



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

Reinstating a Vermont Educator License: Instruction Book

(Revised December 2008)

Reinstating Your Educator License

Reinstatement is the process by which a license is reactivated after it has lapsed.

How long will the reinstatement process take?

Processing time varies according to the number of requests we receive in any given week. We work hard to process all reinstatements prior to the beginning of school. All applications are processed in the order received and it may take up to 8 weeks to issue your reinstatement.

How many credits of professional development activities are required for reinstatement?

Level I: You must show evidence of completing three (3) credits of professional development. One of these three credits must align with the content and knowledge standards of the endorsement that you wish to reinstate. Professional development activities must be **no more than three (3) years old** at the time you apply to reinstate. Three years represents one cycle of a Level I license.

Level II: You will be required to show nine (9) credits of professional development for each endorsement you wish to reinstate. Professional development activities for the nine (9) credits must be **no more than seven (7) years old**.

One third of credits must be specific to the endorsement area.

Remaining credits must meet the more general Five Standards for Vermont Educators. These might include new learning in special education, general education, classroom management, technology proficiency, etc.

Do I need to submit an Individual Professional Development Plan (IPDP)?

Only if you are reinstating a Level II license.

What kinds of activities can I use to meet the professional development requirement?

Enclosed in your Reinstatement Forms Packet is a green sheet titled ***Policy on Approved Professional Development Activities for Educators***. This chart lists professional development activities approved by the VSBPE. Also included on this chart are limitations (if any) on the number of credits you can accrue in each category of activity, and the documentation/evidence required and **must** submit for your request to be considered.

Can I come to the Licensing Office and have someone make decisions on my application while I wait?

No. You may come to the Licensing Office and drop off your forms. We will acknowledge the receipt of your application in the same manner as if the forms had been received by mail. The Licensing staff cannot review your materials or process your forms while you wait.

Will the Licensing Office approve my professional development over the phone?

No. All applications are reviewed from written documents. The chair of your L/RSB must sign your professional development form if you are working in a school served by such a board.

What do I do if I don't have my license by the first day of school?

Speak to your superintendent. He or she may consider a provisional license for you. These requests must be initiated by the superintendent and cannot be initiated by the educator.

Do I have to go back to school and take college courses for reinstatement?

You have that option. However, college courses are only one type of approved professional development activity. There are other forms of activities approved by the VSBPE. See the *Policy* sheet enclosed in the Reinstatement Forms packet.

I had a Level II license before I let my license lapse. Can I reinstate as a Level I?

No. You must reinstate at the same level of license you had prior to its expiration.

I'm working in a school served by a local/regional standards board. Do they have to sign my Professional Development Form?

Yes.

I'm not working in a school or I am working in a private school that is NOT served by a local/regional standards board. Do I have to find a local/regional standards board to sign my Professional Development Form?

There may be a board in your geographic area that will review your form. Call the licensing office and we will give you the name and telephone number of a board that may serve you. If not, the Licensing Office will review your professional development form when you submit your reinstatement material.

Send your completed reinstatement packet to the Licensing Office.

When I apply for reinstatement, can I add an additional endorsement at the same time?

No. You must first reinstate your license. You may apply for an additional endorsement through either Transcript Review or Peer Review after you have reinstated your license.

I have more than one endorsement on my license. Do I pay for each endorsement that I reinstate?

No. The fee is for the license, not the endorsement. The Level I licensing fee is \$160. The Level II licensing fee is \$320. These amounts remain the same regardless of the number of endorsements you have.

Do I have to reinstate all my endorsements?

No. You only need to reinstate those endorsements that you plan to teach. However you may choose to reinstate all of your endorsements if you wish.

My license was a Level I when it expired. Can I upgrade to a Level II when I reinstate?

No.

I had both a Level I and Level II license. Must I reinstate both of them?

No. You only need to reinstate the license that carries the endorsement you plan to teach. However, if you wish to reinstate both levels, you may. In addition, if you plan to reinstate an endorsement on a Level I license as well as an endorsement on a Level II license, you will need to pay the fees for both licenses (Level I @ \$160 + Level II @ \$320 = \$480)

I've read all the instructions carefully and still have questions. Can I call the Licensing Office?

Yes. Licensing Assistants are available Monday – Friday 8:00 a.m. to 4:30 p.m.

Call the Licensing Help Line at 802-828-2445.

Where do I send my reinstatement forms?

Office of Educator Licensing
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

Contacting the Licensing Office:

Office of Educator Licensing and Professional Standards

Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501

E-mail your questions to
doe-licensinginfo@state.vt.us
(Recommended)

Contact Hours:
Monday through Friday 8:00 AM – 4:30 PM
Licensing Help Line
Telephone: 802-828-2445
Fax: 802-828-5107

Vermont Educator Jobs
Visit www.schoolspring.com for job openings.

For Salary Information
Visit www.vtnea.org for salary information

Types of Licenses and Fees

You must reinstate your license at the same level as when it expired.

- **Level I Licenses (3 years) \$160.00**
- **Level II Licenses (7 years) \$320.00**
- **Duplicate Copy of a Vermont license \$10.00**
Requests for copies of an issued educator license must be made in writing and accompanied with the \$10.00 replacement fee.

A major cause of delay for licensing is returned mail due to change in addresses.

It is your responsibility to notify the Office of Educator Licensing when there is any name and/or address change.

FINGERPRINTING AND CRIMINAL RECORD CHECK REQUIREMENT

I hold one type of Vermont educator license and am reinstating my other license or an endorsement I dropped several years ago. Do I need to go through a Criminal Record Check including fingerprinting once again?

No. If you are currently licensed as a Vermont educator and are simply reinstating an endorsement, you do not need to go through the fingerprinting and criminal record check process.

If you do not hold a current Vermont educator license and are reinstating that license, you must complete the criminal record check process.

All applicants for Vermont educator licensure must complete a criminal record check via fingerprinting.

Why do I have to be fingerprinted?

It's the law.

In order to help prevent the victimization of children by caregivers, Vermont law requires that applicants for certain positions which provide care or service to children must participate in a **Vermont Criminal Information Center** record check which includes a FBI national criminal record check. Because record checks based on the name and date of birth of an applicant can result in misidentification, fingerprints are used as the basis for the record check process. Fingerprinting is a cost-effective and non-intrusive way to protect applicants from false reports since no two individuals have ever been shown to have the same fingerprints.

Vermont Education Law Book

Title 16: Education

Chapter 5: COMMISSIONER OF EDUCATION

16 V.S.A. § 255. Public and independent school employees; contractors

§ 255. Public and independent school employees; contractors

(a) Superintendents, headmasters of recognized or approved Vermont independent schools and their contractors shall request criminal record information for the following:

(1) The person a superintendent or headmaster is prepared to recommend for any full-time, part-time or temporary employment.

(2) Any person directly under contract to an independent school or school district who may have unsupervised contact with school children.

(3) Any employee of a contractor under contract to an independent school or school district in a position that may result in unsupervised contact with school children.

(4) Any student working toward a degree in teaching who is a student teacher in a school within the superintendent's or headmaster's jurisdiction.

LIVESCAN Electronic Fingerprinting

This electronic fingerprint process is designed to:

- increase security
- reduce processing time
- reduce rejections due to folded, stapled or damaged fingerprint cards, and
- prepare for electronic submission of fingerprint cards from VCIC to the Federal Bureau of Investigation (FBI)

What is the process?

If you are an educator applying for your first Vermont educator license:

Applicants for an educator license will complete all application forms including the Criminal Record Check Forms. After your **FINGERPRINT AUTHORIZATION CERTIFICATE** is returned to you from the Department of Education, you must bring it with you to the agency that takes your fingerprints.

After the fingerprints are taken, the agency that took the fingerprints must send the *LIVESCAN prints* to the **Vermont Criminal Information Center, 103 S. Main Street, Waterbury VT 05671.**

If you are a student teacher or teacher working under a temporary license (Provisional, Emergency or Apprenticeship):

Educators working under a temporary license will begin their process at the supervisory union office. After receiving the appropriate forms, applicants visit one of the Vermont Identification Centers to have their fingerprints taken. **The Office of Educator Licensing strongly recommends that applicants take advantage of the *LIVESCAN* process at one of the eleven centers listed on page 8.**

After the fingerprints are taken, the agency that took the fingerprints must send the *LIVESCAN prints* to the **Vermont Criminal Information Center, 103 S. Main Street, Waterbury VT 05671.**

If the supervisory union processes your criminal record check, they will receive the completed criminal record report. The educator must sign an “Authorization to Release Criminal Record Report” (available from the Licensing Office or from the school district) allowing the supervisory union office to share your report with the Office of Educator Licensing.

FREQUENTLY ASKED QUESTIONS ABOUT FINGERPRINTING

How do I get fingerprinted in Vermont?

You must include with your application:

1. Your notarized **Request for Criminal Record Check** form,
2. Your completed **Fingerprint Authorization Certificate**, and
3. \$19.25 fee payable to the **Vermont Department of Public Safety**.

We will validate the “Fingerprint Authorization Certificate” and return it to you. You must bring the certificate with you when you have your fingerprints taken.

The Vermont Crime Information Center (VCIC) and the Vermont Department of Education Licensing Office strongly recommend applicants use the *LIVESCAN* process for fingerprinting.

Please read the enclosed blue *LIVESCAN* brochure for information on how and where *LIVESCAN* can be accessed in Vermont.

If you do not wish to use the *LIVESCAN* process in Vermont, you will need to go to a local law enforcement agency and have your fingerprints taken. You must bring the validated **Fingerprint Authorization Certificate** with you. The agency must use a “**FD-258**” **Federal Applicant Fingerprint Card**.

What happens if my fingerprints cannot be read?

The Office of Educator Licensing strongly recommends that applicants take advantage of the *LIVESCAN* process at one of the eleven centers with this equipment to minimize the chance of returned prints. If either the VCIC or FBI rejects your fingerprints because they cannot be read, you must have your fingerprints retaken.

How long will the Criminal Record Check take?

It may take as long as 16 weeks to process a criminal record check through the FBI **once a good set of fingerprints is received by VCIC**. The FBI receives thousands of sets of fingerprints each day. Because of this volume, special arrangements or priority service is NOT AVAILABLE from the FBI. Applicants must factor this time requirement in when submitting their application form to the Office of Educator Licensing.

The Office of Educator Licensing cannot issue a license until a completed criminal record check has been received from the FBI via VCIC.

What if an applicant has a criminal record?

If VCIC or the FBI discover that an applicant has a criminal record, VCIC will return the request packet to the requesting agency (the Superintendent’s Office or Licensing Office) for review.

I don’t live in Vermont. Do I still have to be fingerprinted?

Yes.

Do I have to go to Vermont to be fingerprinted?

No, however you must be fingerprinted on a **“FD-258” Federal Applicant Fingerprint Card**. This card is available at state fingerprinting sites. (Contact your state police for a listing of sites near you.)

What does the “FD-258” Federal Applicant Fingerprint Card look like?

This card is a white card with blue lettering. A description of how to take a proper set of fingerprints is found on the back. The card is clearly marked **“FD-258” Federal Applicant Fingerprint Card**.

NOTE TO OUT-OF-STATE APPLICANTS:

When the Vermont Crime Information Center (VCIC) receives a FD-258 card, the “Out of State Agency ORI (Agency Identifier)” on the fingerprint card will be changed to the VCIC number. The results will be sent to VCIC and not any other agency.

Do not contact VCIC or the Vermont Department of Education Licensing Office for a fingerprint card.

VCIC and VT DOE Licensing Office can never under any circumstances send a blank card to any person or any law enforcement agency. It is the responsibility of the “out of state” applicant to find a law enforcement agency in their state that is willing to provide this customer service.

Call for an appointment today!

***LIVESCAN* is available at:**

Bennington County Sheriff’s Office	(802) 442-4900
Burlington Police Department	(802) 658-2700
Chittenden County Sheriff’s Office	(802) 863-4341
Hartford Police Department	(802) 295-9425
Rutland Police Department	(802) 773-1838
St. Johnsbury Police Department	(802) 748-2314
Stowe Police Department	(802) 253-7126
Swanton Police Department	(802) 868-4100
Washington County Sheriff’s Office	(802) 223-3001
Williston Police Department	(802) 878-6611
Windham County Sheriff’s Office	(802) 365-4942

VERMONT CRIMINAL INFORMATION CENTER
FINGERPRINT AUTHORIZATION CERTIFICATE

APPLICANT:

*** You must bring this certificate with you to your fingerprinting appointment after it has been validated by the Vermont Department of Education. Identification Center staff **WILL NOT** submit your fingerprints to VCIC for processing without this form. ***

REASON FINGERPRINTED:

Education

NAME: _____
Last First Middle

MAIDEN OR ALIAS NAMES: _____

DOB: _____ SSN: _____

POB: _____
Town State Country

TELEPHONE NUMBER: _____

In addition to Vermont I have resided or been employed in the following states:

Applicant Signature: _____

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VT Department of Education Use Only

REQUESTING AGENCY: _____ **Agency Code:** _____

Vermont Department of Education

I certify that the above applicant has paid his or her criminal record check fee.

Agency Staff Signature: _____ Date: _____

APPLICANT INSTRUCTIONS:

1. Complete applicant section of this form
2. Enclose a check for \$19.25 payable to “ VT Department of Public Safety”
3. Send this form and payment along with your “Request For Criminal Record Check” form and your license application to:

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

4. The Department of Education will complete our portion of the form and return the form to you
5. You must then bring this form with you when you have your fingerprints taken
6. The criminal justice agency that takes your prints will send this form along with your prints to: VCIC – Criminal Record Checks

The fingerprint card MUST be an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected by the FBI.

VERMONT CRIMINAL JUSTICE AGENCY USE ONLY:

Live scan prints sent to VCIC under the CIVIL APPLICANT workflow.

TVT: _____ Date Printed: _____

Please mail these forms once a week to VCIC – 103 S. Main Street, Waterbury VT 05671

Inked prints enclosed in this packet.

DO NOT GIVE THE APPLICANT THEIR FINGERPRINT CARD. Please mail the cards along with these forms to VCIC – 103 S. Main Street, Waterbury VT 05671

CRIMINAL JUSTICE AGENCIES OUTSIDE OF VERMONT:

DO NOT GIVE THE APPLICANT THEIR FINGERPRINT CARD.

Please mail the fingerprint card and this form to:
VCIC – Criminal Record Checks
103 South Main Street
Waterbury VT 05671