



Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

****OFFICE USE****

Application for Initial Vermont Educator License

Please type or print clearly. This application will become a permanent document in your file.
You will receive a written response when your application has been reviewed.
Processing time: 8-10 weeks

1. Social Security Number: 2. Date of Birth: ____/____/____

3. Name:

Last First MI

4. Maiden or previous name(s) _____

5. Mailing Address:

Street/PO Box City/Town State ZIP

6. Sex: F M 7. Phone: () _____ 8. E-mail: _____

9. What endorsement(s), are you applying for? (Refer to the enclosed Endorsement Codes)

Endorsement(s)

10. Have you ever held a Vermont professional educator's license? Yes No

If yes, what year did it expire? _____

Under what name were you licensed in VT _____

11. Have you received a contract offer in Vermont? Yes No

If yes, indicate Year ____ - ____ School District _____ School _____

Do not write below this line: For Department of Education Use Only

Lic. Type	Issued		Expires		1	2	3	4	5	6
	MONTH / DAY	YEAR	MONTH / DAY	YEAR						
Level I			6 30	201						
Level II			6 30	201						

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12. EDUCATION: The Licensing Office must receive original, sealed transcripts confirming all college and university study.

Photocopies of transcripts are not acceptable.

College/University, City/State	Dates Attended	Degree Awarded	Major

13. LICENSING RECOMMENDATION: Check all applicable statements.

- I completed a state-approved teacher preparation program at a college/university and received a recommendation for educator licensure at the time of graduation.
- I completed an alternative licensing program in another state which was **not** part of my college degree program.
- I received a recommendation for licensure through the Vermont Peer Review process.

14. LICENSES OR CERTIFICATES CURRENTLY HELD. Copy both sides of the document. (*List most recent first.*)

Title of License or Certificate	State	Expiration Date	Subject/Endorsement Area	Grade Level

15. Education Employment Record (*List most recent first. Include months and year, e.g., 9-05 – 6-07.*)

Dates	State	School	Subject	Grade	% of Time

Number of years public school experience: ____ **Number of years private school experience:** ____

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16. Each question below must be answered.

*If the answer to any of the questions “A” through “H” is “yes”, you must attach 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 Department of Education, please indicate so. **Question “I” must be answered with a yes.***

	Yes	No	
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 <i>nolo contendere</i> counts as a conviction of a criminal offense.
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.
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.
D.			Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?
E.			Is there any adverse action now pending against you in any state by any professional licensing agency or have you been notified of any ongoing or potential investigation or inquiry regarding any professional license?
F.			Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct or incompetence?
G.			Have you ever been disciplined, reprimanded, suspended, removed or discharged from employment or student teaching because of allegations of misconduct or incompetence?
H.			Are you now, or have you ever been, required to register as a sex offender in any jurisdiction of the United States, including any state, territory, commonwealth, the District of Columbia, or military, federal, or tribal jurisdiction?
I.	YES		I acknowledge that the Department of Education may receive updates to my criminal conviction record via VCIC’s subscription service and may use this information to verify my answers to the above questions. I understand that this information will be used for reviewing my suitability for licensure. I further understand that within 30 days of receiving the results of the record check or update, I have the right to appeal the findings in writing to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont 05671-2101.

Certification and Signature

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 cause for a licensing action pursuant to 16 V.S.A § 1698 (1) (F).

Signature _____ Date _____

VERMONT APPROVED EDUCATOR ENDORSEMENT CODES

Each license must have one or more endorsements. An endorsement specifies the instructional level and the endorsement content area in which the license holder is authorized to perform educational services. The first digit in an endorsement code denotes the grade or age range the educator may serve, and the latter two digits denote the content area. (Example: 2-05 = Grade 7-12 English)

Instructional Levels

Some instructional levels are restricted to specific endorsements. Please refer to the endorsement competencies and endorsement authorization statement (located under the endorsement name) for the instructional levels available for the endorsement. **Note: Not all instructional levels can be assigned to all endorsement.**

<u>Code</u>	<u>Range</u>	<u>Restrictions</u>
0	Birth through Grade 3	Early Childhood Education only
1	Grades K-6	Elementary Education only
2	Grades 7-12	No restriction
3	Grades PreK-12	No restriction
4	Grades 5-9	Middle Grades only
5	Birth through age 6	Early Childhood Special Educator and Early Childhood Education only
6	Age 3 through age 21	Educational Speech Language Pathologist, Director of Special Education, Teacher of the Blind and Visually Impaired, Teacher of the Deaf and Hard of Hearing, and Intensive Special Education Teacher only
7	Grades PreK through 6	Art, Modern and Classical Languages, Physical Education, Music, Health Education and English as a Second Language only
8	Grades K-8	Special Educator and Consulting Teacher only
9	Grades 5-12	Family and Consumer Sciences, Design and Technology Education and Business Education only
10	Grades 7 through age 21	Special Educator and Consulting Teacher only
11	Grades 9 through 12	Junior ROTC Instructor, Career and Technical Education, Driver and Traffic Safety Education, Cooperative Career and Technical Education Coordinator and Career and Technical Education School Counseling Coordinator only
12	Grades K through age 21	Special Educator and Consulting Teacher only
13	Grades 8 through age 21	Career and Technical Education Special Needs Coordinator only
14	Grades K-3	Early Childhood Education only

<u>Teacher Endorsement Areas</u>			
00	Elementary Education	19	Middle Grades
02	Art	A.	English
03	Business Education	B.	Mathematics
05	English	C.	Science
06	Modern and Classical Languages:	D.	Social Studies
	A. French	30	Driver and Traffic Safety Education
	B. Spanish	31	Health Education
	C. German	36	Early Childhood Education
	D. Russian	37	Theatre Arts
	E. Latin	38	Dance
	F. Greek	39	Bilingual Education
	S. American Sign Language	40	English as a Second Language
08	Physical Education	42	Educational Technology Specialist
09	Family and Consumer Sciences	54	School Social Worker
10	Design and Technology Education	60	Cooperative Career and Technical Education Coordinator
11	Mathematics	61	Library Media Specialist
12	Music	64	School Counselor
13	Science	65	School Nurse
14	Computer Science	65A	Associate School Nurse
15	Social Studies	66	School Psychologist
16	Junior ROTC Instructor	67	Teacher of the Blind and Visually Impaired
17	Career and Technical Education	68	Teacher of the Deaf and Hard of Hearing
	A. Agriculture & Natural Resources	73	Career and Technical Education School Counseling Coordinator
	B. Architecture & Construction	76	Reading/English Language Arts Specialist
	C. Arts & Communication	78	Reading/English Language Arts Coordinator
	D. Business	80	Early Childhood Special Educator
	E. Education and Training	81	Intensive Special Education Teacher
	F. Health	82	Special Educator
	G. Hospitality	84	Educational Speech Language Pathologist
	H. Human Services	85	Consulting Teacher
	1. Personal Care	86	Career and Technical Education Special Needs Coordinator
	2. Family & Community Services		
	I. Information Technology		
	J. Law & Public Safety		
	K. Manufacturing		
	L. Transportation		
	M. Engineering		

Administrator Endorsements Areas

- 20 Adult Services Coordinator
- 75 Supervisor
- 86 Director of Special Education
- 90 Superintendent
- 91 Principal
- 92 Career and Technical Center Director