

Apply for a VT Educator License

The Vermont Online Licensing
System for Educators

Are you ready to apply?

A complete application includes:

Official Transcripts

- May be scanned and uploaded into an application by an applicant. Official Transcripts include:
 - The seal of the college or university
 - Visible signature of the Registrar
 - Visible confer date of degree
 - Recommendation for licensure
 - Visible transcript key/guide
 - All pages (front and back)
- A transcript with the Registrar's seal and stamped "Issued to Student" may be used. Please note that the Agency of Education reserves the right to request an official transcript from an Institution of Higher Education at the educators/applicants expense at any time.
- The official transcript should show the conferred date of when you completed an educator preparation program. If an applicant completed an "alternate route" educator preparation program that program should upload the formal recommendation for licensure.

Application requirements Continued

Completed program over 10 years ago

- Those who completed an educator preparation program MORE THAN 10 YEARS AGO and do not have a valid out of state educator license will need to provide documentation showing 90 hours of educator professional learning completed within the last 10 years.

Out of State License Copy

- Copy of your non-conditional/non-expired educator license, from a state that has signed the NASDTEC INTERSTATE Agreement, listing the endorsement you seek in Vermont (if applicable). Be sure to read the [FAQs regarding the NASDTEC Interstate Agreement](#).

Testing

- If you have neither [National Board Certification](#), or an out of state educator license as described in #2, then you will be required to meet our state's testing requirement. All [testing requirements](#) must be met **before** you submit your application.

Payment requirements

Payment

- You will need a credit card or checking account information to complete the application process. You will be charged a \$50 non-refundable application processing fee before your application is submitted for review. Please be sure you have read all the instructions and have all requirements needed for an application before submitting. Incomplete initial license applications are subject to closure in which case the \$50 non-refundable processing fee will be retained by the agency. Those who have their application closed should re-apply, once all application requirements have been met. However, an entirely new initial license application will need to be submitted and another non-refundable application processing fee will need to be paid.

Criminal Record Check requirements

Fingerprints

- Satisfactory results on a Nationwide fingerprint supported record check is a requirement for licensure. Those who have *never* been fingerprinted for VT school employment or student teaching AND those who were fingerprinted for VT school employment or student teaching BUT have NOT continuously worked, every school year, in a VT school since the date of fingerprinting will be required to provide fingerprints for processing by the Vermont Crime Information Center.
- For those who have already been fingerprinted for VT school employment or student teaching *less than a year ago* or have continuously worked for a VT school since the date of fingerprinting will not need to be fingerprinted again. An “Authorization to Release” form will be available to these applicants AFTER they submit their initial license application. The “Authorization to Release” form will need to be sent to the VT school for which the applicant was fingerprinted. If it has been more than a year since the applicant was fingerprinted, letters from the VT school verifying that you have been continuously employed by a VT school will be required.

Fees for an initial license application

\$50 NON-REFUNDABLE APPLICATION PROCESSING FEE - Please be sure that you have met all the requirements needed to be found eligible for an initial license application. If an application closes without approval, the agency will retain the NON-REFUNDABLE application processing fee. In order to re-apply, an applicant will need to submit another INITIAL license application and pay another \$50 NON-REFUNDABLE application processing fee.

\$12.00 Fingerprint Record Check processing fee - For those who have never been fingerprinted for employment or student teaching in Vermont schools OR those who were fingerprinted for employment (or student teaching in Vermont schools) more than a year ago AND have not been continuously employed by a VT school since the date of fingerprinting, will be charged \$12 in addition to the NON-REFUNDABLE application processing fee. The \$12 is paid to the VT Dept. of Public Safety and is not refundable. The forms needed for this process and the brochure about the fingerprinting process, created by the Vermont Crime Information Center, will be available to the applicant AFTER submitting the initial license application. It can take up to 12 weeks or more for our agency to receive fingerprint supported record check results.

There will be no record check processing fee for those who were fingerprinted for employment or student teaching in a VT school LESS THAN a YEAR ago. There will be no record check processing fee for those who were fingerprinted for employment or student teaching in VT more than a year ago AND can provide VT school documentation that they have been continuously employed in a VT school, every school year, since the date of fingerprinting.

Fees continued

\$150 THREE YEAR LICENSE FEE - After an applicant has been found eligible for initial licensure AND the agency has satisfactory results of a fingerprint supported record check, the applicant will need to make an on-line payment of \$150 for the 3 year license fee. Again, payment of the 3 year license fee will not be required UNTIL the applicant has been found eligible for licensure AND satisfactory results of the fingerprint supported record check have been received. Do not attempt to make the 3 year license fee payment until prompted to do so.

NO VT EDUCATOR LICENSE WILL BE ISSUED WITHOUT SATISFACTORY RESULTS ON A VT FINGERPRINT SUPPORTED RECORD CHECK AND PAYMENT OF THE 3 YEAR LICENSE FEE.

Beginning the application process

- [Connect to ALiS](#)
- Applicant needs to ‘click here’ next to ‘Never held an Educator License in Vermont?’
- [If you receive a: SSN not unique error message](#), it may be because the agency already has some documentation uploaded for you. In this case, please click on “existing and previously licensed Vermont educators” even though the wording of that may not be the case for you.

Complete the initial registration

- (Those who already have a registered account will not see this screen.)

Initial User Registration

Fields marked with asterisk (*) are required

Personal Information

If you do not have US Social Security Number; please contact Vermont Agency of Education at 802-479-1700.

Last Name *	<input type="text" value="Dickinson"/>	First Name *	<input type="text" value="Emily"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names 	<input type="text"/>	DOB *	<input type="text" value="12/10/1930"/> 
SSN *	<input type="text" value="354-09-7494"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>				
Street 1 *	<input type="text" value="219 North Main Street"/>	Street 2	<input type="text"/>		
City *	<input type="text" value="Barre"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text" value="05641"/>
Phone # - Ext. *	<input type="text" value="802-479-1700"/> - <input type="text"/>	Alternate Phone # - Ext.	<input type="text"/> - <input type="text"/>	Fax	<input type="text"/>
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.gov"/>	Alternate E-mail	<input type="text"/>		

Online Account Information

Login Name *	<input type="text" value="edickinson"/>		
Password *	<input type="password" value="*****"/>	Password is case sensitive and must be at least 8 letters long with at least one upper case and one number.	
Retype Password *	<input type="password" value="*****"/>		

[Return to Online Services](#)

[Register & Go to Next Step](#)

Verification you are registered

- An email will be generated from the Online System vt-aoe-message@state.vt.us and sent to the preferred email address you provided. This confirms your registration. Check your spam folder if you do not receive the email and be sure to “white list” vt-aoe-message@state.vt.us

Dear **Emily Dickinson**,

- You have been successfully registered in the online licensing system.
- This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the AOE at: AOE.AlisEDLicensing@state.vt.us.

Thank you,
Office of Educator Quality
Vermont Agency of Education
219 North Main Street, Suite 402 Barre, VT 05641



Applying

- Once you complete the initial user registration, you will be routed immediately into the application process. You will not see this screen but you will see the next slide, Initial Licensure Application Preliminary Questions.
- If you are logging back into an already existing account, click on “apply for new license”. If you have already started an application, click on “view pending on-line application” in order to complete it.

You do not need to complete an initial license application in one sitting.

WHAT DO YOU WANT TO DO?

[View Pending Online Application\(s\)](#)

[Update Profile](#)

[Renew License\(s\)](#)

[Criminal Record Check](#)

[Add New Endorsement](#)

[Reinstatement License\(s\)](#)

[Print License Details](#)

[View/Amend IPLP](#)

[Apply For Retired License](#)

[Apply for New License](#)

[Change Password](#)

[PL Activity](#)

Preliminary Questions

- Please answer the following questions carefully. Once you answer these questions, you cannot go back and change them without starting a new application.
- Certain endorsements must be submitted via a transcript review application. If you are applying for any of the following endorsements: School Nurse, Speech Language Pathologist, School Social Worker, School Pyschologist, Library Media Specialist, Family Consumer Sciences, Driver Ed., Business Ed.; you must answer “NO” to all the following questions and then choose “transcript review”.

Initial Licensure Application Preliminary Question(s)

Have you received a contract offer to teach or lead in a Vermont School?

Yes No

Have you completed a **Vermont State** approved educator preparation program at a college or university or alternative program through a bachelor, post-baccalaureate or master’s degree program and received a recommendation for licensure at the time of graduation?

Yes No

Do you have a current, comparable license (teacher or administrator) from a state that Vermont has signed the NASDTEC Interstate Agreement with and can provide a copy of this License?

Yes No

Have you graduated from a state or CAEP approved educator preparation program in a state that Vermont has NOT signed the NASDTEC Interstate Agreement with (New York, New Mexico, South Dakota, Wisconsin)?

Yes No

Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process [click here](#)

Yes No

Do you have a current Vermont Clinical Speech Language Pathologist License, and have completed the transcript review for the Educational Speech Language Pathologist endorsement?

Yes No

Review & Update Personal Information

- Reminder * - All correspondence regarding your initial license application will be via e-mail. Therefore, put the e-mail that you must frequently access as your 'preferred e-mail.' The agency does NOT recommend putting a college e-mail address or school e-mail address as your "preferred" e-mail.
- Click 'save & got to next step' – do not toggle between the tabs or your information will not save.



Please review PERSONAL Information for accuracy.

Personal Information

Last Name *	<input type="text" value="Dickinson"/>	First Name *	<input type="text" value="Emily"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text"/>	DOB *	<input type="text" value="12/10/1930"/>
Gender *	<input type="text" value="-- Choose One --"/>	Ethnicity *	<input type="text" value="-- Choose One --"/>	Race *	<input type="text" value="-- Choose One --"/>
SSN *	<input type="text" value="xxx-xx-7494"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 1 *	<input type="text" value="219 North Main Street"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05641"/>
City *	<input type="text" value="Barre"/>	State/Province *	<input type="text" value="Vermont"/>	Alternate Phone # - Ext.	<input type="text"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="802-479-1700"/>	Alternate E-mail	<input type="text"/>				
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.g"/>						

CRC Information

- Answer the CRC Information question. The forms for this will appear within your checklist when you submit your application.

CRC Information

Our records indicate that you have not completed a fingerprint supported criminal record check after July 1, 1998. Have you undergone a fingerprint supported criminal record check after July 1, 1998, completed by a VT School District or the VT Agency of Education AND you have been employed in a VT school each school year since your report date? <http://education.vermont.gov/documents/edu-licensing-crc-flowcharts.pdf> Yes No

CRC conducted by: *

Supervisory Union *

Depending on the official report date additional information may be requested.

CRC Information

Our records indicate that you have not completed a fingerprint supported criminal record check after July 1, 1998. Have you undergone a fingerprint supported criminal record check after July 1, 1998, completed by a VT School District or the VT Agency of Education AND you have been employed in a VT school each school year since your report date? <http://education.vermont.gov/documents/edu-licensing-crc-flowcharts.pdf> Yes No

Place of Birth

City/Town *

Country *

State *

Additional state(s) where I have resided or been employed?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Montana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> New Hampshire | |

License and testing requirements

- Under 'What endorsement(s) are you seeking?' Click ADD, choose a category, endorsement, and sub-endorsement if applicable.
- Please review the [testing brochure](#) if you do not have: National Board Certification OR an out of state educator license. If you did not take the required PRAXIS TESTS in the State of Vermont, you will need to order those scores from ETS to be sent to our agency. If you are using passing SAT, ACT, GRE or Praxis I scores, in lieu of Praxis CORE scores, those tests scores will need to be ordered and sent to our agency. For tests taken *more than 10 years ago*, a NOTARIZED paper copy of the passing scores will be accepted. Before placing an order for scores to be sent to our agency, be sure to review the brochure to ensure that you will be submitting the appropriate test scores and the scores being submitted are considered passing. There is usually an additional fee charged by the testing service when ordering test scores.

What endorsement(s) are you seeking?					Add Delete
Category *	Endorsement *	Sub Endorsement	Instructional Level	Additional Testing Requirements	
Teaching ▼	00 - Elementary Education ▼		Grades K-6	Praxis-II Requirements	<input type="checkbox"/>

How will you meet the Testing Requirements?	
Please Click Here to view the testing brochure.	
How will you meet the Testing Requirements?	<input type="radio"/> ACT
Only Vermont approved tests will be accepted.	<input type="radio"/> GRE
For details, see link above for testing brochure.	<input type="radio"/> Hold a current educator license in a state that Vermont has signed the NASDTEC Interstate Agreement with
	<input type="radio"/> National Board Certification
	<input type="radio"/> Praxis Core Tests
	<input type="radio"/> Praxis-I Test
	<input type="radio"/> SAT

Instructional Level and Praxis II

- Click Instructional Level – a pop up window will open
- Choose the [instructional level for your endorsement](#) - Click OK - pop up will close
- Under Additional Testing Requirements – Click Praxis-II Requirements if Praxis II is required (if not the link will not appear) – a pop up window will open
- Choose how you will meet the Praxis-II Requirements – click ok

Additional Information for Endorsement

Instructional Level

Please check the instructional level(s) sought.

Grades K-8

Grades 7 through Age 21

Grades K through age 21

Fields marked with asterisk (*) are required

Additional Information for Endorsement

Praxis-II Requirements

How will you meet the Praxis-II requirements?

Hold a current educator license in a state that Vermont has signed the NASDTEC Interstate Agreement with

Praxis II Test

OK **No Change-Close**

Education Details and Other State Foreign License Information

- Click Add Education Details and complete the information.
- If you hold an Educator / Administrator License in another state / country, click Add Current License, input your information and upload a copy/screenshot of the license to the Document(s).
- Hint: It is helpful if you choose the “Country” first and then fill in the other blanks accordingly.

PERSONAL INFORMATION CRC INFORMATION LICENSE INFORMATION **EDUCATION & EMPLOYMENT DETAILS** GOOD STANDING DECLARATION DISCLOSURE FORM ATTESTATION

Education Details Add Education Details | Delete Education Details

University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major	
<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	United Stat <input type="text" value="▼"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

Other State / Foreign License Information Add Current License | Delete Current License

If your license does not expire, then leave expiration field blank.

Type of License/Certificate *	License/Certificate #	State *	Country	Expiration Date	Endorsement Area *	Grade	Documents	
<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	United St <input type="text" value="▼"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Documents (0)	<input type="checkbox"/>

Employment Detail

- Under Employment Detail click Add Employment
- Complete the employment section listing your “School” employment. For the purposes of an initial application, we do not need non-school employment listed.
- If you are still employed at the school be sure to check ‘continuing employment’. Do not enter an end date.
- Total % FTE is percentage you are employed (full time equivalent)
- [Please see our tutorial on adding employment](#)

Employment Details

Supervisory Union *	<input type="text" value="Chittenden Central SU"/>		Employer State *	<input type="text" value="Vermont"/>
Employer Name *	<input type="text" value="Essex Junction Regional Technology Center"/>		Last Position Held	<input type="text" value="Teacher"/>
Employer City *	<input type="text" value="Essex Junction"/>		Employment Code *	<input type="text" value="Teacher - Level I, Level II and Retin"/>
Employer Country *	<input type="text" value="United States"/>			
Total % FTE *	<input type="text" value="100"/> %			
<input checked="" type="checkbox"/> Continuing Employment	Worked From *	<input type="text" value="08/24/2016"/>	to	<input type="text"/>

Subject and Grade

Subject Taught/Position Held *	% FTE *	Grade Limit	
<input type="text" value="Any Subject"/>	<input type="text" value="100"/>	11th Grade, 12th Grade	<input type="checkbox"/>

Good Standing Declaration Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, Save & Go to Next Step



Good Standing Declarations

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 am 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

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

Disclosure Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, Save & Go to Next Step



Disclosure Questions

If the answer to any of the questions "A" through "I" is "yes", you must provide 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 Agency of Education, please indicate so.

Question	Response
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 nolo contendere counts as a conviction of a criminal offense.	<input type="radio"/> Yes <input type="radio"/> No
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.	<input type="radio"/> Yes <input type="radio"/> No
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.	<input type="radio"/> Yes <input type="radio"/> No
D. Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?	<input type="radio"/> Yes <input type="radio"/> No

Attestation

- By clicking pay now, you understand you are submitting a NON-REFUNDABLE application processing fee. If your application is incomplete, your application processing fee will be retained by the agency. Be sure that you have read the tutorial, clicked on all the “resource links”, ordered your official transcripts to be sent to our agency, and have taken & passed any required test scores (if applicable).

Oath

You MUST check one of the following: Oath or Affirmation.

- Oath or Affirmation
- I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont.
 - I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath.

Consent for Release of Information

Place of Birth

City/Town *

Country *

State *

You must check the following:

- I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education.

Attestation

You must check the following:

- Please be advised that the Vermont Standards Board for Professional Educators Rule 5840 governs public and other access to license records including educator contact information. VSBPE Rules can be accessed at http://education.vermont.gov/documents/educ_5100_licensing_regulations.pdf
- I have read and understand all the instructions regarding the initial license application and understand that I am paying a \$50 NON-REFUNDABLE application fee. I understand that my non-refundable application fee will be retained by the agency, if all the requirements for the initial application are not received and/or completed within two weeks of the application submission date.
- 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 grounds for denial of a license or for subsequent suspension or revocation thereof.
- I agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information

Non-refundable Application Fee

- Those who will need to have their fingerprinting done for the purposes of this application will be charged a NON-REFUNDABLE \$16.50 fee that will be sent to the Vermont Dept. of Public Safety. This fee will pay for the processing of your fingerprint supported record check.

Fee Details

Additional licensing fees will be requested when application review is completed.

Criminal Record Check Fee

\$12.00

Application Processing Fee

\$50.00

Total Fee

\$62.00

[Edit Application](#)

[Pay Now](#)

Application Submission Confirmation Email

- You will receive an email from VT-AOE-Message@state.vt.us confirming your application submission

Dear **Emily Dickinson**,

Thank you for using online services.

- Your initial license application has been submitted to the Vermont Agency of Education. Your transaction number for this online application is 2166.
- **IMPORATANT**: Make sure that all supporting documents for your online application are uploaded or ordered or mailed at the time you apply. You will have **two weeks** from the date of submission to have all the required documents for your application uploaded or sent into the Agency of Education.
 - A complete application includes:
 - Official Transcripts
 - Copy of out of state license (if applicable)
 - Praxis Core or SAT, ACT, GRE scores
 - Praxis II scores (if required for the endorsement)
 - Criminal Record Check materials (A notarized Request for a Criminal Record Check or a copy of the Authorization to Release Criminal Record Check Information from a school district if the CRC was completed in the last six months.)
 - Ancillary requirements (ex. First Aid card, RN license, etc...)
- If your application is not complete within two weeks of submission, your application will be closed and you will have to reapply including paying the processing fee once you have all the materials for a complete application.
 - To attach the documents electronically, please login into <https://vtaoe-uat.aithent.com:9443/login.aspx> and follow the "View Pending Application" link.
 - To submit documents by mail, please send them to: 219 N. Main St. Suite 402 Barre, VT 05641
 - To submit electronic transcripts, please have them sent to: AOE.transcripts@vermont.gov
- Once your application has been reviewed; you will receive an email updating you on your application status and next steps.
- To check the status of your online application please login into <https://vtaoe-uat.aithent.com:9443/login.aspx> and follow the "View Pending Application" link. If the status is 'Pending' your application has not been reviewed. Once reviewed your application status will say 'Under Review'. Once your application is complete the status will say 'Review Complete- waiting for payment'

This is a system-generated message; please DO NOT reply to this email. If you have any questions, please contact customer service at: AOE.AlisEDLicensing@state.vt.us Please include your transaction number in your communication.2166

Thank you,

Office of Educator Quality

Vermont Agency of Education

219 North Main Street, Suite 402 Barre, VT 05641



Checklist

Confirmation

Thank you for using our online services. Your Initial License Application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 2166. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your online application summary [click here](#)

Checklist

Item #	Item	View/Attach	Item Status
1	Request for Criminal Record Check.	Please click here to print the form. You need to print this form, have it notarized and mail to the Vermont Agency of Education.	Pending
2	Vermont Criminal Information Center, Fingerprint Authorization Certificate.	Please click here to print the form you need to take to a fingerprinting center. Click here to view the Vermont Criminal Records Check packet that contains information about Vermont Fingerprint Identification Centers and instructions for out-of-state/country applicants.	Pending
3	Review transcripts	N/A	Pending
4	Review Exam Data	N/A	Pending
5	Upload your resume	Documents (0)	Pending
6	Review testing requirements for SAT	N/A	Pending
7	Others	Documents (0)	N/A

Checklist Continued

- Print the 'request for criminal record check' form if applicable. Sign, notarize and mail.
- [Upload transcripts](#)
- Licensing Specialists have up to 30 days, from date of submission, to review your application. Please do not contact the agency regarding the status of your application if it has been less than 30 days since submitting your non-refundable application processing fee. You will know that your application is being reviewed because your application status on your "checklist" will change from "pending" to "under review" and the licensing specialist will send an e-mail to your preferred e-mail address with the results of the review.
- Please note that Licensing Specialists cannot speed up the process of your application.
- Any documentation received by the agency, for your application, will be uploaded into your account. In addition, you will receive an e-mail informing you that the required documentation has arrived.

Approval and Final Payment

- Once your application is complete (this includes satisfactory results on your fingerprint supported record check), you will receive an email from VT-AOE-Message@state.vt.us requesting that you logon and complete your final payment, the 3 year license fee.
- You may also periodically log into your account and view your “pending application”. You will know that your application is complete because you will see a “payment banner” within your pending application.
- NOTE: Please be aware that if you have not been previously fingerprinted for employment in a VT school and you are getting fingerprinted for the purposes of this application, it will take 10 -12 weeks from the date of fingerprinting to the time satisfactory results of the fingerprinting process are received by this agency. Therefore, under these circumstances, do not expect to receive an e-mail or see a payment banner for at least 2 to 3 months.
- NO EDUCATOR license will be issued without satisfactory results of a fingerprint supported record check and payment of the 3 year initial license fee.

Dear **Emily Dickinson**,

- Review of your online license application has been completed by the Vermont Agency of Education. Your transaction number is **2166**.
- Please login to <https://vtaoe-uat.aithent.com:9443/login.aspx> and pay the applicable fee.
- *Note: Your I - Professional Educator License (Level I) will be approved only after the payment has been received.*
- This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the AOE: AOE.AlisEDLicensing@state.vt.us. Please include your transaction number 2166 in your communication.

Thank you,
Office of Educator Quality
Vermont Agency of Education
219 North Main Street, Suite 402 Barre, VT 05641



Payment

- Log into your account and Click 'View Pending Online Application(s)'
- Click Pay Now. If you would like a formal copy of your License there is an additional fee of \$10.00.
- Once your payment has been completed, you will receive an email from donotreply@state.vt.us confirming your payment.

License(s) Type

Once the license application is approved, you will be able to print the copy of unofficial license. If you want to request an official copy of your license(s), there will be an additional fee of \$10 for official copy of each license.

License Type	Endorsement	Grade Limit	Subject Limit	Issue Official Copy of License *
Professional Educator License (Level I)	11-60 (Work Based Learning Coordinator, Grades 9-12)	None	None	Yes <input type="button" value="v"/>

Print License Details

- Once you receive confirmation from the AOE that your license has been issued, Log in, you will be brought to your home page; click on 'Print License Details'
- This information is generated directly from the Vermont Online Licensing System for Educators, shows current educator credentials, and is current in real time.



Educator License Details

Educator Information

Name: Dickinson, Emily

Educator ID: 80509632

Professional Educator License (Level I)

Endorsement	Status	Expiration Date	HQT Status
11 -60 (Work Based Learning Coordinator, Grades 9-12)	Currently Licensed	06/30/2019	