert: mentor's name & MEPID or MA Educator License Number]*.

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

Sincerely,

[Insert:

Signature

Printed Name

Title

Address

Telephone Number OR e-Mail]

The Department may contact the internship provider if any clarification is needed.

*The completed internship letter can be uploaded directly into your ELAR account or mailed to the Office of Educator Licensure. For directions, please visit www.doe.mass.edu/licensure/ and select the *How to Use the ELAR Portal* link in the left navigational bar.