

Add Endorsement Application – Peer Review, Vermont’s Alternate Route to Licensure

The Vermont Online Licensing
System for Educators (ALiS)

Instructions

- **Please read these instructions carefully – the application process has been revised (4/1/17)**
- **You may apply for only 1 endorsement per application**
- An educator must hold a current Level I or Level II license in the State of Vermont, in order to apply for the Peer Review process to add an additional endorsement
- [View our FAQs on Transcript Review](#)
- You must be registered in ALiS
- To register click on [Login to an Existing Account](#) or [view our tutorials](#)
- If you have an open Transcript Review, and are uploading additional coursework taken, see slide #

Begin your application

- From your Home Screen choose 'Add New Endorsement' to begin your application
- Choose 'Apply using Vermont Peer Review Process' from the 2 available options and then Click **NEXT**

WHAT DO YOU WANT TO DO?
View Pending Online Application(s)
Update Profile
Renew License(s)
Add New Endorsement
Reinstatement License(s)
Print License Details
Apply For Retired License

Add New Endorsement

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Options to add new Endorsement

- Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)
- Apply using Vermont Peer Review process? To learn more details about the peer review process [click here](#)

Personal Information Tab

- The Personal Information and Contact Information tab will appear, review and edit as necessary
- If all is accurate – SAVE & Go to Next Step
- Do not toggle between the tabs in the application, your information will not save

Add New Endorsement to Peer Review Request

Fields marked with asterisk (*) are required.



Please review Personal Information for accuracy.

Personal Information

Last Name *	<input type="text" value="Stamos"/>	First Name *	<input type="text" value="John"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Other"/>	Race *	<input type="text" value="Other"/>
SSN *	<input type="text" value="xxx-xx-9049"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 2	<input type="text"/>		
Street 1 *	<input type="text" value="219 North Main Street"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text" value="05641"/>
City *	<input type="text" value="Barre"/>	Alternate Phone # - Ext.	<input type="text"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="802-479-1700"/>	Alternate E-mail	<input type="text"/>		
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.g"/>				

Reset

Save & Logout

Save & Go to Next Step

License Information & Endorsement Requested

- Any current License(s) you hold will appear in the 'Current License(s)' section
- Click 'Add' in the right corner of the 'What endorsement(s) are you seeking?' section.
 - Endorsement category- Teaching or Administrator
 - Endorsement area
 - Sub Endorsement (if applicable)
 - Instructional Level – a pop up window appears where you may choose the instructional level you would like to apply for. Choose OK to save and close the window.
- **You may apply for only 1 endorsement per application**

Add new Endorsement to Peer Review Request

Fields marked with asterisk (*) are required.



Current License(s)				
License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	16-36 (Early Childhood Education, Birth - PK)	None	None	06/30/2020

What endorsement(s) are you seeking?				Add Delete
Category *	Endorsement *	Sub Endorsement	Instructional Level	
Teaching	80 - Early Childhood Special Educator		Birth through age 6	<input type="checkbox"/>

Reset

Save & Logout

Save & Go to Next Step

Education Details

- Click 'Add Education Details' to enter all education details
- Enter your Education Details into the new row, completing all areas marked with a red asterisk
- If all is accurate – SAVE & Go to Next Step
- Do not toggle between the tabs in the application, your information will not save

Education Details		Add Education Details Delete Education Details					
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major
St. Michael's College x	Burlington	Vermont v	United Sta v	08/01/2012		MED	Educatic
Castleton State College	Castleton	Vermont v	United Sta v	08/01/2008	05/10/2012	BS	Comput

Attestation and Payment

- You **MUST** check off the Attestation to submit your application
- Click Pay Now to be taken to the Electronic Payment Gateway

Add new Endorsement to Peer Review Request

Fields marked with asterisk (*) are required.



Attestation

You must check the following:

- I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.

Pay Now

- You will be re-directed to the AOE's secure Payment Gateway where you may pay by Credit Card, Debit Card, or Electronic Check .
- Once complete Click **“Continue”** and your payment will be processed.
- Once processed you will be immediately taken to a Confirmation and Checklist Screen

Confirmation Screen and Checklist

- You will also be able to view the checklist specific to your application. Upload your resume, and additional documents if needed.
- Your application will be reviewed, and accepted by the Peer Review Program Coordinator.
- Once the Agency receives Official transcripts, official test scores or equivalent, and a current resume, you will receive a program acceptance email from the system (below) AND materials via email.

Peer Review Eligibility Request Submitted

Confirmation

Thank you for using our online services. Your Peer Review Eligibility Request has been submitted to the Vermont Agency of Education for further review. Your online transaction number is 30836. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

Checklist

Item #	Item	View/Attach	Item Status
1	Official undergraduate and graduate (if applicable) transcripts with the degree and date conferred indicated	N/A	Pending
2	Resume	Documents (0)	Pending
3	Others	Documents (0)	N/A

Application Acceptance

Your application will be reviewed, and accepted by the Peer Review Program Coordinator.

Once the Agency receives Official transcripts, official test scores or equivalent, and a current resume, you will receive a program acceptance email from the system (below) AND materials via email.

Dear **John Stamos**,

Your Peer Review Application with transaction # **30835** has been accepted by the Vermont Agency of Education.

Please login into <https://vtaoe-staging.athent.com:9443/login.aspx> and follow the "View Pending Online Applications" link and click on the green "Create Portfolio" button to submit your \$1,200 application fee.

At the same time, submit your portfolio to the Peer Review Coordinator via email.

Once we receive the portfolio; it will be reviewed for "Panel Readiness" within 30 business days, and you will be contacted by email with your next steps.

This is a system-generated message; please DO NOT reply to this email. If you have any questions, please contact customer service at: aoe.licensinginfo@vermont.gov

Thank you,
Office of Educator Quality
Vermont Agency of Education
219 North Main Street, Suite 402 Barre, VT 05641



Acceptance email and instructions

- You will receive an email with attachments from the Peer Review Program Coordinator:
 - scoring forms for the endorsement area you are seeking in order to assist you in the preparation of your
 - Professional Attributes and Disposition Verification/Student Teaching forms which you will need to give to your current or a previous supervisor to complete.
 - a Guidelines for Panelists to Evaluate Student Teaching Experience
 - a Portfolio Content Checklist to assist you in making sure you've included all required documents.
 - Peer Review Handbook
 - Instructions on how to submit your portfolio and fee. Please submit your portfolio through an email to the aoe.peerreview@vermont.gov
- [Peer Review Clinic](#) - Monthly clinics are conducted in order to provide support for candidates who are considering Peer Review or who need to complete the clinic as they prepare their portfolios.
- Clinic attendance is **required** as part of the Program. Candidates should register for the Clinic by emailing AOE.PeerReview@vermont.gov. Confirmation of registration will be sent by email. Please note that there is a limit of 25 spots per Clinic so please sign up as soon as possible.

Complete and submit your portfolio

- Please login into ALiS and follow the “View Pending Online Applications” link and click on the green “Create Portfolio” button to submit your application/portfolio.
- At the same time, **submit your portfolio to the Peer Review Coordinator via email.**
- Once we receive the portfolio; it will be reviewed for "Panel Readiness" within 30 business days, and you will be contacted by email with your next steps.

Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Add Endorsement Application - Peer Review	30836	07/26/2017	Add Endorsement Application (Peer Review Process) Portfolio submission by candidate	N/A	View Details	Create Portfolio

Submit Portfolio to AOE

- Enter the clinic location and date
- Upload any documents necessary to your specific endorsement – these will be listed in your checklist
- Click submit portfolio to AOE
- The Peer Review Program Coordinator will review your portfolio for completeness
- Once approved by the Peer Review Coordinator you will log back into your account and submit your portfolio review fee

Add Endorsement Peer Review License Application

Fields marked with asterisk (*) are required.

Peer Review Clinic Information

Clinic Location *

Clinic Attendend On *



Peer Review Portfolio Checklist

Item #	Item	View/Attach
1	Evidence of Portfolio submission and acceptance by AOE	N/A
2	Professional Attributes and Disposition Form	Documents (0)
3	Current Certification in First Aid. For PE and Nurses ONLY	Documents (0)
4	Current Certification in Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED). For PE, Health and School Nurses ONLY	Documents (0)
5	Resume	Documents (0)
6	Clinic attendance certificate.	Documents (0)
7	Others	Documents (0)

Reset

Save & Logout

Submit Portfolio to AOE

Submit Payment

- When payment is received you will be placed on the Interview Waitlist
- Please login to [ALiS](#), click on view pending online application(s) and click the “Pay Portfolio Fee” button.
- Enter the clinic location and date attended, click the “Pay Portfolio Fee” button.
- Submit the \$1,200.00 payment.

Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Add Endorsement Application - Peer Review	30836	07/26/2017	Add Endorsement Application (Peer Review Process) Portfolio review by AOE	N/A	View Details	Pay Portfolio Fee

Panel Evaluation and Interview

- The Peer Review Program Coordinator will approve your Peer Review application, and confirm receipt of the \$1,200 fee.
- Peer Review Panel evaluation and interview
 - Once submitted the Peer Review Coordinator does a cursory review of your Portfolio. If there are glaring omissions the Coordinator will contact you to revise your Portfolio before it can be accepted.
 - Your panel interview is then set up and you will be notified via email of your panel interview date and time.
 - Each panel member is sent your Portfolio to assess prior to the interview
- You will receive Peer Review Panel's recommendation
 - If you have met all the competencies your letter will state you have met all the competencies and contain your Recommendation for Licensure.
 - Your new endorsement will be added to your current Level I License. If you hold a level 2 license, your new endorsement will cost an additional \$150.00 to add as a Level I License.
 - If you have not met all the competencies your evaluation summary will state which competencies which have not been satisfied by the evidence you presented.

Questions

- Please visit [our website](#) for additional information and resources
- Much information is available on the [Peer Review page](#), including the Peer Review Handbook which will guide you through the entire process.
- If the Website and Tutorials do not answer your questions Contact the Licensing Office at: aoe.licensinginfo@vermont.gov