



**DEPARTMENT OF EDUCATION**

Vermont Department of Education  
Office of Licensing and Professional Standards  
120 State Street  
Montpelier, VT 05620-2501  
(802) 828-2445  
[doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us)

## **Instructions:**

### **How to Complete the Transcript Review Process**

**Checklist: A complete application includes all of these items.**

- Application Form for Transcript Review**
- Transcript Review Worksheet for the requested endorsement**
- Transcript Review Worksheet for the 16 Principles for VT Educators or the General Competencies for School District Administrators, if necessary**
- Official Transcripts**
- Current Resume**
- Check or Money Order**
- Return Receipt - postal reply card**

**Follow these steps to request a transcript review:**

- **Application Form**  
Complete, sign and date the Application Form.
- **Transcript Review Worksheet(s)**  
Complete the Transcript Review Worksheet(s) to the best of your ability listing courses you have completed next to a content topic that was addressed in the course. You may submit a worksheet even if you know you have not yet met all requirements.

Worksheets that simply state “see transcript” will not be processed and will be **returned** to the educator.

**Please Note: All additional endorsements require a minimum of 18 academic credits in the endorsement area AND that all the content topics are met. It may require more than 18 credits to fulfill all the topics. In addition, some endorsements have “Additional Requirements” which must be met.**

- **Official Transcripts**  
Official transcripts are required for all courses identified on the worksheet(s). Unofficial copies and grade reports are no longer accepted. If you believe we already have official transcripts for the coursework you are indicating on file, you do not need to send them again.

Transcripts may be sent directly from the institution to the Office of Educator Licensing **OR** submitted by the applicant in envelopes sealed by the college/university. Student copies that have been opened will be returned to the educator.

- **Course Descriptions or Course Syllabi**

A course syllabus or course description is required when the course title does not clearly identify the course's content. The syllabus or description will be used to verify that the content topic was covered in the course. When in doubt, please enclose course descriptions.

- **Resume**

- **Fee**

Enclose a check for \$ 40.00 per review payable to **VT Department of Education**

- **Mail to**

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### **Licensing Office Determination**

You will receive a **Determination Letter** from a Licensing Specialist when your request has been reviewed. Processing time for transcript reviews is 6-8 weeks; longer in late spring and summer.

### **Addressing Content Topics and Additional Requirements**

- The content topics listed on the Endorsement Worksheet summarize the endorsement competencies developed and approved by the Vermont Standards Board for Professional Educators.
- The Licensing Office does not have the authority to modify or waive any content topic or Additional Requirement.
- Each content topic must be matched with one or more academic credit-bearing course(s).
- A content topic may be addressed by more than one course; likewise, a course may address more than one content topic.

### **Testing Requirements**

- Many endorsements require testing in addition to coursework. Please read the Praxis testing brochure for more information. Contact David Hough at [David.Hough@state.vt.us](mailto:David.Hough@state.vt.us) or by calling (802) 828-0449 if you have any questions on this testing requirement.