



## BOSTON COLLEGE

OFFICE OF PRACTICUM EXPERIENCES & TEACHER INDUCTION  
THE CAROLYN A. LYNCH AND PETER S. LYNCH SCHOOL OF EDUCATION

### How to Apply for Out-of-State Certification

1. Contact the State Department of Education by calling or writing for an application for certification (the addresses for the State DOE are included in your folder, and also available in the Practicum Office).
2. The State DOE will then send you an application along with a form that needs to be sent to Boston College. This form will verify that you have completed an approved program in teacher preparation. Please try to complete as much of the form as you can.
3. Write a cover letter to Fran Loftus requesting verification of certification. Make certain to include the following information:
  - your complete name
  - mailing address
  - social security number
  - graduation date
  - BC degree received
  - Area(s) of certification
  - Unofficial transcript
  - self-addressed envelope (addressed to where the completed forms should be sent)
4. For a signature on the documents, mail the form and cover letter to:  
Fran Loftus  
Boston College  
Office of Professional Practicum Experiences &  
Teacher Induction  
Campion Hall #103  
Chestnut Hill, MA 02467

Campion Hall 135, 140 Commonwealth Avenue, Chestnut Hill, MA 02467

Tel: 617-552-4206 Fax: 617-552-0654 email: [prac@bc.edu](mailto:prac@bc.edu)