



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

## Checklist

### A Complete Reinstatement Application Includes These Items:

- Application To Reinstatement A Lapsed Vermont Educator License**
- Completed tan **Professional Development Form** with documented evidence of professional development
- Completed pink **Statement Child Support, Tax and UCC**  
*You must sign the statement regardless of whether or not you have children, pay taxes in Vermont or were an employer.*
- Individual Professional Development Plan (IPDP) Level II only**
- Current Resume**
- Fee:**
  - Level I (Beginner) License: \$ 160.00. Issued for 3 years.**  
*(Fee = \$ 40.00 x years of license + \$ 40 processing fee)*
  - Level II (Professional) License: \$ 320.00 Issued for 7 years**  
*(Fee = \$ 40.00 x years of license + \$ 40 processing fee)*Make checks payable to the **Vermont DOE - Licensing Office**
- Self addressed, stamped orange return postcard** (You will **not** receive notification that your application has been received if you do **not** return this card with postage.)

**All reinstatement applicants who do not hold a valid VT educator license of any kind at the time of reinstatement must follow the process described below.**

- Criminal Record Check Process:**
  - Complete the **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
  - Complete the **FINGERPRINT AUTHORIZATION CERTIFICATE FORM**
  - **Check or money order for \$19.25** payable to the VT 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.

### For specific endorsements only:

- Copy of current RN license and CPR card (for School Nurse only)**
- Copy of mental health or MSW licenses (for School Social Worker only)**