

Reinstating a Vermont Educator License

Instruction Book

(Revised May 2011)



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

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. **Please note:** Reinstatement requirements shall be the same as current renewal requirements for each license/endorsement being reinstated. Please contact your L/RSB as soon as possible.

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 ten 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 *National Criminal Record Check Program* brochure for information. Most county identification centers offer *LIVESCAN*. *LIVESCAN* can only be used for fingerprints taken 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 ten 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. **Please retain your fingerprint receipt.**

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
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

**Excerpt from:
Rules Governing the Licensing of Educators
and the Preparation of Educational Professionals**

5500 Code of Professional Ethics and Rules of Professional Conduct for Vermont Educators

5510 Code of Professional Ethics

The essential qualities of the competent and caring educator include moral integrity, humane attitudes, reflective practice, and a sound understanding of academic content and pedagogy. The public vests educators with trust and responsibility for educating the children of Vermont. We believe that fulfilling this charge requires educators to demonstrate the highest standards of professional conduct.

We, as professional educators, respect the dignity and individuality of every human being. We are committed to, and model for our students, the lifelong pursuit of learning and academic excellence.

We are dedicated to effective scholarly practice, further enhanced by collaboration with colleagues and with those in the greater educational community. Furthermore, we are dedicated to compassionate service on behalf of our students and their families, and we advocate for them in the school and community settings.

We recognize and accept both the public trust and the magnitude of responsibility inherent in our profession. To this end, we put forth these rules of conduct as the foundation for professional practice for all Vermont educators to honor and follow.

5520 Rules of Professional Conduct

What follows is a statement of fundamental principles which all Vermont educators should follow, each of which is accompanied by an enumeration of examples of unprofessional conduct which could subject an educator to licensing action.

5521 Principle I. A professional educator abides by all federal, state and local laws and regulations. Unprofessional conduct includes all conduct listed in 16 V.S.A. § 1698(1).

5522 Principle II. A professional educator maintains a professional relationship with all students, both inside and outside the classroom, and makes reasonable efforts to protect students from conditions which are harmful to their health and safety. Unprofessional conduct includes, but is not limited to:

- a. Committing any act of child abuse, including physical and/or emotional abuse;
- b. Committing any act of cruelty to children, or any act of child endangerment;
- c. Committing any sexual act with, or soliciting any sexual act from, any minor, or any elementary or secondary student regardless of age;
- d. Committing any act of harassment as defined by state or federal law or regulation;
- e. Soliciting, encouraging or participating in a romantic or sexual relationship (whether written, verbal or physical) with a student, the educator knows or should know is a student, in the absence of countervailing facts;

- f. Using patently offensive language including, but not limited to, improper sexual comments;
 - g. Taking patently offensive pictures (digital, photographic or video) of students;
 - h. Patently improper contact with any minor, or with any elementary or secondary student regardless of age, using any means including electronic media;
 - i. Furnishing alcohol or illegal or unauthorized drugs to any student, or allowing or encouraging a student to consume alcohol or illegal or unauthorized drugs.
- 5523 Principle III. A professional educator refrains during the course of professional practice from the use of alcohol or drugs not prescribed for the educator's use. Unprofessional conduct includes, but is not limited to:
- a. Unlawful possession of a drug so as to evidence moral unfitness to practice as an educator;
 - b. Possessing, using or being under the influence of alcohol or drugs, not prescribed for the educator's use, when on school premises or at a school sponsored activity where students are present or may reasonably be expected to be present. (1698(1A)).
- 5524 Principle IV. A professional educator exemplifies honesty and integrity in the course of professional practice. Unprofessional conduct includes, but is not limited to:
- a. Falsifying, fraudulently altering or deliberately misrepresenting professional qualifications, degrees, academic awards and/or related employment history, when applying for employment and/or licensure;
 - b. Failure to notify the state, at the time of application for licensure, of past criminal convictions, or of revocations or suspensions of a certificate or license by Vermont or any other jurisdiction;
 - c. Deliberately falsifying, deliberately misrepresenting, or deliberately omitting when requested, information regarding the evaluation of students and/or personnel;
 - d. Deliberately improper administration of state or federal mandated standardized tests (including, without limitation, changing a student's test answers, copying or teaching identified test items, and reading a test to students without authorization);
 - e. Falsifying, or deliberately misrepresenting, information submitted to the Department of Education in the course of an official educational inquiry and/or investigation.
- 5525 Principle V. A professional educator entrusted with public funds and/or property honors that trust with a high level of honesty, accuracy and responsibility. Unprofessional conduct includes, but is not limited to:
- a. Misusing, failure to account for, or unauthorized use of, public or school-related funds or property;
 - b. Using any school equipment for the purpose of gaining access to pornography.
- 5526 Principle VI. A professional educator maintains integrity with students, colleagues, parents, and others regarding gifts and other favors. Unprofessional conduct includes, but is not limited to:

- a. Soliciting or accepting gifts or other favors for personal use or gain where there may be an actual or apparent conflict of interest.
- 5527 Principle VII. A professional educator complies with state and federal laws and regulations, relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unprofessional conduct includes, but is not limited to:
- a. Sharing of confidential information concerning student academic or disciplinary records, health and medical information, family status and/or income, and assessment/testing results, with unauthorized individuals or entities;
 - b. Sharing of confidential information by an administrator about employees with unauthorized individuals or entities.
- 5528 Principle VIII. A professional educator fulfills all of his or her obligations to students. Unprofessional conduct includes, but is not limited to, the failure to provide appropriate supervision of students at school or school-sponsored activities, or the failure to ensure the safety and well-being of students.
- 5529 Principle IX. A professional educator complies with obligations to report alleged unprofessional conduct. Unprofessional conduct of an administrator includes, but is not limited to:
- a. The failure of a superintendent who has reasonable cause to believe an educator has engaged in unprofessional conduct to submit a written report to the commissioner;
 - b. The failure of a principal who submits to the commissioner a report of alleged unprofessional conduct to submit it to his or her superintendent as well.
- 5530 Principle X. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, and in professional rights and responsibilities. Unprofessional conduct includes, but is not limited to:
- a. Conduct that unreasonably impairs a colleague's ability to teach or perform his or her professional duties, including acts of harassment or interfering with the free participation of colleagues in professional associations;
 - b. Taking, sharing or disseminating inappropriate pictures (digital, photographic or video) of colleagues.

Application Notes.

1. The foregoing Code of Professional Ethics is adopted in accordance with 16 V.S.A. § 1694(5).
2. Nothing in these Rules can, or is intended to, vary the definition of “unprofessional conduct” which is contained in 16 V.S.A. § 1698. Rather, these Rules enumerate a non-exclusive list of conduct which, if proven in a particular case, might constitute unprofessional conduct.

**REINSTATEMENT OF
AN EDUCATOR LICENSE
APPLICATION CHECKLIST**

A Complete Reinstatement Application Includes These Items:

- APPLICATION TO REINSTATE A LAPSED VERMONT EDUCATOR LICENSE**
- COMPLETED MANDATORY “GOOD STANDING” DECLARATION FORM**
You are required to sign these even if you do not have children and/or do not pay child support, do not owe taxes to the State of Vermont, or were never an employer or subject to any fines or fees.
- CONSENT FOR RELEASE OF REGISTRY INFORMATION FORM.** Completed and signed.
- COMPLETED PROFESSIONAL DEVELOPMENT FORM WITH DOCUMENTED EVIDENCE OF PROFESSIONAL DEVELOPMENT OR *If you are employed in a Vermont school served by an L/RSB this form MUST have the signature of the L/RSB Chair/Co-Chair. Documented evidence need not be included with signature of L/RSB Chair.***
- 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)
- Self addressed, stamped return receipt** (You will **not** receive notification that your application has been received if you do **not** return this card with postage.)

Make checks
payable to the
**Vermont DOE -
Licensing Office**

For specific endorsements only:

- Copy of VT RN license CPR & First Aid Certificates** (for School Nurse and Associate School Nurse)
- Copy of mental health or MSW licenses** (for School Social Worker)
- Valid Driver’s License** (for Driver’s Education)
- CRIMINAL RECORD CHECK REQUIREMENTS:** See separate Criminal Record Check Packet available at: http://education.vermont.gov/new/pdfdoc/licensing/forms/EDU-Licensing_Criminal_Record_Check_Packet.pdf.

12. EDUCATION: Please complete the following chart.

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

13. LICENSES OR CERTIFICATES CURRENTLY HELD. Please provide a copy of all educator licenses you currently hold in other states.

School nurses, psychologists, MSWs and others who are required by their endorsement to be dually licensed by both the VT Secretary of State’s Office and the Department of Education (RN, Mental Health license, etc.) must provide a copy of the license with this application.

Please copy both sides of the document. (*List most recent first*)

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

14. Employment Record (*List most recent first. Include months and year, e.g., 9-91 – 6-97.*)

Dates	State	School/Employer	*Subject Taught	*Grade Taught	% of Time

Number of years public school experience: _____ Number of years private school experience: _____

* Required if employment was in a school.

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15. 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 number 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 endorsements.**

<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 - 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 -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

Teacher Endorsement Areas

- 00 Elementary Education
- 02 Art
- 03 Business Education
- 05 English
- 06 Modern and Classical Languages:
 - A. French
 - B. Spanish
 - C. German
 - D. Russian
 - E. Latin
 - F. Greek
 - S. American Sign Language
- 08 Physical Education
- 09 Family and Consumer Sciences
- 10 Design and Technology Education
- 11 Mathematics
- 12 Music
- 13 Science
- 14 Computer Science
- 15 Social Studies
- 16 Junior ROTC Instructor
- 17 Career and Technical Education
 - A. Agriculture & Natural Resources
 - B. Architecture & Construction
 - C. Arts & Communication
 - D. Business
 - E. Education and Training
 - F. Health
 - G. Hospitality
 - H. Human Services
 - 1. Personal Care
 - 2. Family & Community Services
 - I. Information Technology
 - J. Law & Public Safety
 - K. Manufacturing
 - L. Transportation
 - M. Engineering
- 19 Middle Grades
 - A. English
 - B. Mathematics
 - C. Science
 - D. Social Studies

- 30 Driver and Traffic Safety Education
- 31 Health Education
- 36 Early Childhood Education
- 37 Theatre Arts
- 38 Dance
- 39 Bilingual Education
- 40 English as a Second Language
- 42 Educational Technology Specialist
- 54 School Social Worker
- 60 Cooperative Career and Technical Education Coordinator
- 61 Library Media Specialist
- 64 School Counselor
- 65 School Nurse
- 65A Associate School Nurse
- 66 School Psychologist
- 67 Teacher of the Blind and Visually Impaired
- 68 Teacher of the Deaf and Hard of Hearing
- 73 Career and Technical Education School Counseling Coordinator
- 76 Reading/English Language Arts Specialist
- 78 Reading/English Language Arts Coordinator
- 80 Early Childhood Special Educator
- 81 Intensive Special Education Teacher
- 82 Special Educator
- 84 Educational Speech Language Pathologist
- 85 Consulting Teacher
- 86 Career and Technical Education Special Needs Coordinator

Administrator Endorsement Areas

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

Mandatory “Good Standing” Declarations

Pursuant to 15 V.S.A. § 795, 32 V.S.A. § 3113b, 21 V.S.A. § 1378b and 4 V.S.A. § 1110c you are required to answer the following:

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 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
- No contributions or payments in lieu of contributions are due and payable; or
- The liability for any contributions or payments due and payable is on appeal; or
- I am in compliance with a payment plan approved by the commissioner; or
- I am not in good standing in regards to unemployment compensation.

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
- I am not in good standing in regards to unpaid District Court or Judicial Bureau fines.

Social Security # _____ * Date of Birth ____/____/19____

* The disclosure of your social security number is mandatory; it is solicited by the authority granted by 42 U.S.C. § 405 (c)(2)(C), and will be used in the administration of Vermont law. Your Social Security Number Is Not Subject to Disclosure in a Public Records Request.

Statement of Applicant

I certify that the information stated by me in this application is true and accurate to the best of my knowledge, and that I understand providing false information or omission of information is unlawful and may jeopardize my license/certification status.

Signature of Applicant

Date



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

Professional Development Form Instructions for Reinstatement

How to Complete the Professional Development Form

Example: Endorsement in Elementary Education

<i>Category Number</i>	<i>Category Name</i>	<i>Activity Name</i>	<i>Year Completed</i>	<i>Hours or Credits Requested</i>	<i>Evidence Enclosed</i>
2	Workshop/Seminar	“Environmental Studies for the Upper Elementary Grades”		30 hours = 2 professional development credits	*Workshop Certificate

This information is found in the enclosed Vermont Standards Board for Professional Educators

Name of the activity as it appears on the evidence you

This information must match the document you provide as evidence of successful completion of each activity.

Reminders:

- Use a separate sheet for each endorsement you are reinstating.
- Fifteen (15) hours = 1 professional development activity credit.
- If you are required to submit three (3) credits of professional development activities one (1) credit must be specific to the endorsement area.
- If you are required to submit nine (9) credits of professional development activities three (3) 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.
- Please refer to the enclosed VSBPE policy entitled **“Policy on Credits Applicable for License/Endorsement Renewal by Educators”**. This is the VSPBE approved list of allowable activities and their limits. The Licensing Office and Local and Regional Standards Boards are obligated to approve professional development activities for reinstatement under the rules of this policy.

ACTIVITIES THAT QUALIFY FOR PROFESSIONAL DEVELOPMENT CREDIT*

The following activities meet state professional development requirements for relicensure or reinstatement of a lapsed license and shall be approved by L/RSBs and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 1) In order to be approved, professional development activities submitted for license/endorsement renewal shall:
 - relate directly to the knowledge and performance standards of the endorsement(s) being renewed and/or to the *5 Standards for Vermont Educators* and 16 educator principles incorporated within the 5 standards, and
 - relate directly to the goals outlined in the educator’s approved Individual Professional Development Plan (IPDP).
- 2) Relicensure credit may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 3) Relicensure credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional development activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional development is equivalent to one (1) relicensure credit. Relicensure credits and academic credits apply equally toward relicensure/reinstatement requirements.
- 4) The minimum contact time required for relicensure credit to be accrued is one-half (½) hour.
- 5) Preapproval of professional development activities is suggested but not required.
- 6) Level I renewals require three credits of professional development in the endorsement area. One of the three credits must align with the content and knowledge standards of the endorsement.

Level II renewals require nine credits of professional development in the endorsement area. Three of the nine credits must align with the content and knowledge standards of the endorsement.

- 7) Credits earned by an educator during a licensure cycle may be used if applicable to address professional development requirements to renew multiple endorsements and also both Level I and Level II licenses.
- 8) All limitations in the grid below apply to Level II renewals only.

Name of Activity	Documentation Shall Include:	Limitations for Level II Only
1. Academic Courses (graduate, undergraduate)	<ul style="list-style-type: none"> • Official transcript or grade report 	<ul style="list-style-type: none"> • Credits granted will be equivalent to credit indicated on the transcript or grade report • No limit on percentage of required credits that may be earned in this manner
2. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, DOE etc.)	<ul style="list-style-type: none"> • Verification of participation, program content and contact hours. . 	<ul style="list-style-type: none"> • No limit on percentage of required credits that may be earned in this manner
3. Designing, Developing and Teaching Courses or Workshops	<ul style="list-style-type: none"> • Course or workshop syllabus • Verification by institution or organization that course/workshop was held 	<ul style="list-style-type: none"> • Limited to initial offering or complete redesign of course/workshop • Limited to 1/3 of required credits per endorsement

Name of Activity	Documentation Shall Include:	Limitations for Level II Only
4. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service	<ul style="list-style-type: none"> • Description of job/position, educational travel, or volunteer service • Employer or sponsor verification of experience or service, including number of hours or weeks of participation • Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.) 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement
5. Local School/District Activities or Action Research/Reform Projects	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement
6. State Education Activities or Reform Projects/Committees	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement
7. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement
8. Educational Research and Publication	<ul style="list-style-type: none"> • Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement
9. National Board for Professional Teaching Standards (NBPTS) Certification	<ul style="list-style-type: none"> • Letter from the state of Vermont Department of Education National Board Certification Coordinator verifying submission of the portfolio, or a copy of the National Board Certificate earned 	<ul style="list-style-type: none"> • A NBPTS portfolio may be submitted in lieu of a relicensure portfolio only once for each comparable endorsement unless the educator also completes the certificate renewal process. (Please contact the Department of Education or L/RSB for an updated list of the comparable endorsements.)
10. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons	<ul style="list-style-type: none"> • Official documentation of passage of the examination or receipt of the first CD 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement • Limited to first issuance of credential or CDL
11. Peace Corps Experience	<ul style="list-style-type: none"> • Verification by the organization director (or equivalent) of participant's role and number of months of participation 	<ul style="list-style-type: none"> • Limited to 2/3 of required credits per endorsement
12. Clinical Continuing Education Required for Other Required Professional Licensure (applies to Educational Speech-Language Pathologists, School Nurses and Associate School Nurses, School Social Workers, and School Psychologists only)	<ul style="list-style-type: none"> • Official transcript or grade report if an academic course • Verification of participation, program content, and contact hours if a workshop/seminar/professional conference 	<ul style="list-style-type: none"> • Limited to ½ of required credits per endorsement
13. School-Business/Industry or School-Community Partnership Initiatives	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project organizer of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 1/3 of required credits per endorsement
14. Participation in Mentoring Program as a Mentor or a Mentee	<ul style="list-style-type: none"> • Brief description of outcomes from mentoring program • Verification by mentor of participant's role accompanied by number of hours • Verification by the school principal of assignment to this role of mentor, number of mentees mentored, and total number of mentor training and contact hours involved 	<ul style="list-style-type: none"> • Maximum of 3 credits may be awarded for participation in a Mentoring Program as a Mentor or Mentee.

Individual Professional Development Plan
(See instructions for detailed information on how to complete)

Name: (Please print) _____ Date _____

Endorsements: _____

Resources: *The Vermont Re-Licensing Process: A Reflection of Ongoing Professional Growth, A Handbook for Educators*
http://www.state.vt.us/educ/new/pdfdoc/prodev/educators_handbook_04.pdf

The Five Standards for Educators: A Vision for Schooling
http://www.state.vt.us/educ/new/pdfdoc/pgm_prostandards/vsbpe/five_standards_03.pdf

Endorsement Knowledge and Performance Standards
http://www.state.vt.us/educ/new/html/licensing/regulations_endorsements.html#endorsements

Please print out this form and type or print to complete it. Make sure you keep a copy for yourself.

GOAL number 1 2 3 please circle

Step One: Self-Assessment:

Introduction – Describe the results of your self-assessment. A self-assessment is a reflective statement that indicates where you are presently in your career and where you’d like to be in seven years. This is where you make your goals real to you.

Step Two: Develop Goals. Use the SMART goal format (see pages 20 – 21 of the *Handbook*)
Specific: (The goals need to be specific, measurable and easily documented.)

Measurable: (Describe how you will measure your *progress* in this section)

Attainable: (Describe the resources available to you that will make this goal possible.)

Relevant: (How is this goal relevant to education in general and your endorsement in particular?)

Time-Bound: (When do you plan to finish this goal?)

Name _____ Goal number 1 2 3
 please print please circle

Please check which of the IPDP requirements listed below are appropriate for this particular goal. The following chart also serves as a reminder that professional development and activities relating to your goal must have connections with the Five Standards for Vermont Educators and to the knowledge and performance standards of to your endorsement. Though you do not need to meet all 5 standards for every goal, you must meet all 5 standards over the 3 goals. Activities connected to this goal are expected to be documented on the Professional Development Verification Form at the end of this re-licensing cycle

Learning	Professional Knowledge	Collegueship	Advocacy	Accountability
Principle 1	Principles 2 –10 Which?	Principle 11	Principle 12	Principles 13 – 16 Which?

Content knowledge and performance standards addressed for your specific endorsement are: (This is not required for all 3 goals. You only need to do this once per endorsement.)

Step Three: Plan and Describe the Professional Development you plan to use to meet your goals. (Use page 22 and Appendix G of the *Handbook* as resources)

Step Four (for when you renew in 7 years.): Implement your learning, review your IPDP, and reflect on your goals during the seven year process.

Additional sheets may be attached if needed.