

# 2012

# Educator License

# Renewal Instructions

## **Deadline for Renewals is June 30, 2012**

**Renewals must be postmarked no later than June 30, 2012.**

Renewals postmarked after June 30, 2012 **will be returned**. Your license will lapse and you will no longer be licensed to teach in Vermont.

Any educator who does not renew on time, but wishes to be licensed, will be required to reinstate his/her license and will incur additional fees.

**There is no grace period.** June 30, 2012 is the deadline.

***PLEASE RENEW ON TIME!***



Vermont Department of Education  
Office of Licensing and Professional Standards  
120 State Street  
Montpelier, VT 05620-2501  
(802) 828-2445

# Renewal Instructions

Dear Educator:

Our records show that your Vermont educator's license will expire on June 30, 2012. We have prepared this information packet to help you through the renewal process.

**Reading these instructions will help ensure swift and accurate processing. There have been changes this year. Please read the instructions**

**Please keep this packet.** We will refer to it if you contact us with questions.

You may view the complete **Regulations Governing the Licensing of Educators** online at this web site:  
[http://education.vermont.gov/new/html/licensing/regulations\\_endorsements.html](http://education.vermont.gov/new/html/licensing/regulations_endorsements.html).

**The Vermont Re-Licensing Process...A Handbook for Educators** was published to provide educators with a resource about the development of an Individual Professional Development Plan, the documentation of that plan in a portfolio, and general re-licensing information. It is located online at:  
[http://education.vermont.gov/new/pdfdoc/prodev/educators\\_handbook\\_06\\_rev\\_0306.pdf](http://education.vermont.gov/new/pdfdoc/prodev/educators_handbook_06_rev_0306.pdf).

**Misrepresentation or willful omission of information on any renewal form may result in denial of renewal and/or disciplinary action against your educator license.**

*Thank you for your cooperation in making this a smooth renewal process.*

## Renewal Process A (Renewing through an L/RSB)

**If you are a teacher, administrator or support personnel** (counselor, nurse, etc.) in a school served by an L/RSB you must submit your renewal materials to the L/RSB. If you are not sure whether your school is served by an L/RSB, see *Local/Regional Standard Boards* under Useful Links.

**If you are on sabbatical or official leave**, you must renew through your L/RSB.

**If you are a teacher, administrator or support personnel (counselor, nurse, etc.) in a private school or organization** that is in partnership with, or is contracted to provide services (early education, special education, etc.) by, a supervisory union or school served by an L/RSB; you must submit your renewal materials to the L/RSB.

**If you are changing to, or renewing, a Retired Educator license** and working in a school/district; you must submit your renewal materials to the L/RSB.

**If you are a paraeducator or long term substitute**, check to see if the L/RSB in your district will work with you. If they will, you must go through them. If not, you will renew through the state office.

**If you are an administrator more than 50% of the time**, you must renew through your Regional Standards Board.

**If you are an administrator less than 50% of the time** (e.g. teacher 70%, principal 30%) you must renew through your Local Standards Board.

**If you do not meet any of these criteria**, you will renew through the Educator Licensing Office (Process B).

Keep in contact with your L/RSB throughout your licensure cycle to ensure that you understand all renewal requirements.

Have professional development pre-approved by your L/RSB. (You are not required to do this, but it can avoid last minute questions about the validity of an activity.)

Submit required renewal materials to your L/RSB by their deadline, no later than **March 1<sup>st</sup>**.

Make any necessary additions or adjustments for approval by your L/RSB.

**L/RSBs do not meet in the summer.** If you miss your L/RSB's deadline you **cannot** renew through the state office. Your license will **lapse** and you will not be licensed to teach in Vermont until you reinstate it.

**After your L/RSB has signed your renewal form**, submit only the following to the Vermont Department of Education (documentation of professional development and IPDPs are **not required** and will be shredded):

- ✓ Signed Renewal Form (must be original)
- ✓ Disclosure Form
- ✓ Mandatory Good Standing Declarations
- ✓ Check for fee (see Fee Schedule) made out to Vermont Department of Education
- ✓ Drop Form (if applicable)
- ✓ RN License (for school nurse/associate school nurse endorsement)
- ✓ Criminal Record Check (CRC) materials, **if you received the CRC packet**
- ✓ Orange postcard - **stamped and self-addressed**

## Renewal Process B (No L/RSB available)

**If you do not work in a school served by an L/RSB** (see Renewal Process A to determine whether you do), you can renew through the state office.

**Complete all sections** of the renewal form through your signature and date.

**Assemble documentation of your professional development** (see Professional Development Requirements). **We only keep transcripts.** After the renewal is completed all other documentation is shredded. Copies of certificates, etc. are acceptable for renewals. If you are renewing a Level II License, this will be part of your portfolio (see below). **You may request pre-approval of professional development** from the licensing office; however, pre-approvals for this relicensure cycle will not be given after March 31<sup>st</sup>.

**Write your Individual Professional Development Plan (IPDP)** if you are moving to a Level II License (if you are renewing a Level II, it will be part of your portfolio). You must use the SMART Goals format. You need 3-4 goals with at least one goal aligning with each of your endorsements. If you are in an independent school, one goal must align with school initiatives/action plan.

**Assemble your portfolio** (renewing Level II only). (See Portfolio Checklist.) **We only keep transcripts** and your new IPDP. Copies of other professional development documentation are acceptable for renewal. If you want your portfolio returned to you, request this and include \$10. If you do not include a request for return **and** the \$10, your portfolio will be shredded when we have finished reviewing it.

**If you are transitioning from a Level I to Level II License;** have your principal, superintendent or school director complete a Transition Form (contact the state office, if s/he does not have this).

**If you are moving from a Level II to a Retired License,** contact the licensing office for the Retired Educator application.

**Then send the following to the Vermont Department of Education** (see Contact Information):

- ✓ Signed Renewal Form (must be original)
- ✓ Disclosure Form
- ✓ Mandatory Good Standing Declarations
- ✓ Check for fee (see Fee Schedule) made out to Vermont Department of Education
- ✓ Documentation of Professional Development
- ✓ IPDP (Level II renewal or Level I transitioning to Level II)
- ✓ Portfolio (Level II renewal)
- ✓ Transition Form (if applicable)
- ✓ Drop Form (if applicable)
- ✓ RN License (school nurse/associate school nurse endorsement)
- ✓ Criminal Record Check (CRC) materials, if you received the CRC packet
- ✓ Orange postcard - **stamped and self-addressed**

## Directions for Renewal Form

You must submit the **original form**; copies are not accepted.

### **Level & Endorsement Codes:**

The level of your license(s) and code for your endorsement(s), along with the dates of issuance and expiration are listed in the upper left corner above your name. Endorsement(s) expiring in 2012 are marked with an asterisk. If you have multiple endorsements and are unsure which ones the code refers to see *Endorsement Codes* on the Useful Links page.

### **Name, address, telephone number, email address:**

If you have had a change in any of these, indicate the change in the box on the top right. Email is often the most effective way to communicate, please make sure the licensing office has an **email address that you will check regularly** including **over the summer**.

### **Professional Development activities:**

List all professional development that you have completed within the licensure cycle (July 1, 2009 – June 30, 2012 for Level I; July 1, 2005-June 30, 2012 for Level II). If you need more room, use a *Verification Worksheet* or list on another sheet of paper including all requested information. See *Professional Development Requirements and Activities that Qualify for Professional Development Credit* for more information.

### **Employment:**

List all employment since your last renewal (original licensure, if this is your first renewal) whether you worked in a school or not. If you worked in a school, indicate the FTE for each subject taught (e.g. math .6, science .4), grade level, employment code and subject taught (indicate position held for administrator). If you were self-employed, a stay-at-home parent or unemployed; indicate that and complete the relevant sections.

### **Educator Signature**

### **Date**

### **If you are renewing by Process A:**

Submit the Renewal Form to your L/RSB and they will complete the next section. **If you work in a school/district served by an L/RSB, they must sign it. Applications not signed by your L/RSB will be returned.** As L/RSBs do not meet in the summer, you might not be able to have it signed after it is returned to you. In that case, **your license would lapse** and you would not be licensed to teach in Vermont. You would have to reinstate your license, if you wanted to work in a Vermont public school.

### **If you are renewing by Process B:**

Submit the Renewal Form with your other materials and a specialist will complete the next section.

## Directions for Other Forms

### Disclosure Form:

Complete all sections, sign and date. If you answered 'yes' to any question A-H, attach a separate sheet of paper explaining the dates, circumstances and disposition of the matter. If you have previously reported the incident(s), indicate when you did so. Do not give this to your L/RSB. **Send it directly to the licensing office** with your other renewal materials. **You must complete and submit this form.**

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### Mandatory "Good Standing" Declarations:

Complete all four sections, your social security number, date of birth, sign and date. You must complete all sections even if you do not have children, do not live or work in Vermont, have never been an employer or have never been to court. Do not give this to your L/RSB. **Send it directly to the licensing office** with your other renewal materials. **You must complete and submit this form.**

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### Drop Endorsement Form:

Complete appropriate sections. If you are renewing by Process A, the L/RSB must sign it. Complete this form **only** if you want to drop one of multiple endorsements.

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### Transition Form:

If you are renewing by Process A, the appropriate administrator or your L/RSB should already have this form. If you are renewing by Process B and the administrator does not have this form, s/he or you should contact the licensing office to request it.

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### Orange Postcard:

Address this to yourself and stamp it. We will date stamp it and return it to you to confirm that we received your materials. Please note that the return of the postcard indicates that we have received the packet you sent, not that it has been reviewed or is complete. Renewal applications are reviewed in the order in which they are received. When your application is reviewed, you may be asked for more information, documentation, etc. **If you do not self-address and stamp it, we will not return it.**

## Fee Schedule

**Fees are per license, not per endorsement.** Renewal fees are based on the number of years the license is valid (\$40 per year). There is a fee of \$40 to add an endorsement to an existing license.

**Checks should be made out to Vermont Department of Education.**

Currently Have	Renewing As	Valid For	Fee
Level I	Level I	3 years	\$120
Level II	Level II	7 years	\$280
Level I & Level II	Level I & Level II	3 & 7 years respectively	\$400
Level II	Retired Educator	7 years	\$280
Retired	Retired	7 years	\$280
Level I	Level II (do not have a current Level II)	7 years	\$280
Level I	Level II (have a current Level II with other endorsements)	the number of years on the current Level II (a new Level II will be issued showing all endorsements)	\$40
Level I (with some, but not all endorsements moving to a Level II)	Level I & Level II (moving endorsement(s) to existing Level II)	Level I - 3 years Level II - the number of years on the current Level II (a new Level II will be issued showing all endorsements)	\$160
Level I (with some, but not all endorsements moving to a Level II)	Level I & Level II (moving endorsement(s) to new Level II)	3 & 7 years respectively	\$400

### Professional Development Requirements

Currently Have	Overall Hours Needed	Endorsement Specific Content Hours Needed	Within the Last
Level I	45 per endorsement	15 per endorsement	3 years
Level II	135 per endorsement	45 per endorsement	7 years
Retired	45 per endorsement	15 per endorsement	3 years

1 college credit = 15 hours

**Endorsement specific hours are included in the overall hours.**

Professional development hours can overlap between endorsements. For example, a grammar workshop could be endorsement specific to both English and ESL; a technology course would be specific for design & technology and educational technology specialist (and possibly computer science) and general for other endorsements. However, not all hours will overlap. For example, an early childhood class could not be considered for any secondary endorsement.

If an endorsement has been held for less than a full license cycle, the professional development requirements would be pro-rated. For example, you held a Level I License with a science endorsement and in 2010 a math endorsement was added. The hours required for the math endorsement would be pro-rated. Contact your L/RSB or the licensing office for information on the number of hours you would need.

Professional development is not limited to classes and workshops. See *Activities That Qualify for Professional Development Credit* for more information.

## Portfolio

All educators renewing as a Level II must complete a portfolio. Instructions and an example can be found at [http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal\\_non-lsb/educ\\_licensing\\_level\\_2\\_portfolio\\_exemplar.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_non-lsb/educ_licensing_level_2_portfolio_exemplar.pdf).

### Portfolio Checklist

1. \_\_\_\_ Personal Information  
\_\_\_\_ Name  
\_\_\_\_ School  
\_\_\_\_ Current Teaching or Administrative Position  
\_\_\_\_ Years Pertaining to Portfolio
2. \_\_\_\_ Completed and signed Vermont Department of Education License Renewal Form
3. \_\_\_\_ Table of Contents
4. \_\_\_\_ Copy of current Vermont Educator License and, if applicable, copies of any valid licenses or credentials required by the endorsement
5. \_\_\_\_ Expiring IPDP and any amendments
6. \_\_\_\_ Evidence of a minimum of 135 hours/nine (9) relicensing credits for each endorsement (45 hours/three [3] credits of which address the specific knowledge and performance standards of each endorsement being renewed)
7. \_\_\_\_ Documentation/evidence of professional growth that shows how the *Five Standards for Vermont Educators* and IPDP goals have been met
8. \_\_\_\_ Reflective narrative on each of the expiring IPDP goals that addresses:  
\_\_\_\_ New learning and its impact upon professional practice;  
\_\_\_\_ How changes in professional practice have impacted student performance;  
\_\_\_\_ A link between IPDP goals and activities and school/district action plans or improvement initiatives; and  
\_\_\_\_ Demonstrates growth in each of the *Five Standards for Vermont Educators*
9. \_\_\_\_ New approved IPDP for the next licensure cycle
10. \_\_\_\_ National Board Certificate or Letter from Vermont National Board Coordinator for endorsement

If you are renewing by **Process B**, please note: **Portfolios will not be kept by the licensing office and they will not be returned unless you request it and submit a \$10 fee.** Copies of certificates, etc. are acceptable. **Only transcripts are kept.** Everything else **will be shredded**, if you do not request and pay for it to be returned.

## Frequently Asked Questions

### How do I move an endorsement from Level I to Level II?

- You must have taught in a Vermont school under a Level I license in the endorsement area for three (3) school years.
- Your current administrator must complete a Transition Form recommending that you move to a Level II.
- You must have completed appropriate professional development (see Professional Development Requirements).
- You must write an IPDP.
- Submit the necessary materials through either Process A or Process B as appropriate.

### What is the difference between a Level I and Level II license?

A Level I license is granted when you first qualify for an Educator License or when you add an endorsement. Even if you have a Level II license, additional endorsements go on a Level I. Level I licenses are valid for three (3) years.

A Level II license is for educators with at least three years of experience in the endorsement(s) on the license. It indicates experience and that the educator should be able to handle greater professional responsibilities. Level II licenses are valid for seven (7) years.

### If I'm eligible to move to a Level II license, do I have to move?

Yes. You must move to a Level II no later than the second renewal after you are eligible to do so. **If you do not move** by then or if your administrator will not recommend you at that time, **you will lose your endorsement**. An endorsement lost in this way **cannot be reinstated**.

### Can I drop some endorsements, but renew others on my license?

Yes. Complete a *Drop Endorsement* form for the endorsement(s) you want to drop. Renew the others in the normal manner. If you renew by Process A, your L/RSB must sign the *Drop Endorsement* form. You can reinstate dropped endorsements at a later date.

### How will I know that the licensing office has received my forms and fees?

**Self address and stamp the orange postcard.** When we receive your materials it will be date stamped and returned to you. Keep this card. It can be used to verify that your materials were received. If we do not receive the card, or if it has not been addressed and stamped, you will not receive any notice that your material was received.

The licensing office receives hundreds of renewal applications each spring and summer. We cannot acknowledge receipt of materials, if you do not send the postcard. **Please do not call the licensing office asking if your materials were received.** This slows down the process for everyone.

### What happens if the licensing office has questions about my materials?

If the question is about information you provided, we will contact you by mail or email. Be sure to **check your email regularly** until you receive your renewed license.

When information/materials are requested, you will be given a deadline for providing it. If you do not provide this by the deadline or contact the licensing office to discuss the matter, your license will lapse.

If the question refers to an action by the L/RSB, both you and board chair will be contacted.

I disagree with a decision by my L/RSB. Is there an appeal process?

Yes. If you have tried to resolve the issue, but have not been able to, you can appeal their decision. The appeal process is found in Chapter 51 of Title 16 V.S.A. section 1696(f) and can be found at <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=051&Section=01696>.

When will I receive my new license?

Our goal is to either send your new license or correspond with you/your L/RSB about any problems within six weeks of our receipt of your materials. Renewal applications are processed in the order in which they are received. **Renewals received early in the year can be processed more quickly.**

All renewals are issued effective July 1<sup>st</sup> regardless of when they are received unless they are received after the June 30<sup>th</sup> deadline.

What happens if I don't submit my renewal by June 30<sup>th</sup>?

**Your license will lapse** and you will not be licensed to teach in Vermont. You would have to reinstate your endorsement before working in a Vermont public school.

**Any renewal applications postmarked after June 30<sup>th</sup> will be REJECTED.**

Reinstatement can be a lengthy process that requires additional fees and may require a new criminal record check.

## Useful Links

The following Department of Education websites are resources for the relicensing process:

### **Educator Licensing**

<http://education.vermont.gov/new/html/maincert.html>

### **Licensing Regulations and Endorsements**

[http://education.vermont.gov/new/html/licensing/regulations\\_endorsements.html](http://education.vermont.gov/new/html/licensing/regulations_endorsements.html)

*The Vermont Relicensing Process.... A Handbook for Educators*

[http://education.vermont.gov/new/pdfdoc/prodev/educators\\_handbook\\_06\\_rev\\_03\\_06.pdf](http://education.vermont.gov/new/pdfdoc/prodev/educators_handbook_06_rev_03_06.pdf)

*Five Standards for Vermont Educators: A Vision for Schooling*

[http://education.vermont.gov/new/pdfdoc/pgm\\_prostandards/vsbpe/five\\_standards\\_03.pdf](http://education.vermont.gov/new/pdfdoc/pgm_prostandards/vsbpe/five_standards_03.pdf)

*Endorsement Codes*

[http://education.vermont.gov/new/pdfdoc/licensing/forms/approved\\_endorsement\\_codes\\_1108.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/approved_endorsement_codes_1108.pdf)

### **Local/Regional Standard Boards**

*Schools Served by the Special Education Local Standards Board*

[http://education.vermont.gov/new/pdfdoc/pgm\\_prostandards/lrsb/educ\\_lrsb\\_independent\\_schools\\_sped\\_lsb.pdf](http://education.vermont.gov/new/pdfdoc/pgm_prostandards/lrsb/educ_lrsb_independent_schools_sped_lsb.pdf)

*Contact List for L/R SBs*

[http://education.vermont.gov/new/pdfdoc/pgm\\_prostandards/lrsb/educ\\_lrsb\\_chairs.pdf](http://education.vermont.gov/new/pdfdoc/pgm_prostandards/lrsb/educ_lrsb_chairs.pdf)

### **Professional Development: Department of Education**

<http://education.vermont.gov/new/html/mainprodev.html>

*Activities that Qualify for Professional Development Credit*

[http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal\\_nonlsb/prodev\\_activities.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_nonlsb/prodev_activities.pdf)

*Professional Development Verification Worksheet*

[http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal\\_nonlsb/verification\\_worksheet.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_nonlsb/verification_worksheet.pdf)

### **Individual Professional Development Plan (IPDP) Instructions, Worksheets, Sample**

[http://education.vermont.gov/new/html/licensing/forms/renewal\\_nonlsb\\_level\\_2.html](http://education.vermont.gov/new/html/licensing/forms/renewal_nonlsb_level_2.html)

### **Portfolio Example**

[http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal\\_nonlsb/educ\\_licensing\\_level\\_2\\_portfolio\\_exemplar.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_nonlsb/educ_licensing_level_2_portfolio_exemplar.pdf)

### **Renewal Instructions and Additional Forms**

<http://education.vermont.gov/new/html/licensing/forms.html>

### **Vermont Institutes**

<http://www.vermontinstitutes.org/>

## Common Reasons for Delay

Incorrect contact information

\* \* \*

Incorrect or incomplete information

\* \* \*

No money sent or the wrong amount

\* \* \*

Application not signed

\* \* \*

Application not signed by L/RSB

\* \* \*

Missing or incomplete forms

\* \* \*

Not completing criminal record check material (when required)

\* \* \*

No documentation of appropriate professional development (when renewing through the licensing office)

\* \* \*

Not submitting an IPDP (when renewing through the licensing office)

\* \* \* \* \*

## Common Errors in IPDPs

Goals are unfocused or too general

Goals do not focus on your new learning for the coming seven years

Writing about what you will do rather than what you will learn

You do not have a goal addressing content knowledge for each of your endorsements

Goals are personal rather than professional

## Contact Information

### **Mailing address:**

Educator Licensing  
Vermont Department of Education  
120 State St.  
Montpelier, VT 05620

### **Physical location for dropping off material:**

Vermont Department of Education  
1311 U.S. Route 302, Berlin, VT

### **Telephone:**

(802) 828-2445

### **Fax:**

(802) 828-5107

### **E-mail:**

[DOE-LicensingInfo@state.vt.us](mailto:DOE-LicensingInfo@state.vt.us)

### **Website:**

<http://education.vermont.gov/new/html/maincert.html>