

Vermont Department of Education



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](mailto: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](http://www.schoolspring.com) for job openings.

**For Salary Information**  
Visit [www.vtnea.org](http://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



## 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

***CODE OF ETHICS FOR VERMONT EDUCATORS:  
A STATEMENT OF BELIEFS***

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 ethical 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 those in the greater educational community. Furthermore, we are dedicated to compassionate service on behalf of our students and their families and 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 this statement of beliefs as the foundation for ethical practice for all Vermont educators to honor and follow.

Adopted by the Vermont Standards Board for Professional Educators, May 15, 2001.



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## Checklist

### A Complete Reinstatement Application Includes These Items:

- Application To Reinstate 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)**



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***Application to Reinstate a Lapsed Vermont***

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: 4-6 weeks

1. Social Security Number:    2. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Name: \_\_\_\_\_  
Last First MI

4. Maiden or previous name(s) \_\_\_\_\_

5. Address: \_\_\_\_\_  
Street/PO Box City/Town State ZIP

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

9. What endorsement(s) do you wish to reinstate? (Refer to the enclosed Endorsement Codes list)

Endorsement(s)

10. What year did your previous educator license lapse?

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 \_\_\_\_\_

Position \_\_\_\_\_ Starting date \_\_\_\_\_

\*\*\*\*\*

**For Department Use Only**

Lic. Type	Effective Mo/day	Effective Yr	EXPIRES MO/DAY	EXPIRES YR	1	2	3	4	5	6
Level I										
Level II										

**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)*

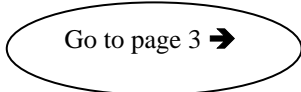
Title of License or Certificate	State	Expiration Date	Subject/Endorsement Area	Grade Level

**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.



**15. Each question below must be answered.**

*If the answer to any item is “yes”, you must attach a complete explanation and relevant documents. A “yes” answer to any of these questions is not an automatic bar to licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Department of Education, please indicate when it was reported and the results of any investigation.*

	Yes	No	
<b>A.</b>			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>B.</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.
<b>C.</b>			Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation.
<b>D.</b>			Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?
<b>E.</b>			Is there any adverse action now pending against you in any state by any professional licensing agency?
<b>F.</b>			Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct or incompetence?
<b>G.</b>			Have you ever been disciplined, reprimanded, suspended or discharged from employment because of allegations of misconduct or incompetence?

**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 through 6 and	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

**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

- 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
- 87 Career and Technical Education Special Needs Coordinator

**Administrator Endorsements Areas**

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



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## Professional Development Form Instructions for Reinstatement

### How to Complete the Professional Development Form

#### Example: Endorsement in Elementary Education

Category Number	Category Name	Activity Name	Year Completed	Hours or Credits Requested	Evidence Enclosed
2	Workshop/Seminar	"Environmental Studies for the Upper Elementary Grades"		30 hours = 2 professional develop. credits	*Workshop Certificate

Year activity was completed.

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"> <li>• Official transcript or grade report</li> </ul>	<ul style="list-style-type: none"> <li>• Credits granted will be equivalent to credit indicated on the transcript or grade report</li> <li>• No limit on percentage of required credits that may be earned in this manner</li> </ul>
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"> <li>• Verification of participation, program content and contact hours. .</li> </ul>	<ul style="list-style-type: none"> <li>• No limit on percentage of required credits that may be earned in this manner</li> </ul>
3. Designing, Developing and Teaching Courses or Workshops	<ul style="list-style-type: none"> <li>• Course or workshop syllabus</li> <li>• Verification by institution or organization that course/workshop was held</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to initial offering or complete redesign of course/workshop</li> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>

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"> <li>• Description of job/position, educational travel, or volunteer service</li> <li>• Employer or sponsor verification of experience or service, including number of hours or weeks of participation</li> <li>• Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>
5. Local School/District Activities or Action Research/Reform Projects	<ul style="list-style-type: none"> <li>• Brief description of goals and outcome of activity/project</li> <li>• Verification by project/activity convener of                             <ul style="list-style-type: none"> <li>- participant's role</li> <li>- number of contact hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>
6. State Education Activities or Reform Projects/Committees	<ul style="list-style-type: none"> <li>• Brief description of goals and outcome of activity/project</li> <li>• Verification by project/activity convener of                             <ul style="list-style-type: none"> <li>- participant's role</li> <li>- number of contact hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>
7. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools	<ul style="list-style-type: none"> <li>• Brief description of goals and outcome of activity/project</li> <li>• Verification by project/activity convener of                             <ul style="list-style-type: none"> <li>- participant's role</li> <li>- number of contact hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>
8. Educational Research and Publication	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>
9. National Board for Professional Teaching Standards (NBPTS) Certification	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• 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.)</li> </ul>
10. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons	<ul style="list-style-type: none"> <li>• Official documentation of passage of the examination or receipt of the first CD</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> <li>• Limited to first issuance of credential or CDL</li> </ul>
11. Peace Corps Experience	<ul style="list-style-type: none"> <li>• Verification by the organization director (or equivalent) of participant's role and number of months of participation</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 2/3 of required credits per endorsement</li> </ul>
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"> <li>• Official transcript or grade report if an academic course</li> <li>• Verification of participation, program content, and contact hours if a workshop/seminar/professional conference</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/2 of required credits per endorsement</li> </ul>
13. School-Business/Industry or School-Community Partnership Initiatives	<ul style="list-style-type: none"> <li>• Brief description of goals and outcome of activity/project</li> <li>• Verification by project organizer of                             <ul style="list-style-type: none"> <li>- participant's role</li> <li>- number of contact hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Limited to 1/3 of required credits per endorsement</li> </ul>
14. Participation in Mentoring Program as a Mentor or a Mentee	<ul style="list-style-type: none"> <li>• Brief description of outcomes from mentoring program</li> <li>• Verification by mentor of participant's role accompanied by number of hours</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of 3 credits may be awarded for participation in a Mentoring Program as a Mentor or Mentee.</li> </ul>

**VERMONT DEPARTMENT OF EDUCATION**

Applicant's Statement Regarding Child Support, Taxes, Unemployment Compensation Contributions  
Pursuant to 15 V.S.A. § 795, 32 V.S.A. § 3113, and 21 V.S.A. § 1378 you are required to answer the following:

**Child Support**

**You must check one of the three statements below regarding child support: As of the date of this renewal application:**

\_\_\_\_\_ **This does not apply to me, because I do not have any children; OR**

\_\_\_\_\_ **I do not owe any child support, or I do owe child support, but am under a plan with the Office of Child Support to pay all child support due; OR**

\_\_\_\_\_ **I am behind in my child support, and I request that the licensing authority determine that immediate payment of child support would impose an unreasonable hardship. Please forward an Application for Hardship.**

**Taxes**

**You must check one of the two statements below regarding taxes. As of the date of this renewal application:**

\_\_\_\_\_ **All tax returns have been filed, and I do not owe any taxes, or I owe taxes but am under a plan with the Department of Taxes to pay all taxes due or they are under appeal; OR**

\_\_\_\_\_ **I am behind in my tax payments and I request that the licensing authority determine that immediate payment of taxes would impose an unreasonable hardship. Please forward an Application for Hardship.**

**Unemployment Compensation**

**You must check one of the three statements below regarding unemployment contributions or payments in lieu of unemployment contributions. As of the date of this renewal application:**

\_\_\_\_\_ **This does not apply to me, because I am not now, nor have I ever been, an employer; OR**

\_\_\_\_\_ **I do not owe any unemployment compensation, or I owe unemployment compensation but am under plan with the Unemployment Division to pay any and all unemployment compensation due; OR**

\_\_\_\_\_ **I am behind in my unemployment compensation payments and I request that the licensing authority determine that immediate payment would impose an unreasonable hardship. Please forward an Application for Hardship.**

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 by the Departments of Taxes, Child Support and Employment and Training in the administration of Vermont law, to identify individuals affected by such laws. Your Social Security Number Is Not Subject to Disclosure as Part of 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

\_\_\_\_\_

\_\_\_\_\_

**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](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](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](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.**



## **DIRECTIONS FOR COMPLETING REQUEST FOR CRIMINAL RECORD CHECK**

The Vermont Legislature permits the Commissioner of Education to seek criminal record checks through the FBI and other states where you may have resided or been employed previously, when you apply for initial licensure as a professional educator in Vermont. Pursuant to VSA, Title 16, Chapter 5, Subchapter 4, you will be asked to take the following steps with regard to criminal record background checks at the time you apply for initial licensure. The criminal record check must be completed before you can receive a license so it is important that you complete these steps promptly. Please allow at least a period of 12 weeks for processing of a FBI record check.

1. Complete the “Request for Criminal Record Check” form. Be sure to answer all questions completely. You must have the form notarized.
2. Complete the Applicant section of the Fingerprint Authorization Certificate and send it the licensing office with a check for \$19.25 payable to the **Vermont Department of Public Safety**.
3. We will send the completed “Fingerprint Authorization Certificate” back to you. Bring it with you when you have your fingerprints taken.
4. Call your local police department or State Police barracks and find out the procedure for fingerprinting. (Some departments charge a nominal fee; some require an appointment.) **The fingerprinting agency MUST use the Vermont Livescan process or an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected.**
5. After you have your fingerprints taken, the agency that took them will send them along with the Fingerprint Authorization Certificate to: VCIC- Criminal Record Checks, 103 South Main St, Waterbury VT, 05671.

### **Maintenance and Destruction Policy**

1. The Vermont Department of Education will provide applicants with an “Authorization to Release Criminal Record Check Information to the Vermont Department of Education” form.
2. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Criminal Information Center at:

State of Vermont Department of Public Safety Vermont Criminal Information Center  
103 South Main Street, Waterbury, VT 05671-2101 Phone: (802) 244-8727

3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant’s permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
4. The Department of Education will maintain a confidential log of all criminal history requests for three years.
5. At the end of the retention period, logs and requests for records will be destroyed.
6. The Department of Education’s criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.

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

**Place stamp  
here.**

Post cards  
returned  
without a  
stamp will  
not be sent.

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Instructions:

- Print your name and address on the back of this card.
- Place a stamp in the designated area.**
- Return this postcard with your licensing forms to the Office of Educator Licensing.
- Postcards received without proper postage or your address cannot be returned to you.



Dear Educator:

Thank you for submitting your application materials. They were received on the date indicated.

Please note this is not notification that your materials were complete or have been processed. This is notification that your materials have been received.

We will contact you if any of your materials are incomplete.

*Office of Educator Licensing*