

Apply for an Initial Vermont Educator's License

**The Vermont Online Licensing
System for Educators - ALiS**

Are you ready to apply?

A complete application includes:

Official Transcripts

- May be scanned and uploaded into an application by an applicant. Official Transcripts include:
 - The seal of the college or university
 - Visible signature of the Registrar
 - Visible confer date of degree
 - Recommendation for licensure
 - Visible transcript key/guide
 - All pages (front and back)
- A transcript with the Registrar's seal and stamped "Issued to Student" may be used. Please note that the Agency of Education reserves the right to request an official transcript from an Institution of Higher Education at the educators/applicants' expense, at any time.
- The official transcript should show the conferred date of when you completed an educator preparation program. If an applicant completed an "alternate route" educator preparation program, documentation from that program, should upload for the formal recommendation for licensure.

Application requirements -Continued

Completed program over 10 years ago

- Those who completed an educator preparation program, 10 OR MORE YEARS AGO, and do not have a valid out of state educator license will need to provide documentation showing 90 hours of educator professional learning completed within the last 5 years.

Out of State License Copy

- Copy of your non-conditional/non-expired educator license, from a state that has signed the NASDTEC INTERSTATE Agreement, listing the endorsement you seek in Vermont (if applicable). Be sure to read the [FAQs regarding the NASDTEC Interstate Agreement](#).

Massachusetts (MA) license holders – must possess a Professional License to qualify for reciprocity.

Testing

- If you have neither [National Board Certification](#), or an out of state educator license as described above, then you will be required to meet our state's testing requirement. All [testing requirements](#) must be met **before** you submit your application.

Fees for an initial license application

\$50 NON-REFUNDABLE APPLICATION PROCESSING FEE - You will need a credit card or checking account information to complete the application process. You will be charged a \$50 non-refundable application processing fee before your application is submitted for review. Please be sure you have read all the instructions and have all requirements needed for an application before submitting. Incomplete initial license applications are subject to closure, in which case the \$50 non-refundable processing fee will be retained by the agency. Those who have their application closed should re-apply, once all application requirements have been met. However, an entirely new initial license application will need to be submitted and another non-refundable application processing fee will need to be paid.

\$150 THREE YEAR LICENSE FEE - After an applicant has been found eligible for initial licensure AND the agency has satisfactory results of a fingerprint supported record check done for the VT Agency of Education, the applicant will need to make an on-line payment of \$150 for the 3 year license fee. Again, payment of the 3 year license fee will not be required UNTIL the applicant has been found eligible for licensure AND satisfactory results of the fingerprint supported record check have been received. Do not attempt to make the 3 year license fee payment until prompted to do so.

No VT educator license will be issued without satisfactory results on a VT Agency of Education fingerprint supported record check and payment of the 3 year license fee.

Fees - continued

- **\$13.25 Fingerprint Record Check processing fee** - The applicant will be charged in addition to the NON-REFUNDABLE application processing fee. The fee is paid to the VT Dept. of Public Safety and is not refundable.
- Fingerprint Authorization Certificate form will be downloaded from the checklist which appears at submission. For more information [see our FAQs on CRCs](#).
- **Upload receipt of fingerprinting within fifteen (15) calendar days from date application fee was paid. If a receipt is not uploaded into your application checklist within fifteen (15) calendar days from the date the application fee was paid, the application will be closed and you will need to re-apply and incur additional non-refundable fees.**
- **Fees for Law Enforcement Agencies who do the fingerprinting** – The law enforcement agency that does your fingerprinting may charge their own fee for fingerprinting. This is completely at the discretion of the law enforcement agency. Any fees charged by the law enforcement agency are kept by the law enforcement agency.

Beginning the application process

- [Connect to ALiS](#)
- Applicant needs to ‘click here’ next to ‘Never held an Educator License in Vermont?’
- [If you receive a “SSN not unique” error message](#), it may be because the agency already has some documentation uploaded for you. In this case, please click on “existing and previously licensed Vermont educators” even though the wording of that may not be the case for you.

Complete the initial registration



- (Those who already have a registered account will not see this screen.)

Initial User Registration

Fields marked with asterisk (*) are required

Personal Information

If you do not have US Social Security Number; please contact Vermont Agency of Education at 802-479-1700.

| | | | | | |
|-------------|--|---|------------------------------------|-------------|---|
| Last Name * | <input type="text" value="Dickinson"/> | First Name * | <input type="text" value="Emily"/> | Middle Name | <input type="text"/> |
| Suffix | <input type="text"/> | Maiden Names/Other First & Last Names  | <input type="text"/> | DOB * | <input type="text" value="12/10/1930"/>  |
| SSN * | <input type="text" value="354-09-7494"/> | | | | |

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

Online Account Information

| | | | |
|-------------------|---|---|--|
| Login Name * | <input type="text" value="edickinson"/> | | |
| Password * | <input type="password" value="*****"/> | Password is case sensitive and must be at least 8 letters long with at least one upper case and one number. | |
| Retype Password * | <input type="password" value="*****"/> | | |

[Return to Online Services](#)

[Register & Go to Next Step](#)

Verification you are registered

- An email will be generated from the Online System VT-AOE-Message@vermont.gov and sent to the preferred email address you provided. This confirms your registration. Check your spam/junk folders if you do not receive the email.
- *Reminder* - All correspondence regarding your initial license application will be via e-mail. Therefore, put the e-mail that you most frequently access, as your “preferred e-mail”.

Dear **Emily Dickinson**,

- You have been successfully registered in the online licensing system.
- This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the AOE at: AOE.AlisEDLicensing@state.vt.us.

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

Applying

- Once you complete the initial user registration, you will be routed immediately into the initial license application. You will not see this slide.
- However, if you are logging back into an already existing account, click on “apply for new license” under the section titled “What do you want to do?”
- You do not need to complete an initial license application in one sitting. If you have already started an initial license application and you are logging back in to complete it, click on “apply for new license” under the section titled “What do you want to do?”



Preliminary Questions

- Please answer the following questions carefully. Once you answer these questions, you cannot go back and change them without starting a new application.
- FYI - Certain endorsements, for which the applicant has no valid out of state educator license, must be submitted via a **Transcript Review** application. If you are applying for any of the following endorsements and have no valid out of state educator license for that endorsement, you will need to check “no” to the “preliminary questions”: Assistant Director for Adult Education, Business Education, Career and Technical Education Director, Career and Technical Education Special Needs Coordinator, Design and Technology Education, Driver and Traffic Safety Education, Education **Speech and Language Pathologist**, Educational Technology Specialist, Family and Consumer Sciences, School Librarian, Teacher of the Deaf and Hard of Hearing, Teacher of the Visually Impaired **OR** Educators seeking Initial Licensure from NY, NM, SD or WI.

Initial Licensure Application

Fields marked with asterisk (*)

Initial Licensure Application Preliminary Question(s)

Are you seeking any of the following endorsements? Assistant Director for Adult Education, Business Education, Career and Technical Education Director, CTE Special Needs Coordinator, Design and Technology Education, Driver and Traffic Safety Education, Educational Technology Specialist, Family and Consumer Sciences, JROTC, School Librarian, School Nurse, Associate School Nurse, School Psychologist, School Social Worker, Speech Language Pathologists, Work-Based Learning Coordinator

Yes

Have you completed a **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? Excludes NY, NM, WI, SD

Yes

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? Excludes NY, NM, WI, SD

Yes

Review & Update Personal Information

- Click 'save & go to next step' – do not toggle between the tabs or your information will not save.
- Satisfactory results on a Nationwide fingerprint supported record check are a requirement for licensure. The VT Agency of Education cannot use fingerprint supported record check reports done for other states. The VT Agency of Education cannot use fingerprint supported record check reports done for employment, student teaching, or volunteering at Vermont schools.



Please review PERSONAL Information for accuracy.

Personal Information

| | | | | | |
|-------------|---|---------------------------------------|---|-------------|---|
| Last Name * | <input type="text" value="Dickinson"/> | First Name * | <input type="text" value="Emily"/> | Middle Name | <input type="text"/> |
| Suffix | <input type="text"/> | Maiden Names/Other First & Last Names | <input type="text"/> | DOB * | <input type="text" value="12/10/1930"/> |
| Gender * | <input type="text" value="-- Choose One --"/> | Ethnicity * | <input type="text" value="-- Choose One --"/> | Race * | <input type="text" value="-- Choose One --"/> |
| SSN * | <input type="text" value="xxx-xx-7494"/> | | | | |

Contact Information

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

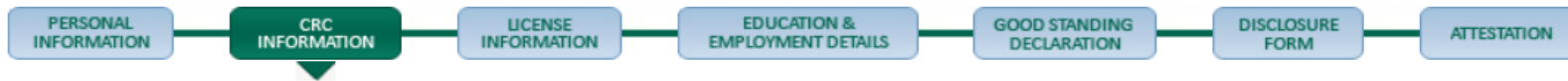
| | | | | | |
|--------------------|---|--------------------------|--------------------------------------|-------|------------------------------------|
| Country * | <input type="text" value="United States"/> | | | | |
| Street 1 * | <input type="text" value="219 North Main Street"/> | Street 2 | <input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

CRC Information

- Applicants must complete the fingerprint supported record check process for the VT Agency of Education. This process can take up to 6-12 weeks.
- Fingerprint Authorization Certificate form will be downloaded from the checklist which appears at submission. For more information [see our FAQs on CRCs](#).
- Upload receipt of fingerprinting within fifteen (15) calendar days from date application fee was paid. If a receipt is not uploaded into your application checklist within fifteen (15) calendar days from the date the application fee was paid, the application will be closed and you will need to re-apply and incur additional non-refundable fees.

Initial License Application - Traditional Route

Fields marked with asterisk (*) are required.



CRC Information

Per federal regulations regarding Criminal Record Checks (CRC); all applicants for Licensure in Vermont need to complete a fingerprint supported CRC conducted for the Agency of Education. Printable forms will appear in your application checklist at the time of submittal. The cost is \$12.00.

OK

Place of Birth

City/Town *

Country *

State *

Additional state(s) where I have resided or been employed?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Montana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> New Hampshire | |

Endorsement(s) and testing requirements

- Under ‘What endorsement(s) are you seeking?’ Click ADD, choose a category, endorsement, and sub-endorsement if applicable.
- Any licenses you currently hold – will be displayed at the top of the screen under current licenses
- Please review the [testing brochure](#) if you do not have: (1) National Board Certification OR (2) an out of state educator license, listing the same endorsement sought in VT, from a state that has signed the NASDTEC Interstate Agreement. Any testing must be taken and passed PRIOR to submitting your application. You can upload documentation (ex. ETS/Praxis Examinee Report, College Board report, ACT report) supporting passage of the required tests, in your pending application checklist. This checklist will be available after submitting your application.

Initial License Application - Traditional Route

Fields marked with asterisk (*) are required



Current License(s)

| License Type | Endorsement | Subject Limit | Grade Limit | Expiration Date |
|--------------|---|---------------|-------------|-----------------|
| I | 4-19D (Middle Grades-Social Studies, Grades 5-9) | None | None | 06/30/2017 |
| P | 4-19A (Middle Grades-English Language Arts, Grades 5-9) | None | None | 06/30/2017 |

What endorsement(s) are you seeking?

Add | Delete

| Category * | Endorsement * | Sub Endorsement | Instructional Level | Additional Testing Requirements | |
|------------|-------------------------|-----------------|---------------------|---------------------------------|--------------------------|
| Teaching ▼ | 30 - Driver Education ▼ | | Instructional Level | | <input type="checkbox"/> |

Instructional Level and Praxis II

- Click Instructional Level – a pop up window will open
- Choose the [instructional level for your endorsement](#) - Click OK - pop up will close
- Under Additional [Testing Requirements](#) – Click Praxis-II Requirements if Praxis II is required (if not the link will not appear) – a pop up window will open
- Choose how you will meet the Praxis-II Requirements – click ok

Additional Information for Endorsement

Instructional Level

Please check the instructional level(s) sought.

- Grades K-8
- Grades 7 through Age 21
- Grades K through age 21

Fields marked with asterisk (*) are required

Additional Information for Endorsement

Praxis-II Requirements

How will you meet the Praxis-II requirements?

- Hold a current educator license in a state that Vermont has signed the NASDTEC Interstate Agreement with
- Praxis II Test

OK

No Change-Close

Education Details and Other State Foreign License Information

- Click Add Education Details and complete the information.
- If you hold an Educator / Administrator License in another state / country, click Add Current License, input your information and upload a copy/screenshot of the license to the Document(s).
- Hint: It is helpful if you choose the “Country” first and then fill in the other blanks accordingly.

PERSONAL INFORMATION

CRC INFORMATION

LICENSE INFORMATION

EDUCATION & EMPLOYMENT DETAILS

GOOD STANDING DECLARATION

DISCLOSURE FORM

ATTESTATION

Education Details

Add Education Details | Delete Education Details

| University/College Name * | City * | State * | Country | Start Date * | Degree Granted | Degree Awarded * | Major | |
|---------------------------|----------------------|-------------------------------|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value=""/> | United Stat <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="checkbox"/> |

Other State / Foreign License Information

Add Current License | Delete Current License

If your license does not expire, then leave expiration field blank.

| Type of License/Certificate * | License/Certificate # | State * | Country | Expiration Date | Endorsement Area * | Grade | Documents | |
|-------------------------------|-----------------------|-------------------------------|---|-------------------------------|-------------------------------|-------------------------------|---------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value=""/> | United St <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | Documents (0) | <input type="checkbox"/> |

Employment Detail

- Under Employment Detail, click “Add Employment”.
- Complete the employment section listing your “School” employment. For the purposes of an initial application, we do not need non-school employment listed.
- If you are still employed at the school be sure to check ‘continuing employment’. Do not enter an end date.
- Total % FTE is percentage you are employed (full time equivalent)
- [Please see our tutorial on adding employment](#)

Employment Details

Supervisory Union * Chittenden Central SU ⓘ

Employer Name * Essex Junction Regional Technology Center

Employer City * Essex Junction

Employer Country * United States

Total % FTE * 100 %

Employer State * Vermont

Last Position Held Teacher

Employment Code * Teacher - Level I, Level II and Retin

Continuing Employment Worked From * 08/24/2016 to

Subject and Grade Add | Delete

| Subject Taught/Position Held * | % FTE * | Grade Limit | |
|--------------------------------|---------|------------------------|--------------------------|
| Any Subject | 100 | 11th Grade, 12th Grade | <input type="checkbox"/> |

Good Standing Declaration Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, Save & Go to Next Step



Good Standing Declarations

Child Support (You MUST check one:)

- I am not subject to a child support order; Or
- I am subject to a child support order and I am in good standing or in full compliance; Or
- I am not in good standing or in full compliance

Taxes (You MUST check one:)

- I am in good standing in regards to my Vermont Taxes (all returns are filed and paid); Or
- I have never lived or worked in Vermont and do not owe Vermont taxes; Or
- The liability for any Vermont taxes due and payable is on appeal; Or
- I am in compliance with a payment plan approved by Vermont Department of Taxes; Or
- I am not in good standing in regards to my Vermont taxes

Unemployment Compensation (You MUST check one:)

- This does not apply to me because I have never been an employer in Vermont; Or

District Court Fines / Judicial Bureau Fines (You MUST check one:)

- I do not have any unpaid judgments; Or
- I am in good standing with respect to any unpaid judgments; Or

Disclosure Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, Save & Go to Next Step



Disclosure Questions

If the answer to any of the questions "A" through "I" is "yes", you must provide a complete explanation. A "yes" answer to any of those questions is not an automatic denial of licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Agency of Education, please indicate so.

screenshot of initial license application

| Question | Response |
|--|--|
| A. Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of nolo contendere counts as a conviction of a criminal offense. | <input type="radio"/> Yes <input type="radio"/> No |
| B. Do you have any pending criminal charges? If yes, please provide a written explanation and specify the court that has jurisdiction of the charges. | <input type="radio"/> Yes <input type="radio"/> No |
| C. Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation. | <input type="radio"/> Yes <input type="radio"/> No |
| D. Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate? | <input type="radio"/> Yes <input type="radio"/> No |

Attestation

- By clicking pay now, you understand you are submitting an NON-REFUNDABLE application processing fee. If your application is incomplete, your application processing fee will be retained by the agency. Be sure that you have read the tutorial, clicked on all the “resource links”, have ordered your official transcript to be sent to our agency or have an official transcript to upload into your application, and have taken & passed any required testing (if applicable).

Oath

You MUST check one of the following: Oath or Affirmation.

- Oath or Affirmation
- I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont.
 - I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath.

Consent for Release of Information

Place of Birth

City/Town *

Peacham

Country *

United States ▼

State *

Vermont ▼

You must check the following:

- I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education.

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 have read and understand all the instructions regarding the initial license application and understand that I am paying a \$50 NON-REFUNDABLE application fee. I understand that my non-refundable application fee will be retained by the agency, if all the requirements for the initial application are not received and/or completed within two weeks of the application submission date.
- 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.
- I agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information

Non-refundable Application Fee

- The applicant will be charged \$12 (as of January 1, 2019 the CRC fee will be \$13.25), in addition to the NON-REFUNDABLE \$50 application processing fee
- The CRC fee is paid to the VT Department of Public Safety and is not refundable
- Within your checklist at the submission of your application - Print the form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC).
- It can take up to 12 weeks or more for our agency to receive fingerprint supported record check results

Fee Detail

Fee Details

Additional licensing fees will be requested when application review is completed.

| | |
|----------------------------|----------------|
| Criminal Record Check Fee | \$12.00 |
| Application Processing Fee | \$50.00 |
| Total Fee | \$62.00 |

[Edit Application](#)

[Pay Now](#)

Confirmation Email

- You will receive an email from VT-AOE-Message@vermont.gov confirming your application submission

Dear **MICKEY SMITH**,

Thank you for using the Agency of Education's online licensing service.

- Your INITIAL educator license application has been submitted to the Vermont Agency of Education. Your transaction number for this online application is: 22108. Your NON-REFUNDABLE \$50 application processing fee has been received.
- Your initial license application status will show as "pending" until a licensing specialist reviews your application. Specialists have up to 30 days, from date of application submission, to review your application. Once your application is reviewed, your application status will change from "pending" to "under review". You will also receive an e-mail from the licensing specialist. Please do not e-mail or call the Agency of Education regarding the status of your application if it has been less than 30 days since you submitted your application. Your patience is appreciated! IMPORTANT: Make sure that all supporting documents for your online application are uploaded, ordered or mailed at the time you apply.
 - A complete application includes:
 - Official Transcripts- *ensure your "official" transcript has been ordered from your college/university or that your college/university has sent your transcript directly to our agency.*
 - To submit electronic transcripts, please have them sent to: AOE.transcripts@vermont.gov
 - Copy of out of state license (if applicable)
 - Praxis Core or SAT, ACT, GRE scores - *please ensure you have taken and passed the required tests and those test scores have been sent to our agency. Please review the agency's testing brochure on our website for more information.*
 - Praxis II scores (if required for the endorsement)
 - Criminal Record Check materials (A notarized Request for a Criminal Record Check or a copy of the Authorization to Release Criminal Record Check Information from a school district if the CRC was completed in the last six months.)
 - Ancillary requirements (ex. First Aid card, RN license, etc.)
 - To attach the documents electronically, please login into <https://vtaoe-uat.athent.com:9443/login.aspx> and follow the "View Pending Application" link.
 - To submit documents by mail, please send them to: 219 N. Main St. Suite 402 Barre, VT 05641
- It is the agency's expectation that all requirements for your initial license application are completed or close to completion PRIOR to submitting your application. If your application is not complete, your application will be closed and you will have to reapply with the materials for a complete application (Reapplication includes an additional processing fee).
- To check the status of your online application please login into <https://vtaoe-uat.athent.com:9443/login.aspx> and follow the "View Pending Application" link. If the status is 'Pending' your application has not been reviewed. Once reviewed your application status will say 'Under Review'. Once your application is complete the status will say 'Review Complete- waiting for payment'
- 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 Please include your transaction number in your communication.22108

Checklist

Check List

Checklist - Initial Application (Traditional Route) [REDACTED]

| Item # | Item | View/Attach | Item Status |
|--------|---|--|--|
| 1 | REQUIRED: Official undergraduate and graduate transcripts with the degree and date conferred. Educator may upload directly to checklist. | Documents (0) | <input type="text" value="Pending"/> ▼ |
| 2 | Review Good Standing Declaration | N/A | <input type="text" value="Pending"/> ▼ |
| 3 | Review Disclosure form | N/A | <input type="text" value="Pending"/> ▼ |
| 4 | Vermont Crime Information Center, Fingerprint Authorization Certificate. | Please click here to print the form you need to take to a fingerprinting center. Click here to view the Vermont Criminal Records Check packet that contains information about Vermont Fingerprint Identification Centers and instructions for out-of-state/country applicants. | <input type="text" value="Pending"/> ▼ |
| 5 | Current Certification in First Aid. For PE and Nurses ONLY | Documents (0) | <input type="text" value="Pending"/> ▼ |
| 6 | Current Certification in Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED). For PE, Health and School Nurses ONLY | Documents (0) | <input type="text" value="Pending"/> ▼ |
| 7 | Review additional testing as required | N/A | <input type="text" value="Pending"/> ▼ |
| 8 | Review Exam Data | N/A | <input type="text" value="Pending"/> ▼ |
| 9 | NINS Verification | N/A | <input type="text" value="Pending"/> ▼ |
| 10 | Second NINS Verification (AOE staff only) | N/A | <input type="text" value="Pending"/> ▼ |
| 11 | Review testing requirements for Praxis Core Tests | Documents (0) | <input type="text" value="Pending"/> ▼ |
| 12 | Others | Documents (0) | N/A |

Checklist - Continued

- [Upload transcripts](#) into your checklist.
- Print the 'fingerprint authorization certificate' form from your checklist. [Read our full CRC instructions and FAQ sheet here.](#)
- Upload, into your checklist, a copy of your valid out of state educator license, from a state that has signed the Interstate NASDTEC Agreement, listing the same endorsement sought in Vermont. (if applicable)
- Upload, into your checklist, your Praxis Examinee Report, College Board report for SAT scores, ACT report (if applicable)
- Licensing Specialists will review your application within 30 days from date of submission. Specialists reviewing your application, will change the status of items on your "checklist" from "pending" to "complete". A Licensing Specialist will send an e-mail to your preferred e-mail address with the results of the review.
- Any documentation received by the agency, for your application, will be uploaded into your account. In addition, you will receive an e-mail informing you that the required documentation has arrived.

Approval and Final Payment

- Once your application is complete (this includes satisfactory results on your fingerprint supported record check), you will receive an email from VT-AOE-Message@vermont.gov requesting that you log on and complete your final payment of the 3 year license fee.
- If you wish, you may also periodically log into your account and choose “view details” for your pending application.
- NOTE: It can take 6 -12 weeks, from the date your fingerprints AND “Fingerprint Authorization Certificate” arrive at the VT Crime Information Center, (VCIC) to the time satisfactory results of the fingerprint process are received by this agency. Therefore, under these circumstances, do not expect to receive an e-mail prompting you for the final 3 year license fee payment for, at least 6-12 weeks, after your fingerprints are submitted to VCIC for processing. **DO NOT contact VCIC as to the status of your fingerprint record check.**
- NO EDUCATOR license will be issued without satisfactory results of a fingerprint supported record check and payment of the 3 year initial license fee.

Dear **Emily Dickinson**,

- Review of your online license application has been completed by the Vermont Agency of Education. Your transaction number is **2166**.
- Please login to <https://vtaoe-uat.aithent.com:9443/login.aspx> and pay the applicable fee.
- *Note: Your L - Professional Educator License (Level I) will be approved only after the payment has been received.*
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Educator License Details

Educator Information

Name: Dickinson, Emily

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| 11 -60 (Work Based Learning Coordinator, Grades 9-12) | Currently Licensed | 06/30/2019 | |