



**AGENCY OF EDUCATION
EDUCATOR QUALITY DIVISION**

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TRANSCRIPT REVIEW FAQ

How do I apply for Transcript Review?

You apply using the [Vermont Online Licensing System for Educators](#). If you have not registered you must first register.

If you are already registered please login and then click “Apply for new License” from the menu (If you are seeking initial licensure) OR “Add new endorsement” from the menu (If you are adding an endorsement to your existing VT Teaching License) and complete the application.

What do I need to submit for my transcript review application to be “complete”?

1. Complete an update your personal information. It is essential that your email address be current.
2. Choose the endorsement and instructional level you are seeking. To complete your application, download the [endorsement worksheet located on the website](#). You must upload the worksheet to your online application checklist within 10 days of submission. Please note that if this is your Initial License you will need to add BOTH the specific endorsement worksheet you are seeking and Core Teaching Standards Worksheet and complete the competencies for both.

Each content topic must be matched with one or more credit-bearing academic course(s) that was completed with a grade of “B” or better. A competency may be addressed by more than one course; likewise, a course may be listed to address more than one competency. ONLY courses listed for the competency will be considered toward fulfillment of that competency. Competencies that are blank or simply state “see transcript” will not be processed. *(The content topics listed on the Endorsement Worksheet summarize the endorsement competencies developed and approved by the Vermont Standards Board for Professional Educators.)*

3. **Submit Course Descriptions or Course Syllabi.** A course description or course syllabus is required for each course listed. The description or syllabus will be used to verify that the content required was covered in the course. **When in doubt, please enclose course descriptions.**

4. **Include Official College transcripts.** Transcripts may be uploaded directly to your checklist.

Please Note: Through Transcript Review this Office can only accept credit bearing academic coursework that shows up on an official transcript from a college or university with a grade of “B” toward fulfillment of the requirements for the additional endorsement.

5. Praxis testing results

The Agency needs verification that you have successfully completed Praxis testing. You must have ETS send your score(s) to the Vermont AOE prior to submitting your Transcript Review application.

6. Verify Practicum has been completed

Verification of your practicum(s) is required to satisfy all practicum requirements for additional endorsements. This verification can be in the form of a letter on official letterhead from a Supervisor or Principal detailing the position and duties completed, the grade level(s) you served, the Licensed Educator you collaborated with and a brief description of your interactions, observations, etc., and the exact number of hours completed during this experience.

When using the transcript review process to qualify for initial licensure, you will need to verify that you have completed a 13-week student teaching experience. Please download, complete, and upload the "Alternative Student Teaching Form" into your application.

7. Documentation of additional credentials as required considering the endorsement being sought (e.g. Copy of Nursing License, First Aid card, CPR-AED card, etc.)

8. Complete worksheet for Core Teaching Standards for Vermont Educators

If this is your initial endorsement, please download, complete, and upload the Core Teaching Standards for Vermont Educators worksheet.

9. Resume. You must include a current resume with your application.

10. Submit \$50.00; a non-refundable processing fee.

NOTE: Incomplete applications will be closed and applicants will have to reapply once all materials are complete including paying the \$50.00 non-refundable processing fee again.

Processing: Licensing Office Determination

You will receive a Determination Letter from a Licensing Specialist when your application has been reviewed. Processing time for a transcript review application is 4-5 weeks in late fall through spring; 6-8 weeks minimum in late spring and summer.

