

**CODE SB/ N19**

**VERMONT  
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS  
POLICY ON LICENSURE OFFICERS**

It is the expectation of both the Vermont Standards Board for Professional Educators (VSBPE) and the VT DOE that institutions and alternate route educator preparation programs have a licensure officer to assure that only qualified educators who have successfully completed an approved program in its entirety are recommended for licensure.

Every institution must identify a licensing officer whose responsibilities consist of reviewing transcripts or the equivalent to confirm that each educator has met all licensure requirements including the endorsement requirements. The licensing officer should be an administrator or faculty member who works closely with each program area (elementary, counseling, administrator, etc.) and delivery model (undergraduate, post-baccalaureate, graduate) at the institution and is knowledgeable of the curriculum of the program(s). Additionally, the licensure officer must complete a regulation and transcript review training with the VT DOE.

Institutions are responsible for confirming that the licensing officer can accurately verify that candidates have completed all requirements for entry to the program, for student teaching, and for a final recommendation on the transcript. In the event that the VT DOE has any questions or concerns regarding a recommendation, the VT DOE will contact the licensing officer.

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**DATE ADOPTED:**

**DATE REVISED:**

**LEGAL REF:**

**CROSS REF: Noted in VSBPE minutes 8/19/11 and 9/26/11**

**ANNOTATIONS/ BRIEF HISTORY:**