



Massachusetts Department of Elementary and Secondary Education

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SAMPLE LETTER TEMPLATE VERIFYING COMPLETION OF AN INTERNSHIP

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

The purpose of this letter is to verify that [print name, and SSN, MEPID, or MA educator license number] has completed a supervised and mentored internship in Massachusetts, outside of an approved program, of [print number] hours in the role and at the level of the [print license field and grade level] license. The internship was completed at [print site name and location]. The internship began on [print m/d/y] and ended on [print m/d/y]. It was supervised by [print name], and mentored by [print name, and MA educator license number].

The above noted internship was successfully completed as attested by my signature in the role of [print role].

Name: [print]

Signature:

Date:

Telephone number:

Email:

Please note, this letter must be printed on official letterhead of the internship provider and be signed by a superintendent, head administrator, or principal. A head administrator could be an Assistant Superintendent, HR Director, or an equivalent position in a non-public educational setting. The Department may contact the internship provider if any clarification is needed.