

**PRISM Educational Consultants, Inc.
Dr. John J. Kelley, Program Director**

**DIRECTIONS for APPLYING TO THE:
5-12 Licensure PROGRAM and MASTERS in Secondary Education**

This program completes in 14 months - The licensure program is the *first 8 courses with RETELL Endorsement* (7 without the Endorsement). After completing the eight courses the license is endorsed in MAY. The remaining five courses are taken in the summer and fall with all completed by December.

TWO Applications are necessary:

1. One for the Prism Licensure Program (PRISM grants the license through the DESE) and,
2. One for ENDICOTT College who grants the Master In Secondary Education (NON LICENSURE).

Required documents for PRISM:

1. Official Transcripts
2. Three letters of recommendation on official stationery stating your interest in the PRISM 5-12 Licensure Program
3. MTEL test score
4. MA Subject Matter test score
5. Completed Application Form
6. \$50.00 non-refundable application fee
7. \$125.00 processing fee for District Based Licensure Program
8. Resume, Signed and Dated

Required documents for ENDICOTT:

ALL APPLICANTS:

Admission to a graduate program requires a Bachelors Degree from an accredited college. To be considered for admission a candidate must submit the following through PRISM, 85 Forest Dr., Bridgewater, MA 02324 to Van Loan School Admissions (Endicott College, 376 Hale Street, Beverly, MA 01915). **ALL DOCUMENTATION GOES TO PRISM FIRST WHO WILL FORWARD IT TO ENDICOTT:**

1. Completed Application and non-refundable \$50.00 Application Fee (check made payable to Endicott College)
2. Two Letters of Recommendation (one academic reference and one professional reference is desired) on forms in the Application
3. Official Transcripts of all post-secondary academic work sent directly from the institution(s) including confirmation of undergraduate degree and any other graduate work
4. Essay of 250–500 words on career goals and motivation for graduate study
5. Official score report of either the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE).
7. Interview with the Program Director of PRISM
8. For any and all questions, please call Dr. John Kelley at 508-942-7723