

GUIDE TO **PROFESSIONAL LICENSURE**

Advising professionals
from other countries
how to become credentialed
in Massachusetts



WORCESTER
STATE
UNIVERSITY

Intensive English Language Institute



WITH APPRECIATION

The Guide to Professional Licensure was made possible by the generous support of **The Fletcher Foundation**. This publication is for the benefit of many immigrants, who were professionals in their native countries, to achieve success in the United States pursuing careers in high-need fields that will positively impact all of our communities.

WORCESTER STATE UNIVERSITY

INTENSIVE ENGLISH LANGUAGE INSTITUTE

The Intensive English Language Institute (IELI) is an integral part of Worcester State University that provides flexible ways to learn English as an additional language. The IELI was founded in 1999 to support matriculated students who struggled with English. Since then, IELI has expanded to provide English to students with a variety of needs from basic English to high-level academic preparation. Today, our student body consists of immigrants, visa holders, international workers, and others who have an assortment of personal, professional, and educational goals.

There are nearly 10.5 million immigrants with college degrees living in the United States, and one in four of them are working in low-skilled jobs or are unemployed.* The goal of this guide is to help these immigrants learn the English they need to advance in the U.S. job market.

Classes include:

COMMUNITY PROGRAM (NIGHT)

- Practical, professional English
- Part-time night sessions to accommodate workers' schedules
- Integrated skills
- Targeted specialties

INTENSIVE PROGRAM (DAY)

- Formal, academic English
- Full- or part-time scheduling
- Support for F-1 visa holders
- Bridge-to-University program with academic guidance
- Targeted specialties
- IBT TOEFL preparation

* 2014 Migration Policy Institute

Who we help:

- International students—full-time program meets F-1 visa requirements
- Professionals who need to improve their English for relicensing
- Community members who want to improve their English
- Qualified TRADE, ITA, and Section 30 recipients

📞 **For more information: 508-929-8031 | ieli.worcester.edu**

A SUCCESS STORY



Tayana Muñoz, a registered nurse from Peru, attended the IELI's full-time Intensive ESL Program and worked with us to become licensed in the United States. Following the protocol for relicensing, she has passed her nursing boards and has now been sponsored to work at a local hospital. **Here is her story:**

"In the beginning, I was afraid until I became more proficient in English. We need English especially in my field so we can communicate with the patients. To get a license in a new language is always a challenge.

At Worcester State, I not only learned English, but the teachers gave me skills for taking the TOEFL (Test of English as a Foreign Language), which is an important part of the licensing process. I was told how to reach the people in Boston to do all of the paperwork for relicensing. I took the TOEFL, I passed it, and then I started the paperwork for relicensing. I took the nursing boards and passed them the first time. They are the same boards as regular U.S. nurses have to pass.

First, I needed an opportunity to practice my own career. I wanted to be an example for my kids. I wanted to get my license and be professional—just as I was in Peru—and I wanted the chance to get a better income, as my husband and I have three children.

My future goal is to get my master's degree. In Peru, we don't have nurse practitioners, but that's what I want to do next.

My husband and I were both professionals in Peru. My husband is a mechanical engineer. We would both like opportunities for our family and to be productive for this society. We are part of the Hispanic population so we want to be role models for Hispanics. Even though English is difficult to learn, and the process is hard, it can be done.

The IELI program did not just change my life to start anew and give me the opportunity to learn English, it gave me a new view of the future. I never thought that I could have a nursing career in the United States!"

"In the beginning, I was afraid until I became more proficient in English. We need English especially in my field so we can communicate with the patients. To get a license in a new language is always a challenge."



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EDUCATOR: K-12



An educator plays an important role in fostering the intellectual and social development of children during their formative years. Teaching methods vary widely depending on the age group and educational setting.

Educational requirements:

In order to be considered for Massachusetts licensure, professionals must hold a minimum of a bachelor's degree. The Massachusetts Department of Education does not recognize foreign training. Consequently, educators applying for initial licensure must complete 18-24 hours of an approved teacher-training program.

Examination requirements (fees apply):

Professionals must take and pass the following Massachusetts Test for Educator License (MTEL) exams:

- Communication & Literacy Test: Reading & Writing
- General Curriculum *or* Content Area (depending on grade level)
- Possibly, Foundations of Reading, depending on the license

Temporary licensure requirements:

Temporary licenses are valid for one year and are not renewable. Candidates for temporary licensure will have one of the following:

- Out-of-state credentials equal to that of a preliminary license
- Have been employed three out of the past seven years with credentials
- Passed applicable sections of the MTEL

Preliminary licensure requirements:

A preliminary license is valid for five years and is non-renewable. This type of license is for those professionals who have not completed an approved Educator Preparation Program, but who do have a bachelor's degree and have passed the appropriate sections of the MTEL exam.

Initial licensure requirements:

An initial license is valid for five years and it may be renewed one time. Professionals applying for initial licensure will have passed the appropriate sections of the MTEL exam and have completed an approved teacher-training program.

Professional licensure requirements:

To remain "active," a professional license must be renewed every five years. Teachers are eligible for professional licensure after teaching for at least three years under their initial license. Additionally, professionals must have 50 hours of mentoring and hold a master's degree.

Foreign degree and credit equivalency:

Applicants seeking licensure on the basis of foreign (non-U.S.) coursework and/or diplomas must provide the Office of Educator Licensure with a detailed equivalency report or course-by-course evaluation of any college-level credit completed. *See appendix for available credentialing agencies.*

Community connections:

Worcester State University's Education Department has been preparing highly qualified teachers since 1874. Other local institutions offering educator preparation programs are Anna Maria College, Assumption College, Becker College, Clark University, Fitchburg State University, College of the Holy Cross, and Nichols College.

For more information:

Massachusetts Department of Elementary and Secondary Education

doe.mass.edu/licensure

Mass Teachers Association

masteacher.org

ENGINEER



An engineer applies the principles of science and math to develop economical solutions to technical problems. This work is the link between scientific discoveries and commercial applications that meet societal needs. Engineers can practice in a variety of fields: chemical, civil, environmental, electrical, mechanical, structural, agricultural, aerospace, industrial, nuclear, and safety.

Educational requirements:

Professionals are required to have completed a minimum of a bachelor's degree program in engineering at an ABET-accredited institution. Those who do not hold an ABET-accredited degree must have an equivalent degree. Professionals with no degree, but who have four years of acceptable engineering experience, are eligible to take the Fundamentals of Engineering (FE) Exam. ①

Examination requirements (fees apply):

In order to attain licensure, professionals must take and pass:

- Fundamentals of Engineering (FE) exam
- Principle and Practice of Engineering (PE) exam in specific discipline ②

In order to take the PE exam, professionals must meet the educational and experience requirements. The experience requirement for professionals with an ABET-accredited degree is four years. If it is a non-ABET-accredited degree, or is a B.S. in Technology, the requirement is eight years. ③

Licensure requirements:

In order to apply for professional licensure in Massachusetts, professionals must:

- Pass the FE exam with a minimum score of 70
- Gain four years of work experience in their field
- Pass the PE exam

Credentials review:

National Council of Examiners for Engineering and Surveying (NCEES) will complete a review of credentials for those professionals educated outside of the United States. ④

The process includes:

- Review of applicant's academic history
- Official verification of degree and/or qualifications
- Institutional accreditation
- Degree nomenclature ③

Community connections:

The following is a list of some universities in Massachusetts that offer engineering degrees: Northeastern University, University of Massachusetts Dartmouth, University of Massachusetts Lowell, Worcester Polytechnic Institute, and Massachusetts Institute of Technology. Examination preparation courses can be found at mspe.com. ④

For more information:

- ① Accreditation Board for Engineering and Technology
abet.org
- ② Professional Credential Services
pcshq.com
- ③ Massachusetts Society of Professional Engineers
mspe.com
- ④ National Council of Examiners for Engineering and Surveying
ncees.org

CERTIFIED PUBLIC ACCOUNTANT (CPA)



A certified public accountant analyzes and communicates financial information for various entities: companies, individual clients, and the government. They can also audit accounts for errors, misinformation, fraud, etc.

Educational requirements:

Professionals must have the minimum of a bachelor's degree (150 credit hours), which includes 21 credit hours of accounting courses, and 9 semester hours of business courses ①. After completion of 120 credit hours, professionals will be eligible to sit for the Uniform CPA Exam.

Examination requirements (fees apply):

There are two options for examination, and both must be taken in English:

- For those professionals who hold foreign licensure from a country whose professional bodies have entered into a reciprocity agreement with the U.S.—Canada, Australia, Ireland, Mexico—the IQEX (International Qualification Examination) is required ①
- All other foreign-educated candidates will have to go through the credentialing process and pass the Uniform CPA Examination ①②

Only the Massachusetts Board of Public Accountancy ② can determine if an applicant is qualified to sit for the examination.

Licensure requirements:

Currently, there are eight distinct license types available to CPAs:

- CPA Full Reporting License
- CPA Non-Reporting License
- CPA Short Form Reciprocity License
- CPA Firm License for PC
- CPA Firm License for LLC
- CPA Firm License for LLP
- CPA Firm License for Partnership
- CPA Firm License for Business Corporation

Qualification requirements vary from one license category to another. For a detailed listing of the requirements for each license type, professionals should visit the Massachusetts Board of Public Accountancy website. ②

Credentialing agency:

- The Center for Educational Documentation is the only evaluation agency providing evaluations of foreign credentials for the Massachusetts Board of Public Accountancy. ④
- The Massachusetts Board of Public Accountancy, in its discretion and on a case-by-case basis, will accept applications for other foreign-licensed charter accountants or CPAs to sit for and pass the IQEX and apply for reciprocity based upon their compliance with the education and experience requirements of 252 CMR 2.07. All applicants must hold a current license to practice in these other jurisdictions. These applicants shall furnish written credentials with regard to character and general qualifications in the same form as is required for all other applicants.

Community connections:

Worcester State University offers an Accounting Certificate Program and a Master of Science in Management with a concentration in accounting. Other institutions with programs include Becker College and Clark University.

For more information:

- ① National Association of State Boards of Accountancy
nasba.org
- ② Massachusetts Board of Public Accountancy
mass.gov/ocabr/licensee/dpl-boards/pa
- ③ Massachusetts Society of CPAs—CPA Track
cpatrack.com/becoming_a_cpa/required
- ④ Center for Educational Documentation
cedevaluations.com

CHARTERED FINANCIAL ANALYST (CFA)



A financial analyst helps business with their investment decisions by providing guidance and analysis, and typically works for banks, insurance companies, mutual funds, and security firms.

Educational requirements:

Professionals must have a minimum of a bachelor's degree that has been designated the equivalent of a U.S. degree as determined by the CFA Institute ①. The following fields are preferred: business, finance, accounting, economics, or math. An MBA is strongly recommended for career advancement.

Examination requirements (fees apply):

Professionals must have a bachelor's degree and three years of professional experience before being eligible to sit for the CFA I, II, and III exams. It is suggested that candidates plan to prepare for 250 hours for each level of the exam. Most professionals take one test per year over the course of three years ①.

Certification requirements:

While licensure is not required to hold a position as a CFA, the CFA designation is strongly suggested. Additionally, a professional may be required to attain licensure if trading stocks, bonds, insurance, or real estate ①.

Professional registration:

In Massachusetts, an investment advisor (i.e. any person who, for compensation, advises others about securities, their value, and/or their purchase and/or sale) must register with the Massachusetts Securities Division ②.

For more information:

- ① CFA Institute
cfainstitute.org
- ② Massachusetts Registration and Licensing
www.sec.state.ma.us/sct/sctlic/licidx.htm#invest

CERTIFIED FINANCIAL PLANNER (CFP)



A financial planner is a problem solver who devises a suitable investment and spending plan for clients that is individually tailored to their clients' needs ①.

Educational requirements:

A bachelor's degree (or higher), or its equivalent, in any discipline, from an accredited college or university is required to attain certification as a certified financial planner. The bachelor's degree requirement is a condition of initial certification; it is not a requirement to be eligible to take the CFP Certification Examination. After you pass this exam, you will be required to provide evidence (official transcript from the degree-granting institution) that you hold a qualified bachelor's degree or higher degree ②.

Examination requirements (fees apply):

Upon successful completion of the educational requirement, professionals must pass the CFP Certification Examination. This is a pass/fail exam ②.

Professional registration:

In Massachusetts, an investment advisor (i.e.: any person who, for compensation, advises others about securities, their value, and/or their purchase and/or sale) must register with the Massachusetts Securities Division. ③④

Additional requirements (fees apply):

In addition to the educational requirement, professionals must also have the following:

- At least three years of qualifying full-time work experience ②
- Pass CFP Board's Candidate Fitness Standards, which describe conduct that may or will bar an individual from being certified (this includes a background check)
- Pay certification fees ②

Credentialing agency:

International degrees may be substituted for a U.S. undergraduate degree if they receive equivalency from a third-party evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES). Applicants should request a document-by-document evaluation ③⑤.

For more information:

- ① Financial Planning Association of Massachusetts
fpama.org
- ② Certified Financial Planner Board of Standards, Inc.
cfp.net
- ③ Massachusetts Registration and Licensing
www.sec.state.ma.us/sct/sctllic/licidx.htm#invest
- ④ Investment Advisor Registration Depository
iard.com
- ⑤ National Association of Credential Evaluation
naces.org

HOME HEALTH AIDE (HHA) CERTIFIED NURSING ASSISTANT (CNA)



A home health aide provides direct care to patients predominately at the patient's home, but there may be additional opportunities to perform care at residential care facilities. HHAs address patient needs, record vitals, read and update charts, monitor equipment, etc.

Educational requirements:

A high school diploma is generally not required for performing work as an HHA; however, having a high school diploma or its equivalent will increase opportunities for advancement. Professionals will also be required to pass a reading assessment test.

Certification (fees apply):

Professionals receive certification as an HHA upon completion of a 75-hour training course. This course is often offered in-house at the place of employment, but can also be attained through the Red Cross of Central Massachusetts. ①

Licensing and examination requirements:

Licensing is not required for this profession, only certification.

For more information:

Nursing Jobs

nursingjobs.org/cna/massachusetts

A certified nursing assistant works under the supervision of a nurse to provide daily basic care to patients. CNAs perform a role similar to that of a HHA; however, they can work in a variety of locations: nursing homes, assisted living facilities, and hospitals. Many nursing professionals begin their career as CNAs and then move on to become LPNs or RNs.

Educational requirements:

A high school diploma is required for this profession. Additionally, professionals are required to pass a certification examination. ①

Certification (fees apply):

Professionals must:

- Complete a 75-hour training course, which can be attained through the Red Cross of Central Massachusetts ①
- Complete an additional 16 hours of supervised clinical training
- Pass the Massachusetts CNA Certification Exam
- Register with the state ②

Licensing and examination requirements:

Licensing is not required for this profession.

Community connections:

The following offer CNA training programs in Central Massachusetts: 3 Dimension Health Services of Worcester, Red Cross of Central Massachusetts, and Quinsigamond Community College.

For more information:

① Red Cross of Central Massachusetts

redcross.org/local/massachusetts/about-us/chapters/central-ma

② Health and Human Services–Nurse Aide Registry

mass.gov/eohhs/data/license/nursing/certified-nurse-aide-registry.html

LICENSED PRACTICAL NURSE (LPN)



A licensed practical nurse or a licensed vocational nurse cares for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses.

Educational requirements:

A high school diploma is required for this profession. Additionally, professionals must complete an accredited LPN training program, the average length of which is one year. Professionals are also required to pass the National Council Licensure Examination (NCLEX). ①

Qualifications for the NCLEX exam (fees apply):

Professionals must:

- Have their educational credentials from their home country evaluated ②
- Meet a minimum standard score on one of the following English proficiency exams:
 - TOEFL iBT: 83 overall/26 on the speaking section (for those awaiting legal permanent residency due to sponsorship) or 79/80 overall for those who are currently legal permanent residents or citizens ③
 - IELTS: 6.0 overall and 7.0 on the speaking band ④
- Be of good moral character
- Have a U.S. social security number
- Achieve a passing score on the NCLEX exam

Licensing and examination requirements (fees apply):

In order to be granted licensure, professionals must complete all requirements listed above and pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) exam ① and have a high proficiency in English. Licenses are issued by the Massachusetts Board of Registration in Nursing.

Professional credentialing agency:

The CGFNS International Credentials Evaluation Service analyzes the credentials of multiple types and levels of health-care professionals who are educated outside of the United States and who wish to pursue licensure or academic admission in the United States. ⑤

Community connections:

The following is a list of LPN programs in Central Massachusetts: Assabet Valley Regional Technical High School, Mass Bay Community College, Montachusett Regional Vocational Technical School, Quinsigamond Community College, and the Welcome Back Center at Bunker Hill Community College, which was founded for the specific purpose of assisting foreign-educated nurses with attaining their licensure in the United States ⑥. These programs may also be used by professionals who need to meet additional educational requirements before seeking licensure.

For more information:

① National Council of State Boards of Nursing
ncsbn.org

② Professional Credential Services
pcshq.com

③ Educational Testing Services
ets.org/toefl

④ International English Language Testing System (IELTS)
takeielts.britishcouncil.org/usa

⑤ Commission on Graduates of Foreign Nursing Schools
cgfns.org

⑥ The Welcome Back Center at Bunker Hill Community College
bhcc.mass.edu/welcomeback

REGISTERED NURSE (RN)



A registered nurse treats and educates patients while providing advice and emotional support to family members. Many registered nurses choose to specialize in a particular disease or in certain body systems.

Educational requirements:

A high school diploma is required for this profession. Additionally, professionals must complete an accredited RN training program through obtaining a bachelor's degree or an associate's degree from an approved nursing program. Professionals are also required to pass the National Council Licensure Examination (NCLEX) ①.

Qualifications for the NCLEX Exam (Fees Apply):

Professionals must:

- Have their educational credentials from their home country evaluated ②
- Meet a minimum standard score on one of the following English proficiency exams:
 - TOEFL iBT: 83 overall/26 on the speaking section (for those awaiting legal permanent residency due to sponsorship) or 79/80 overall for those who are currently legal permanent residents or citizens ③
 - IELTS: 6.0 overall and 7.0 on the speaking band ④
- Be of good moral character
- Have a U.S. social security number
- Achieve a passing score on the NCLEX exam ①

Licensing and examination requirements:

In order to be granted licensure, professionals must complete all requirements listed above and pass the NCLEX. Licenses are issued by Massachusetts Board of Registration in Nursing. ⑤

Professional credentialing agency (fees apply):

The CGFNS International Credentials Evaluation Service analyzes the credentials of multiple types and levels of health-care professionals who are educated outside of the United States and who wish to pursue licensure or academic admission in the United States. ⑥

Community connections:

Worcester State University offers two transfer pathways to its bachelor's degree in nursing. In addition, the following is a list of RN programs in Central Massachusetts: Becker College, Fitchburg State University, MCPHS University, Mount Wachusett Community College, Quinsigamond Community College, UMass Lowell, UMass Medical School, and the Welcome Back Center at Bunker Hill Community College, which was founded for the specific purpose of assisting foreign-educated nurses with attaining their licensure in the United States. ⑦ These programs may also be used by professionals who need to meet additional educational requirements before seeking licensure.

For more information:

- ① National Council of State Boards of Nursing
ncsbn.org
- ② Professional Credential Services
pcshq.com
- ③ Educational Testing Service
ets.org/toefl
- ④ International English Language Testing System (IELTS)
takeielts.britishcouncil.org/usa
- ⑤ Massachusetts Board of Registration in Nursing
mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing
- ⑥ Commission on Graduates of Foreign Nursing Schools
cgfns.org
- ⑦ The Welcome Back Center at Bunker Hill Community College
bhcc.mass.edu/welcomeback

PHYSICAL THERAPIST (PT)



A physical therapist helps people with physical injuries or illnesses to regain range of movement and/or control pain.

Educational requirements:

In order to work as a physical therapist, a professional must graduate from an American Physical Therapy Association accredited PT program with a master's or doctoral degree ①. Continuing education will also be required in order to retain licensure.

Examination requirements (fees apply):

All foreign-educated professionals must:

- Take the TOEFL iBT and achieve the following score:
 - Overall, 89, with a combined score of 63 on the reading, listening and writing sections
 - score of 26 on the speaking section ②
- Earn a passing score of 600 or above on the National Physical Therapy Exam (NPTE)

Licensure requirements (fees apply):

Upon passing indicated exams and having foreign educational credentials evaluated, professionals must register with the Massachusetts Board of Allied Health Professionals ③. Contact Professional Credential Services, Inc. at 877-887-9727 for an application packet for both the examination and for licensure ④.

Professional credentialing agency:

The Massachusetts Board of Allied Health Professionals require that all foreign educated PTs have their educational credentials reviewed by the Foreign Credentialing Commission on Physical Therapy. ⑤ In addition, professionals must provide official documentation that they are authorized to practice as a physical therapist, without restriction, from the legal jurisdiction in which they graduated or are a citizen.

Additional information:

Professionals should submit their application for both exam and license to Professional Credential Services ④, which has been designated by the Massachusetts Board of Allied Health Professionals. The jurisdiction licensing authority will approve professional's eligibility and notify the Federation of State Boards of Physical Therapy (FSBPT), which will then send an "Authorization to Test" letter containing instructions on how to schedule an appointment with Prometric. You must sit for the examination within your 60-day eligibility period as indicated on the "Authorization to Test" letter provided by FSBPT ⑥.

Community connections:

Worcester State University offers a concentration in physical therapy for students majoring in biology, biotechnology, or chemistry that allows them to seamlessly continue the physical therapy program at MCPHS University. In addition, the following is a list of physical therapy programs at the master's and doctoral level in Massachusetts: American International College, Boston University, Springfield College, and UMass Lowell.

For more information:

- ① American Physical Therapy Association of Massachusetts
aptaofma.org
- ② Educational Testing Service
ets.org/toefl
- ③ Board of Registration in Allied Professionals
mass.gov/ocabra/licensee/dpl-boards/ah/forms/ocabr/
- ④ Professional Credential Services
pcshq.com
- ⑤ Foreign Credentialing Commission on Physical Therapy
fccpt.org
- ⑥ Federation of State Boards of Physical Therapy
fsbpt.org

OCCUPATIONAL THERAPIST (OT)



An occupational therapist works with individuals of all ages who present with physical, developmental, emotional, cognitive, or visual problems. They work to help clients lead independent, productive, and satisfying lives.

Educational requirements:

The minimum educational requirement to attain licensure in this field is a master's degree from an accredited institution.

The Occupational Therapist eligibility determination (OTED) process:

Professionals educated in a foreign country must complete the OTED Application Process through the National Board for Certification in Occupational Therapy ①:

- A completed Determination of Educational Equivalency Form
- An official final transcript including academic course descriptions with translation from college/university
- Proof of English language proficiency
- The Program Director Form completed by the director of your OT program
- Request completion of Verification of Academic Credential Form from the registrar at the school where your OT program was completed
- Verification of OT License, Registration, or Certification Form.

Examination requirements (fees apply):

All foreign-educated professionals must:

- Complete the OTED process
- Take the TOEFL iBT and achieve the following score: Overall, 89, and a score of 26 on the speaking section ②
- After the OTED application is approved, professional may then register for the NBCOT Certification Examination (passing scaled score is 450) ①.

Community connections:

Worcester State University offers a bachelor's degree in occupational studies and a master's degree in occupational therapy. In addition, the following is a list of OT programs in Massachusetts: American International College, Boston University, Salem State University, Springfield College, and Tufts University.

For more information:

① National Board for Certification in Occupational Therapy
nbcot.org/en/students/get-certified#eligibility

② Educational Testing Service
ets.org/toefl

The American Occupational Therapy Association, Inc.
aota.org

MEDICAL DOCTOR (MD)



Physicians and surgeons diagnose illness and prescribe and administer treatment for people suffering from injury or disease. Daily duties will vary depending on specialty.

Educational requirements:

While it is assumed that professionals aspiring to be doctors in the United States will hold medical licenses in their home countries, all professionals seeking to practice medicine in Massachusetts will have to complete two years of approved post-graduate training (residency) in Massachusetts regardless of whether they have done so in their country of origin. Residencies are paid positions ①②.

Licensing and examination requirements (fees apply):

In addition to the post-graduate training requirements noted above, professionals must complete the following three steps of the United States Medical Licensing Examination (USMLE) process in their entirety:

Step 1—Full license:

A full license must be held to practice medicine independently in Massachusetts. A full license can only be attained after passing all three steps of the USMLE and completing two years of residency in a Massachusetts hospital. An active licensee must earn Continuing Medical Education (CME) credits and maintain medical malpractice insurance ②.

Step 2—Limited license:

Limited licenses are issued to professionals enrolled in post-graduate medical education programs in teaching hospitals in Massachusetts. All such training must be done in Accreditation Council for Graduate Medical Education (ACGME) accredited programs ③. A physician who holds or who has ever held a full Massachusetts license is not eligible for a limited license.

Step 3—Temporary license:

Temporary licenses are quite rare and can only be issued to:

- A visiting physician who is licensed to practice in another jurisdiction and who has a temporary faculty appointment certified by the dean of a medical school
- A physician licensed in another state to act as a substitute physician in Massachusetts for three months
- A physician licensed in another state to participate in a course of Continuing Medical Education

Professional Credentialing Agency:

If you are an international medical graduate and wish to enter an ACGME-accredited residency or fellowship program in the United States ③, you must be certified by the Educational Commission for Foreign Medical Graduates (ECFMG) ④ before you can enter the program. You must be certified by ECFMG if you wish to take Step 3 of the USMLE. ECFMG certification is also one of the requirements to obtain an unrestricted license to practice medicine in the United States.

In order to be eligible for this service, your medical school must be listed on the World Directory of Medical Schools and you must have completed four credit years towards completion of a medical curriculum. ⑤

Steps to having educational credentials verified:

The following steps are a guide; for in-depth information, visit ecfm.org ④.

1. Apply for a USMLE/ECFMG Identification Number
2. Pass Step 1 and Step 2 of the USMLE examination
**Note: Physicians are not eligible to register for Step 3 until they have their ECFMG certification*
3. Submit: final medical diploma and final medical school transcripts

Upon receipt and review, applicants will receive the Standard ECFMG Certification.

Required credentials to enter U.S. graduate medical education:

1. Complete all the USMLE licensing and examination requirements, including passing USMLE Steps 1 and 2 (including clinical skills assessment) on or after June 14, 2001
2. Request confirmation of ECFMG Certification Status ④

For more information:

- ① United States Medical Licensing Examination
usmle.org
- ② Board of Registration in Medicine
mass.gov/orgs/board-of-registration-in-medicine
- ③ Accreditation Council for Graduate Medical Education
acgme.org
- ④ Educational Commission for Foreign Medical Graduates
ecfm.org
- ⑤ World Directory of Medical Schools
wdoms.org

PHYSICIAN ASSISTANT (PA)



A physician assistant is formally trained to provide diagnostic, therapeutic, and preventative care services as delegated by a physician. The full scope of work for a physician assistant varies depending on the professional setting.

Educational requirements:

Professionals must have a bachelor's degree and have graduated from a physician assistant program (master's level) approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ①.

Examination requirements:

Professionals must take and pass the National Commission for Certification of Physician Assistants (NCCPA) examination ②.

Licensing requirements (fees apply):

Upon completion of necessary educational and examination requirements, professionals must apply for a Massachusetts License. A completed Physician Assistant License Application form must be submitted to the Massachusetts Executive Office of Health and Human Services. Within 30 days of employment, the Supervising Physician Form for Temporary Practice Certificate and License Applications must be submitted ③.

There are two types of licenses:

- Initial
- Temporary.

Verification of educational credentials (fees apply):

Physician assistants educated outside of the United States can have their educational credentials verified by the Federation of State Medical Boards ④.

Community connections:

Worcester State University offers a path to a physician's assistant bachelor's degree through an agreement with MCPHS University. In addition, the following institutions

also offer physician assistant programs: Northeastern University and Springfield College.

For more information:

- ① Commission on Accreditation of Allied Health Education Programs
caahep.org
- ② National Committee for the Certification of Physician Assistants
nccpa.net
- ③ Massachusetts Office of Health and Human Services
mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/physician-assistants/licensing
- ④ Federation of State Medical Boards
fsmb.org

PHARMACIST



A pharmacist prepares and dispenses medication that requires a physician's prescription. They also advise patients on the selection, doses, and side effects of medication.

Educational requirements:

The Doctor of Pharmacy degree requires two years of specific undergraduate college study followed by three to four years of professional pharmacy study. It is not necessary to hold a bachelor's degree when applying to a pharmacy program; however, most candidates will have completed 3 years of undergraduate study before commencing pharmacy studies.

Examination requirements (fees apply):

If applying to pharmacy school in the United States, candidates will have to take the Pharmacy College Admission Test (PCAT) ①. In addition, those professionals with a Pharm.D. degree must take:

- The North American Pharmacist Licensure Exam (NAPLEX) and receive a score of 75% or higher ②
- The Multistate Pharmacy Jurisprudence Examination (MPJE) and receive a score of 75% or higher ②

Licensure requirements:

The national licensing body is the National Association of Boards of Pharmacy (NABP) ②. The local licensing body is the Massachusetts Board of Pharmacy ③. In order to register as a licensed pharmacist in Massachusetts, a professional must complete all necessary examinations and use Professional Credential Services, Inc. ④.

Credential verification:

If a professional's pharmacy degree was attained outside of the United States, they must show proof of receiving Foreign Pharmacy Graduate Examination Committee Certification from NABP. This certification is required before attaining a license in Massachusetts. This includes completing a minimum of 1,500 hours of practical experience as a pharmacy intern, 1,000 of which must be in a pharmacy setting ②.

Foreign pharmacy graduate examination committee (FPGEC) (fees apply):

To be recognized, professionals must:

- Have graduated from a recognized or accredited school of pharmacy (Graduates prior to Jan. 1, 2003, must have completed a minimum of a four-year pharmacy curriculum and graduates after January 1, 2003, must have completed a five-year program)
- Attain the following score on the TOEFL iBT: Reading 21, Listening 18, Speaking 26, Writing 24 ⑤
- Submit required test scores along with licensing and/or registration documentation to FPGEC
- Submit transcripts to Educational Credentials Evaluators (ECE) ⑥

Community connections:

Through a partnership between Worcester State University and MCPHS University, WSU offers a pathway to a pharmacy degree from MCPHS through several 3+3 programs for qualified students majoring in biology, biotechnology, or chemistry. In addition, the following institutions in Massachusetts offer Pharm.D programs: Northeastern University, and UMass Lowell.

For more information:

- ① Pharmacy College Admission Test
pcatweb.info
- ② National Association of Boards of Pharmacy
nabp.net
- ③ Massachusetts Board of Registration in Pharmacy
www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/pharmacy
- ④ Professional Credential Services
pcshq.com
- ⑤ Educational Testing Service
ets.org/toefl
- ⑥ Educational Credential Evaluators
ece.org/nabp

PHARMACY TECHNICIAN



A pharmacy technician helps licensed pharmacists provide medication, and other health-care products to patients. They usually perform routine tasks to help prepare prescribed medications for patients, such as counting tablets and labeling bottles.

Educational and character requirements:

Professionals must have the minimum of a high school diploma or G.E.D., be at least 18 years old, and complete 500 hours as a pharmacy technician trainee or a board-approved training program. Additionally, there can be no felony, drug or pharmacy-related convictions. Nor can there be any record of suspension or restriction placed on their registration/license by any State Board of Pharmacy ①.

Examination requirements (fees apply):

Professionals must take one of the following exams:

- The Pharmacy Technician Certification Examination (PTCE) and achieve a minimum score of 75 percent (professionals must apply to PTCB and receive an Authorization to Test letter prior to registering) ①
- The Exam for the Certification of Pharmacy Technician (EXPCT) ②

Certification and registration (fees apply):

After achieving a passing score on the PTCE or EXPCT exam ③, professionals can register with the Massachusetts Board of Registry in Pharmacy ④. All applications are processed through Professional Credential Services (PCS). Certification is valid for two years.

Community connections:

The following is a list of board-approved pharmacy technician training programs in the Central Massachusetts area: Accredo Therapeutics, Coram Healthcare, and Fallon Clinic Department of Pharmacy.

For more information:

① Pharmacy Technician Certification Board
ptcb.org

② National Pharmacy Technician Association
pharmacytechnician.org/excpt

③ Pearson Vue
pearsonvue.com/ptcb

④ Massachusetts Board of Registry in Pharmacy
mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/pharmacy

Massachusetts Pharmacists Association
masspharmacists.org

DENTIST



A dentist provides a wide range of services to patients, including: diagnosing, preventing, and treating problems with teeth in the mouth. They remove decay, fill cavities, examine x-rays, straighten teeth, and repair fractured teeth. They also perform corrective surgery on gums and supporting bones to treat gum disease.

Educational requirements:

Professionals in this field will hold either a Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DDM) degree. Both of these degrees require a bachelor's degree as well as a four-year dentistry program accredited by the American Dental Association (ADA). The first two years of the dentistry program will focus on classroom and lab work while the latter two years consist of practice in a clinical setting under the supervision of licensed dentists.

Examination requirements (fees apply):

Professionals must:

- Pass the National Board Dental Examinations, Part I and II
 - These are traditionally taken during years two and four of dental school, respectively
 - Foreign-trained professionals will be required to submit their credentials to Educational Credentials Evaluators ① to determine their eligibility to sit this exam
- Take the five-part NERB (Northeast Regional Boards) examination and receive a score of 75 percent on all parts ②
- Take the Massachusetts jurisprudence exam ③

Licensure requirements:

Professionals who have graduated from an ADA-approved dentistry school and have taken and passed the required exams, can apply for licensure. Foreign-trained dentists must complete a program that is recognized by the Commission on Dental Accreditation (CODA) ④.

Limited dental registration (fees apply):

Foreign-trained dentists may obtain limited dental registration ③, which would allow the professional to provide dental services in a hospital, dental school, or community health clinic under the supervision of a licensed dentist. Limited registration is issued for one year and may be renewed for up to five years. Professionals must secure a position before an application for a limited license may be submitted.

Advanced standing:

Foreign-trained dentists may apply for advanced standing in an ADA-accredited dental program in the United States. Typically, two years of study is required to obtain a degree. After completion of this program, the professional would then be eligible to apply for full dental licensure.

Community connections:

Boston University and Tufts University offer ADA-accredited dentistry programs that recognize advanced standing. Tufts also has a program specifically for international dentists.

Internationally trained dentists who have not obtained a U.S. dental license may find opportunities for employment in the dental industry or in dental education.

For more information:

- ① Education Credential Evaluators
ece.org
- ② Commission on Dental Competency Assessments
cdcaexams.org
- ③ Massachusetts Health and Human Services, Dentistry
mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/dentist
- ④ American Dental Association
ada.org

DENTAL HYGIENIST



A dental hygienist removes soft and hard deposits from teeth and teaches patients how to practice good oral hygiene and provides other preventative dental care. Dental hygienists also examine patients' teeth and gums and record the presence of diseases or abnormalities.

Educational requirements:

Professionals must complete a minimum of an associate's degree in dental hygiene. Professionals who attained a degree that was not a CODA-approved (i.e.: outside of the United States, and Canada) must have their program evaluated ①.

Examination requirements (fees apply):

Professionals must achieve a passing score of 75% on the following:

- National Board of Dental Hygiene Examination (NBDE), Part I
 - Professionals must apply to the American Dental Association (ADA) ① and receive an eligibility email prior to registering for this exam
- Massachusetts Dental Ethics and Jurisprudence Exam ②
- Commission on Dental Competency Assessments ③

Licensing requirements (fees apply):

Upon completion of the above requirements, professionals can then apply for licensure to the Massachusetts Board of Registration in Dentistry ④. Graduates of non-accredited programs in dental hygiene (i.e. graduates of schools outside of the U.S. and Canada), must have their program evaluated to be eligible for examination.

Basic evaluation requirements are:

- Dental hygiene program with a minimum of a full-time, two-year enrollment
- Program included instruction in specified areas
- Program included a minimum of 580 hours of clinical instruction
- Professional is proficient in English

Community connections:

The following are dental hygiene programs in Massachusetts: Mount Wachusett Community College, Quinsigamond Community College, and Springfield Technical Community College.

For more information:

- ① American Dental Association
ada.org
- ② Massachusetts Department of Health and Human Services - Dentistry
mass.gov/dph/boards/dn
- ③ Commission on Dental Competency Assessments
cdcaexams.org
- ④ Massachusetts Board of Registration in Dentistry
mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/dentist/about

Massachusetts Dental Hygienists' Association
massdha.org

PARALEGAL



In Massachusetts, paralegals are classified as legal paraprofessionals and are permitted to perform substantive legal tasks under a supervising attorney. However, state law does not currently require Massachusetts paralegal certification to work as a paralegal. This allows firms to offer on-the-job training to new paralegals, though employers tend to prefer candidates with some formal training such as that earned from a Massachusetts paralegal program.

Educational requirements:

Though there is no paralegal certification requirement, many paralegals choose to seek certification through national organizations such as the American Bar Association (ABA). ① There are six programs currently recognized by the ABA in Massachusetts.

Most paralegals hold an associate's or a bachelor's degree that includes courses in law or paralegal studies. Voluntary certification through a national organization following graduation is a smart move.

Examination Requirements:

Professional certification for paralegals in Massachusetts is on a voluntary basis. It is your choice whether or not to become certified. Options for certification in Massachusetts include the Certified Legal Assistant or Certified Paralegal ②. The following offer certification exams: Central Mass Paralegal Association, Massachusetts Paralegal Association, and Western Massachusetts Paralegal Association.

Community connections:

The following colleges offer paralegal degrees: Bay Path University, Bunker Hill Community College, Elms College, Middlesex Community College, North Shore Community College, and Suffolk University.

For more information:

① American Bar Association
americanbar.org

② The Paralegal Association
nala.org

American Alliance of Paralegals, Inc.
aapipara.org

SOCIAL WORKER



A social worker works with families, groups, organizations, and communities supporting people to function well in their surroundings. Services can involve medical and public health, mental health, and substance abuse.

Educational requirements:

Professionals must have the minimum of an associate's degree to enter the field. Education level coupled with professional experience will dictate which license level a professional is eligible for. A master's degree is required for clinical work and typically for positions in health settings. Supervisory, administrative, and staff training positions usually require an advanced degree. Master's degree programs include a minimum of 900 hours supervised field instruction or internship.

Licensure requirements:

To work as a social worker in Massachusetts, professionals must be licensed by the Massachusetts Board of Registration in Social Work ①. There are four levels of licensure and each requires an examination and various education and professional experience. Degrees must be accredited by the Council on Social Work Education.

- **Licensed Social Work Associate (LSWA):** Professionals must have an associate's degree or bachelor's degree in a field outside of social work and 1,000 hours of education in social work theory or methods in programs approved by the board. Required exam: Association of Social Work Boards, Associate's Level ②.
- **Licensed Social Worker (LSW) (fees apply):** Professionals must have a bachelor's degree in social work. If a degree in another field is held, then a certain amount of experience working under the supervision of a licensed social worker that can be documented is required. Required exam: Association of Social Work Boards, Bachelor's Level ②.

- **Licensed Certified Social Worker (LCSW) (fees apply):** Professionals must have a master's degree in social work to be eligible for this level of licensure. Many professionals will have a Ph.D. Required Exam: Association of Social Work Boards (ASWB), Master's Level ②.

- **Licensed Independent Clinical Social Worker (LICSW) (fees apply):** Professionals must hold a master's degree in social work as well as an LCSW license. Additionally, professionals must have two years (3,500 hours) of post master's documented clinical experience. Required Exam: Association of Social Work Boards, Clinical Level ②.

Credentialing agency (fees apply):

Council on Social Work Commission on Accreditation is recognized by the Council for Higher Ed Accreditation as the sole accrediting agency for social work education in the United States and its territories.

For more information:

- ① Massachusetts Board of Registration of Social Workers
mass.gov/social-worker-licensing
- ② Association of Social Work Boards
aswb.org
- ③ Council on Social Work Education
cswe.org

National Association of Social Workers, Massachusetts Chapter
naswma.org

FOREIGN DEGREE AND CREDIT EQUIVALENCY

Applicants seeking licensure on the basis of foreign (non-U.S.) coursework and/or diplomas must provide the Massachusetts Office of Educator Licensure with a detailed equivalency report or course-by-course evaluation of any college-level credits completed. Independent evaluations must be made by a nationally recognized agency such as those listed below. If you would like to use the services of an agency not listed here, please contact the Office of Educator Licensure to make sure the agency is fully recognized.

Center for Educational Documentation
P.O. Box 199
Boston, MA 02117
617-338-7171
cedevaluations.com

Evaluation Services, Inc.
333 W. North Avenue, #284
Chicago, IL 60610
847-477-8569
evaluationservice.net

Global Services Associates
2554 Lincoln Boulevard, # 445
Marina del Rey, CA 90291
310-828-5709
globaleval.org

Center for Applied Research,
Evaluations, and Education
P.O. Box 20348
Long Beach, CA 90801
714-237-9272
iescaree.com

Foreign Academic Credential Service
P.O. Box 400
Glen Carbon, IL 62034
618-656-5291
facusa.com

International Consultants of Delaware
3600 Market Street, Suite 450,
Philadelphia, PA 19104-2651
215-222-8454 ext. 510
icdeval.com

Educational Credential Evaluators
P.O. Box 514070
Milwaukee WI 53203-3470
414-289-3400
ece.org

Education International
29 Denton Road
Wellesley, MA 02482
781-235-7425
ei-ie.org

International Education Research
Foundation
P.O. Box 3665
Culver City, CA 90231-3665
310-258-9451
ierf.org

Education Evaluators International
3000 Marcus Avenue #1E6
Lake Success, NY 11042
401-521-5340
educei.com

Foundation for International Services
14926 - 35th Avenue West
Suite 210
Lynnwood, WA 98087
425-248-2255
www.fis-web.com

Josef Silny & Associates
7101 SW 102 Avenue
Miami, FL 33173
305-273-1616
jsilny.com

Educational Perspectives
P.O. Box 618056
Chicago, IL 60661-8056
312-421-9300
educational-perspectives.org

Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77842
Phone: 800-577-4754
Fax: 512-528-9293
Email: gce@ceus.com
gceus.com

Spantran Educational Services
7211 Regency Square Blvd., Suite 205
Houston, Texas 77036-3197
713-266-8805
spantran.com

Educational Records Evaluation Service
601 University Avenue, Suite 127
Sacramento, CA 95825
916-921-0790
eres.com

World Education Services
P.O. Box 5087
New York, NY 10274-5087
212-966-6311
wes.org

USEFUL ACRONYMS

Health care

CNA.....	Certified Nursing Assistant
HHA.....	Home Health Aide
RN.....	Registered Nurse
LPN.....	Licensed Practical Nurse
CGFNS.....	Commission on Graduates of Foreign Nursing Schools
PCS.....	Professional Credentialing Service
CEC.....	Credential Evaluation Service
NYCLEX.....	National Council Licensure Examination
FCCPT.....	Foreign Credentialing Commission on Physical Therapy
APTA.....	American Physical Therapy Association
NBCOT.....	National Board for Certification in Occupational Therapy
AOTA.....	American Occupational Therapy Association
USMLE.....	U.S. Medical Licensure Examination
ECFMG.....	Educational Commission for Foreign Medical Graduates
PA.....	Physician Assistant
NCCPA.....	National Committee for Certification of Physician Assistants
NABP.....	National Association of Boards of Pharmacy
FPGEE.....	Foreign Pharmacy Graduate Equivalency Examination
FPGEC.....	Foreign Pharmacy Graduate Equivalency Committee
EXCPT.....	Examination for the Certification of Pharmacy Technicians
PTCB.....	Pharmacy Technician Certification Board
ECE.....	Educational Credential Evaluations
ASCP.....	American Society for Clinical Pathology
NBDHE.....	National Board of Dental Hygiene Examination
NERB.....	North East Regional Boards

Insurance

OCABR.....	Office of Consumer Affairs & Business Regulation
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Education and engineering

MTEL.....	Massachusetts Tests for Educator Licensure
MINT.....	Massachusetts Initiative for New Teachers
FE.....	Fundamentals of Engineering (Exam)
PE/PS.....	Principles and Practice (exams for engineers and surveyors)
ABET.....	Accreditation Board for Engineering and Technology
CPEES.....	Center for Professional Engineering Education Services
MALSCE.....	Massachusetts Association of Land Surveyors and Civil Engineers
NCEES.....	National Council of Examiners for Engineering and Surveying
ECEI.....	Engineering Credentials Evaluations International

Law and social work

CLA/CP Certified Legal Assistant / Certified Paralegal
NALA National Association of Legal Assistants
LSWA Licensed Social Work Associate
LSW Licensed Social Worker
LCSW Licensed Certified Social Worker
LICSW Licensed Independent Clinical Social Worker
OSWAAE The Office of Social Work Accreditation and Educational Excellence
ISWDRES International Social Work Degree Recognition and Evaluation Service

Business and finance

NASBA National Association of State Boards of Accountancy
CPA Certified Public Accountant
CPE Continuing Professional Education
IQEX International Qualifying Examination
CFA Chartered Financial Analyst
CFP Certified Financial Planner
NACES National Association of Credential Evaluation Services
DPL Division of Professional Licensure
NAREB National Association of Real Estate Brokers
NAR National Association of Realtors
ARELLO Association of Real Estate License Law Officials
SRO Self Regulatory Organization



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