

Renewing your license through your L/RSB (For Educators employed by a Supervisory Union)

This tutorial will walk you through each step of the renewal process, from submission to approval. All links are active, and when you see the icon  click the link for the video tutorial on YouTube.

Registering in the online system

- Educators must renew their license using the: [Vermont Online Licensing System for Educators](#) (A.K.A. "ALiS")
- [How to register in ALiS and update your profile](#) pdf
- Include an **email address that you check frequently as your preferred email.** (The email address on record will be used to **communicate information about your application** as it is processed beginning with an email receipt verifying the Agency has received your application.)

Employment

- Educators who are employed in a Supervisory Union (public, private etc.) – your professional learning/renewal application will be reviewed and approved by your Local Standards Board.
- For your application to be routed to your Local Standards Board - you must complete the employment section. NOTE: For the position you currently hold, do not put an end date.
- [How to complete your employment section](#) pdf

Professional Learning

- **All questions regarding Professional Learning should be directed to your [LSB representatives](#)**
- [What qualifies as Professional Learning? pdf](#)
- **Level I renewal:** completion of a minimum of three (3) credits or 45 hours in the endorsement area. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the three (3) years preceding renewal of the Level I Professional Educator's License.
- **Level II renewal:** completion of a minimum of nine (9) credits or 135 hours in the endorsement area. PL may apply to more than one endorsement if applicable, however, at least three (3) credits or 45 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the seven (7) years preceding renewal of the Level II Educator License in each endorsement area.

Dear **DAKOTA GEORGIA**,

Your license(s) is due for renewal: II - Music. You must fully complete and pay for your renewal application by 06/30/2017 or your license will expire.

To register with the Online Licensing System, ALiS, please click <https://alis.edlicensing.vermont.gov/login.aspx> and follow the REGISTER HERE link. If you are registered, please login and click on the Renew License option on the "What do you want to do" Menu.

Please review our tutorials which show step by step instructions on completing your Renewal and Criminal Record Check: <http://education.vermont.gov/educator-quality/tutorials-and-faqs>.

This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the Agency of Education at: aoe.licensinginfo@vermont.gov.

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



Renewal Notification Email





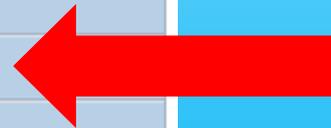
Login and choose Renew License

Contact Information

Name: DAKOTA GEORGIA
282 Woodlawn Dr
White River Jct VT 05001
Phone #: 802-479-1700
Email: rebecca.gile@vermont.gov

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- Update Profile
- Renew License(s)
- Add New Endorsement
- Reinstatement License(s)
- Print License Details
- Apply For Retired License
- Apply for New License
- Change Password
- PL Activity



If the AOE does NOT have a Criminal Record Check (CRC) on file for you – this question will appear:

Renewal Application Preliminary Question(s)

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?

Yes No

<http://education.vermont.gov/documents/educator-quality-criminal-record-check-instructions>. *

CRC conducted by:*

Supervisory Union ▼

Supervisory Union*

Bellwether School - : ▼

- Review our directions to determine your status: [Criminal Record Check Flowchart pdf](#)

- If you answer YES – choose who the CRC was conducted by, as well as your Supervisory Union/School. The system will then direct you right into your renewal application.
- Complete the [Authorization to release criminal record check information to the VT Agency of Education](#) within your checklist at the END of your renewal

Online Renewal Application Submitted

Confirmation

Thank you for using our online services. Your license renewal application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 22045. 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	Professional Learning Activities Review	Documents (0)	Pending
2	Review Good Standing Declaration. (AOE staff only)	Documents (0)	Pending
3	Review Disclosure form. (AOE staff only)	Documents (0)	Pending
4	Authorization to release criminal record check information.	Please click here to print the form and send the form to the Supervisory Union that originally processed your criminal record	Pending



Video Tutorial – Choosing YES

If you answer NO – complete the CRC application and submit to AOE (\$12.00 fee). After completion, choose Renew License from your home menu.

Criminal Record Check

Fields marked with asterisk (*) are required.

PERSONAL & CONTACT INFORMATION

CRC INFORMATION

ATTESTATION

Please review Personal Information for accuracy.

Personal Information

Last Name *	<input type="text" value="GEORGIA"/>	First Name *	<input type="text" value="DAKOTA"/>	Middle Name	<input type="text" value="C."/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text" value="Chase"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Female"/>	Ethnicity *	<input type="text" value="Other"/>	Race *	<input type="text" value="White"/>
SSN *	<input type="text" value="xxx-xx-7890"/>				

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="GGN"/>	Street 2	<input type="text"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text" value="05001"/>
City *	<input type="text" value="White River Jct"/>	Phone # - Ext. *	<input type="text" value="111-111-1111"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>	Alternate E-mail	<input type="text" value="a@a.com"/>	Fax	<input type="text"/>
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.g"/>								

Reset

Save & Logout

Save & Go to Next Step

Video Tutorial – Choosing NO



Completing your renewal

Step 1

Complete your:

- personal information
- license information
- employment/professional learning
- **SUBMIT TO L/RSB for approval.**

\$50 Non-Refundable Processing Fee



[Video Tutorial – Submit to L/RSB](#)

Checklist – Self Assessment

- In order for your renewal to be considered complete – you will need to upload the [Verification of Self-Assessment on teaching and/or leadership practice](#) pdf.
- Access the form online, print, complete, scan and upload to your file. You may also deliver this directly to your L/RSB.



[Video Tutorial – Self-Assessment](#)

Checklist - Professional Learning

Forgot to enter an activity? Need to edit what you entered? Not a problem! While waiting for your L/RSB to approve your PL, you may enter your application and add/edit PL (may not delete anything once it's saved).



Video Tutorial –
Professional Learning

L/RSB Review

Step 2

- Your L/RSB will review your application and you will receive an email confirming it is complete
- Log back into your application – and submit to the AOE for FINAL APPROVAL



[Video Tutorial – Submit to AOE](#)

Approval by AOE Staff – Final Payment Step 3

- Complete final payment



[Video Tutorial – Final Payment](#)

Final Approval by AOE Staff

Step 4

- AOE staff approve receipt of final payment, and issue your license



[Video Tutorial – Final Approval](#)

- [Print your License Details](#)

