

Initial License Application - Peer Review, Vermont's Alternate Route to Licensure

The Vermont Online Licensing
System for Educators (ALiS)

Instructions

- The Peer Review process may be used to apply for initial licensure for all endorsements.
- If an educator holds a current permanent license in the State of Vermont, they can use the Peer Review process to add any additional endorsement per the Rules Governing Educator Licensure.
- [View our FAQs on Peer Review](#)
- Verify and Update your E-mail address (this is how the system and AOE Staff will contact you)
- ALL Testing requirements (Praxis Core or Equivalent & Praxis II (if applicable) for the endorsement you are seeking must be completed prior to submission. Please see [testing requirements](#).
- Enter all of your Education Details, includes your BA, graduate degree(s), as well any institution where you have taken courses that you would like considered AND a current resume uploaded.
- Make sure you have had OFFICIAL TRANSCRIPTS sent for ALL institutions listed in your Education details. These need to be sent to our Office in paper form or emailed electronically directly from the university to our Office to: aoe.transcripts@vermont.gov

Before you apply

- Peer Review is for individuals who have: acquired the knowledge and skills needed to meet the Vermont Core Teaching Standards (for initial licensure ONLY); and the requirements and competencies for the endorsement(s) they seek through coursework, workshops, professional development and life experiences.
- You have one year to submit your portfolio from the date of your acceptance into Peer Review.
- The Peer Review Fee for the entire process is \$1,250.00 as well as the Level I License fees of \$200
- You must be registered in [ALiS](#)
- If you have never submitted ANY materials to the Agency of Education click on 'Never held a Vermont Educator License- Click Here'
- If you hold a Provisional License or have submitted paperwork, transcripts, etc. to the Agency of Education click on 'Existing and previously licensed Vermont Educators Register Here' or [view our tutorial](#)

Begin your application

- Once registered, you will be brought to your Home Screen; click on 'Apply for New License' to start your application
- Answer 'NO' to all of these questions, this will prompt an "Alternate Route" Box to appear at the bottom of the screen. Click on 'Apply using Peer Review' then Click 'save and go to next step'

Initial Licensure Application Preliminary St

Fields marked with asterisk (*) are req

Initial Licensure Application Preliminary Question(s)

- Have you received a contract offer to teach or lead in a Vermont School? Yes No
- Have you completed a **Vermont State** approved educator preparation program at a college or university or alternative program through a bachelor, post-baccalaureate or master's degree program and received a recommendation for licensure at the time of graduation? Yes No
- Do you have a current, comparable license (teacher or administrator) from a state that Vermont has signed the NASDTEC Interstate Agreement with and can provide a copy of this License? Yes No
- Have you graduated from a state or CAEP approved educator preparation program in a state that Vermont has NOT signed the NASDTEC Interstate Agreement with (New York, New Mexico, South Dakota, Wisconsin)? Yes No
- Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process [click here](#) Yes No
- Do you have a current Vermont Clinical Speech Language Pathologist License, and have completed the transcript review for the Educational Speech Language Pathologist endorsement? Yes No

Alternate Route to Licensure

- 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

- A Personal Information and Contact Information screen will open, which an educator may review and edit.
- If all is accurate – SAVE & Go to Next Step.
- Do not toggle between the tabs in the application, your information will not save.

Peer Review Eligibility Request

Fields marked with asterisk (*) are required



Personal Information

Last Name *	<input type="text" value="KENNEDY"/>	First Name *	<input type="text" value="JOHN"/>	Middle Name	<input type="text" value="F"/>
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="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-0306"/>				

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"/>	Zip *	<input type="text" value="05661"/>
Street 1 *	<input type="text" value="GGN"/>	State/Province *	<input type="text" value="Vermont"/>	Alternate Phone # - Ext. *	<input type="text" value="111-111-1111"/>
City *	<input type="text" value="MORRISVILLE"/>	Alternate E-mail	<input type="text"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="111-111-1111"/>				
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.g"/>				

License Information

- Next choose the endorsement that you are requesting
- Click 'Add' in the right corner of the 'What endorsement(s) are you seeking?' section.
 - The endorsement category- Teacher or Administrator
 - The Endorsement
 - The Sub Endorsement (If Applicable)
 - And the Instructional Level
- If all is accurate – SAVE & Go to Next Step
- Do not toggle between the tabs in the application, your information will not save.

Peer Review Eligibility Request

Fields marked with asterisk (*) are required



What endorsement(s) are you seeking?

Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level
Teaching <input type="button" value="v"/>	02 - Art <input type="button" value="v"/>		Grades PK-12

Education Details

- Click 'Add Education Details' to Add a row for new education details.
- Enter your Education Details into the new row, completing all areas marked with a red asterisk
- Once you have entered all your education click Save & Go To Next Step
- Do not toggle between the tabs in the application, your information will not save.

Peer Review Eligibility Request

Fields marked with asterisk (*) are required



Education Details								Add Education Details Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major		
<input type="text" value="UVM"/>	<input type="text" value="Burlington"/>	<input type="text" value="Vermont"/>	<input type="text" value="United States"/>	<input type="text" value="01/01/2000"/>	<input type="text" value="06/01/2004"/>	<input type="text" value="BS Science"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attestation and Payment

- You **MUST** check the Attestation in order to submit your application.
- When you are ready to pay click **'Pay Now'**; you will be taken to a summary of your charges which will list the \$50.00 non-refundable application processing fee. Click **'Pay Now'** again.
- You will be re-directed to the AOE's secure Payment Gateway where you may pay by Credit Card, Debit Card, or Electronic Check.
- You will be prompted to enter your Contact Information and account information like any other online payment
- Once complete Click **"Continue"** and your payment will be processed.
- Once processed you will be immediately taken to a Confirmation and Checklist Screen

Peer Review Eligibility Request

Fields marked with asterisk (*) are



Attestation

You must check the following:

- Please be advised that the Vermont Standards Board for Professional Educators Rule 5840 governs public and other access to license records including educator contact information. VSBPE Rules can be accessed at http://education.vermont.gov/documents/educ_5100_licensing_regulations.pdf
- 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

Confirmation Screen and Checklist

- Once your payment has been accepted you will be redirected to a Confirmation Screen. This screen will confirm your application has been submitted and includes your transaction number
- You will also be able to view the checklist specific to your application. Upload your resume, and additional documents if needed.

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 22124. 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.aithent.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 portfolio and Vermont Core Teaching Standards (for initial licensure only)
 - 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
Initial Application - Peer Review Process	30835	07/26/2017	Initial 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

Peer Review License Application

Fields marked with asterisk (*)

Peer Review Clinic Information

Clinic Location *

Clinic Attendend On *



Peer Review Portfolio Checklist

Item #	Item	View/Attach
1	Current Certification in First Aid. For PE and Nurses ONLY	Documents (0)
2	Current Certification in Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED). For PE, Health and School Nurses ONLY	Documents (0)
3	Review Exam Data	Documents (0)
4	Resume	Documents (0)
5	Clinic attendance certificate.	Documents (0)
6	Professional Attributes and Disposition Form	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
Initial Application - Peer Review Process	30835	07/26/2017	Initial 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.
 - You may then begin the initial application process to receive your Level I License with the Agency of Education.
 - 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.

Initial License Application

- If you are recommended for licensure by the panel, you will receive an email prompting you to login and complete the separate, Initial License application
- Please login to [ALiS](#), click on view pending online application(s) and click the “Complete Application” button.
- As you navigate the application, please review our comprehensive [help guide for completing the Initial License application](#)
- Upon completion you will be charged a \$50 processing fee, as well as the three-year Level I License fee of \$150

Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Initial Application - Peer Review Process	30835	07/26/2017	Initial Application (Peer Review Process) Submission by Candidate	N/A	View Details	Complete Application

Completion

- 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