

**MERKOS L'INYONEI CHINUCH  
INTERNATIONAL  
BOARD OF LICENSE  
PROCEDURES AND REQUIREMENTS**



**MERKOS L'INYONEI CHINUCH INTERNATIONAL BOARD OF LICENSE PROCEDURES AND  
REQUIREMENTS  
TABLE OF CONTENTS**

**I. INTRODUCTION AND MISSION STATEMENT**

**II. THE BOARD ITS COMPOSITION AND ITS FUNCTIONING**

**III. REQUIREMENTS FOR LICENSURE**

- 1. ACADEMIC STUDY**
- 2. PROFESSIONAL TEACHING EXPERIENCE**
- 3. PROFESSIONAL GROWTH AND IN-SERVICE ACHIEVEMENT**
- 4. ISRAELI EXCHANGE TEACHERS**
- 5. LICENSE RENEWAL**

**IV. REQUIREMENT FOR PRINCIPAL LICENSES**

**VI. EARLY CHILDHOOD LICENSE**

## **I. Introduction**

The Merkos L'Inyonei Chinuch International Board of License for teachers and principals in Jewish schools serves as a coordinating and standard-setting body, responsible for establishing the professional conditions and procedural requirements for licensing in Chabad – Lubavitch as well as other Yeshivas and Day Schools. The MLCIBL was designed both to set standards and to provide recognition of qualified educators and thus encourage those who are entering the field to pursue professional training.

The MLCIBL places a high value on continuing education for all professionals, both veterans with many years of experience as well as those who are entering the field with little formal training. Most teachers in Chabad institutions will have undergone a very rigorous program of Judaic and associated studies in yeshivas and teacher seminaries. Many men will have achieved rabbinic ordination. The MLCIBL establishes a system which recognizes their unique professional abilities and needs and it encourages professional growth.

Specific requirements are provided for certification as a teacher, as a principal, or as an early childhood educator, which take into account all academic credits, professional teaching, professional growth and in-service experiences. As verification of a candidacy the MLCIBL will accept transcripts and other professional records in addition to personal interviews.

## **II. The Board; its Composition and Functioning**

The International Board of License is an autonomous agency within the Merkos Chinuch Office. Its membership consists of four appointees by the Merkos Chinuch Office and four members elected by the schools fully accredited by the Merkos National Accreditation Board. Three additional members are to be appointed by schools representing the broad spectrum of international Chabad institutions. A prerequisite to eligibility of members of the board is that they are currently affiliated with a recognized Chabad institution.

### **A. THE INTERNATIONAL BOARD OF LICENSE (appointed by Merkos)**

Chair: Rabbi Nochem. Kaplan, Dr. Chaim D. Kagan, Dr. Naftali Lowenthal, Dr. Bassie Pinson, Dr. Dovid S. Pape

### **B. STANDING COMMITTEES OF THE NATIONAL BOARD OF LICENSE**

1. **Committee of Examiners:** acts on individual applications for teacher's license; reviews the requirements for all applicants and makes recommendations to the committee for certification.
2. **Committee for Certification:** acts on applications for a license; interviews applicants and reviews the requirements for certification.

### **III. Requirements for a Teacher's License**

The MLCIBL issues two levels of teacher certification based upon the degree of academic background and professional experience. Teachers are encouraged to enter the certification process and work toward full licensure through a combination of Academic Study and Professional Teaching Experience and Professional Growth and In-service activities. The levels of certification are:

- A. Full License**
- B. Associate License**

Each level requires a minimum number of credits, to be acquired through academic study, professional teaching experience and professional growth and in-service experience (see Table 1 on page 6). A Teacher's License is valid for five years.

## **1. ACADEMIC STUDY**

Acquiring credits through academic study is based on normal academic procedures. **The minimum number of academic credits for an associate license is thirty two (32); the minimum required for a full license is sixty four (64).**

Credits can be earned through study at:

- Yeshivos Gedolos, including yeshivos in Israel that are recognized by the Ministry of Education and in North America that are recognized by AARTS. (Rabbinic ordination will be awarded ninety (90) credits, appropriate to the professional course of study which is tangential to the normative religious studies undertaken).
- A Chabad or any other recognized seminary and accredited institution of higher learning.
- Accredited colleges and universities in North America, including those institutions accepted by the regional accrediting organizations, e.g., Middle States, S.A.C.S., N.C.A. etc.
- Israeli Teacher Training Institutions, including seminars and universities which are recognized by the Ministry of Education as certified to grant diplomas such as "*Moreh Musmach*", "*Moreh Bachir*", or academic degrees.

## **2. PROFESSIONAL TEACHING EXPERIENCE**

The MLCIBL recognizes that successful, **supervised** teaching provides a teacher with incomparable opportunity to develop as a professional educator. Thus MLCIBL will award licensing candidates the recognition they deserve for their supervised teaching experience.

One Credit is awarded for each daily hour of teaching during each of two annual semesters to a maximum of twelve (12) credits per year. The applicant will also be required to submit a letter from his/her supervisor affirming the professional teaching relationship and a record the range of teaching activity and successful teaching experiences. **A maximum total of thirty six (36) credits may be accumulated by applicants through the supervised teaching process.**

### **3.PROFESSIONAL GROWTH AND IN-SERVICE EXPERIENCE**

The MLCIBL recognizes that formal continuing education opportunities are often limited by the absence of appropriate academic institutions in the community and the inability of teachers to travel to an institution of higher learning in another community.

Therefore, credit recognition will be awarded for continuing education programs offered by local institutions, professional educator organizations and professional in-service experiences. Naturally, proper records and written proof of all educational and life experiences will have to be presented to the MLCIBL. A portfolio exhibiting details of all educational programs must be submitted together with the application for a license.

Specifically, credits may be earned through participation in:

- Courses sponsored by the Merkos Chinuch Office or its affiliates; courses approved by the MLCIBL and meeting the standards of its Guidelines for Non-University Courses. Two credits will be awarded for each twelve (12) hours of instruction. A detailed description of the course-work (a course catalog will do) should be submitted in the application. **A maximum total of 24 credits will awarded for these courses.**
- Seminars, workshops, and in-service experiences including sessions attended at regional and national conferences, teacher centers, and educator organizations. One credit is earned for each full conference day. A written log must be presented for evaluation for each session or series of sessions which details the title of the session, the instructor, the number of hours, goal of the session and a brief description of its content. A copy of the written announcement/description must be submitted for each session or series. All the required information should be submitted in the application portfolio. **A maximum total of 12 credits will awarded for such in-service experience.**

All teachers, regardless of the number of academic credits accumulated or acceptable supervised teaching experiences, must never the less earn a minimum of 12 professional growth, in service credits for license. Teachers must also present a paper summarizing the in-service experiences and what they learned from each of them

Table 1

Sources of Earning Credits for Certification

Level of Certification	Total Number of Accumulated Credits Needed	Minimum Number of Academic Credits	Minimum Number of In-service Credits	Maximum Number of In-service Credits	Maximum Number of Teaching Credits
B. Associate License	80	32	12	36	12
A. Full License	124	64	12	36	36

**4. ISRAELI EXCHANGE TEACHERS**

Israeli Exchange Teachers brought to this country as "*Morim Shlichim*" under the Exchange Teachers Program are granted the Level B license for the period of their stay in the United States or Canada based upon an application being submitted by their host institution. Other Israeli teachers who obtain permission to work in North America under the Exchange Teachers Program shall follow the same procedures for obtaining a license as American and Canadian teachers.

**5. LICENSE RENEWAL**

The teacher's license must be renewed every five years. To renew the license, an equivalent of three (3) credits must be earned within that five year period. Accurate records of the courses, seminars and workshops should be maintained by the teacher and submitted to the MCLIBL at the time of renewal.

## **V. Requirements for a Principal's License (Certification)**

With the rapid increase of Chabad Day Schools in North America, the Merkos L'Inyonei Chinuch National Board of License will introduce two levels of principal certification which are designed to meet the needs of day school and yeshivas. The criteria for each certificate are based upon the demands placed upon the head of the specific educational program, with an understanding that the day school principal has a significantly greater level of responsibility as the professional head of the organization.

All principal's licenses will be issued by the Merkos L'Inyonei Chinuch National Board of License in recognition of the significant level of mobility that principals experience throughout their careers. Maintaining the license will require continuing professional education which is a major component for remaining current with the field of education. Study is recommended in the fields of leadership and education seminars, workshops, conferences, and courses. Recognition will be given to principals who demonstrate continued education through their publications, and lectures, seminars and courses they offer in the Jewish community. An equivalent of 12 credits, as previously defined, must be completed every five years in order to renew the license.

## Specific Principals' License Requirements

1. Level A Teacher's License
2. 12 credits in Curriculum Development, Educational Management and Leadership according to the following formula:
  - 3 credits in Curriculum Development
  - 6 credits in Educational Management (administration, supervision or management)
  - 3 credits in a related leadership course
3. Minimum of three years of formal teaching experience of at least three hours of class time daily.
4. Two letters of reference, one of which should be from the candidate's supervisor, either current or previous
5. All candidates who have earned a Masters degree in Educational Administration or who have completed courses equivalent to those required in #2 above shall be eligible for the Principal's License once they have received the level A Teacher's License and have completed requirements #3 and #4 above.

Principals who have been serving at a Yeshiva or Hebrew Day school for 3 or more years will not be required to meet requirements 3 and 4.

## VI. Requirements for the Early Childhood License

The Merkos L'Inyonei Chinuch National Board of License has adopted the following criteria and requirements for the Early Childhood License based on the standards adopted by a number of other licensing agencies. Three levels of licensure are available.

**Level A: The Associates e/c license for early childhood professional requires a year of active early childhood in addition to academic credits (see below).**

**Level B: The Provisional e/c license requires a minimum of two years of academic credit in addition to two years of active early childhood teaching (see below).**

**Level C. Full license requirements are equal to that of other teachers.**

**Table 2**

Sources of Earning Credits for Early Childhood Certification

<b>Level of Certification</b>	<b>Total Number of Accumulated Credits Needed</b>	<b>Minimum Number of Academic Credits</b>	<b>Minimum Number of Life Exp. Credits</b>	<b>Minimum Number of Teaching Credits</b>
C. Associate Early Childhood License	68	32	24	12
B. Early Childhood Provisional License	100	64	24	24
A. Full License	124	64	36	36

The licenses will be a renewable credential for all teachers in Jewish early childhood education programs for five year periods. Teachers are encouraged to increase the level of their licensure by completing the appropriate requirements as detailed below. Renewal of the credential will require continuing professional education equivalent to a minimum of three credits at an appropriate level during the five year period.

1. All course work in education and early childhood education should be taken at an accredited seminary or university.
2. The local boards of license, which issue the Early Childhood Teaching Licenses, have the discretion to interpret the above guidelines and requirements in light of local circumstances.



*A Division of*  
**Merkos L'Inyonei Chinuch**  
**Central Organization**  
**For Jewish Education**

705 Montgomery St  
Brooklyn, NY 11213