Rules Governing the Licensing of Educators and the Preparation of Educational Professionals

Rule Series 5100

LICENSING RULES

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Acronym Guide

Acronym	Stands for
ASHA	American Speech Language Hearing Association
CAEP	Counsel for the Accreditation of Educator Preparation
ELL	English Language Learner
ETS	Education Testing Services
IEP	Individual Education Plan
INTASC	Interstate Teacher Assessment and Support Consortium
K	Kindergarten
L/RSBs	Local/Regional Standards Boards
LSB	Local Standards Board
NASDTEC	National Association of State Directors of Teacher Education and Certification
NASP	National Association for School Psychologists
NCSP	Nationally Certified School Psychologists
NLN	National League for Nursing
PK	Pre-Kindergarten
ROPA	Results Oriented Program Approval
ROTC	Reserve Officers' Training Corps
RN	Registered Nurse
RSB	Regional Standards Board
SD	School District
SLP	Speech Language Pathologist
Standards Board	Vermont Standards Board of Professional Educators
SU	Supervisory Union
V.S.A.	Vermont Statutes Annotated
VSBPE	Vermont Standards Board of Professional Educators

LICENSING RULES

5100 STATUTORY AUTHORITY

16 V.S.A. § 1691a; 16 V.S.A. § 1692; 16 V.S.A. § 1694; 16 V.S.A. § 1695; 16 V.S.A. § 1697.

5150 Definition of Terms

For the purpose of these Licensing Rules, unless the context otherwise clearly requires, the following definitions apply:

"Add-On" refers to an endorsement that may only be acquired as an additional endorsement to an existing Level I or II Professional Educator's License.

"Administrator" means an individual licensed under 16 V.S.A. Chapter 51 the majority of whose time in a public school, school district, or supervisory union is assigned to developing and managing school curriculum, evaluating and disciplining personnel, or supervising and managing a public school system or public school program.

"Administrative Experience" refers to the number of years where the majority of time is assigned to developing and managing school curriculum, evaluating and disciplining personnel, or supervising and managing a public school system or public school program under an endorsement for which demonstration of competency with the Vermont Core Leadership Standards is requisite.

Endorsement Areas for educators whose employment is considered Administrative experience
20 Assistant Director of Adult Education
92 Career Technical Center Director
Assistant Career Technical Center Director (must hold endorsement 92)
93 Director of Curriculum
86 Director of Special Education
91 Principal
Assistant Principal (must hold endorsement 91)
90 Superintendent
Assistant Superintendent (must hold endorsement 90)
75 Supervisor (renewable, removed on 8/2/13)

"Administrative Internship" means a minimum of 300 hours of supervised, substantive field experience in two or more types of school settings, including employment on a provisional license as an administrator, or other concentrated field experience however named, in which the candidate shall demonstrate competence in the Core Leadership Standards for Vermont Educators.

"Ancillary requirements" means additional requirements for licensure pursuant to Vermont Statute or as determined by the Standards Board, pursuant to 16 V.S.A. § 1694; and may include: professional licensure or credentials, FBI fingerprint criminal record check, disclosure, good standing, basic skills assessment, practicum or internship, Praxis II, and applicable fees.

"Applicant" means an individual applying for a license.

"Apprenticeship License" is a three-year temporary license. See Rule 5340.

"Approved Educator Preparation Program(s)" means one or more programs offered within an institution of higher education or other educational organization, that meets established standards for licensure according to these rules, and is approved to recommend candidates for educator licensure by the Vermont Standards Board for Professional Educators or a national accreditation process accepted by the Standards Board.

"Associate's Degree" means a minimum of forty-eight (48) college credit hours from a regionally accredited or state-approved institution.

"Cooperating Educator" means an educator assigned to a student teacher or intern by a local school in order to fulfill the requirements of Section 5923 of these rules.

"Core Content Areas" means English, math, science, and social studies.

"Core Teaching Standards for Vermont Educators" means the core standards for what all educators should know and be able to do as defined in the document titled Core Teaching and Leadership Standards for Vermont Educators as developed, and periodically updated, by the Vermont Standards Board for Professional Educators.

"Core Leadership Standards for Vermont Educators" means the core standards for what all educators should know and be able to do as defined in the document titled Core Teaching and Leadership Standards for Vermont Educators as developed, and periodically updated, by the Vermont Standards Board for Professional Educators.

"Counsel for the Accreditation of Educator Preparation (CAEP)" refers to the national accrediting body for educator preparation programs.

"Diverse Learning Needs" means the needs of all learners including: females as well as males; members of ethnic and racial minorities as well as ethnic and racial majorities; learners who are socioeconomically disadvantaged, as well as those who are more advantaged; learners who

have not been successful in school as well as those who have been successful; and learners who have been denied access in any way to educational opportunities as well as those who have not.

"Educational Entities" means Vermont public schools, Independent Schools approved by the State Board of Education, and Recognized Schools.

"Educational Functions" means activities such as planning, development, or management of curriculum; provision or oversight of instructional or learner support services; assessment or oversight of the assessment of learners; or supervision or evaluation of educational staff.

"Educator" means any teacher or administrator requiring a license under 16 V.S.A. Chapter 51.

"Emergency License" is a one-year non-renewable temporary educator license. See Rule 5360.

"Endorsement" means the grade level and field in which an educator is authorized to serve, pursuant to Rule 5440, as identified by the code numbers and legend printed on the license. A license shall bear one or more endorsements.

"Field" means an administrative or instructional area, or area of professional practice.

"Hearing Panel" means the persons assigned in individual cases to find facts, reach conclusions of law, and make decisions regarding compliance with standards for obtaining, retaining, and renewing licenses.

"Initial Licensure" means the first Vermont professional educator license and endorsement acquired by an applicant. All subsequent licenses and/or endorsements shall be considered additional, whether they are acquired concurrently or subsequently.

"Instructional Level" means the grade level(s) or age ranges an educator is endorsed to teach.

"Interdisciplinary Major" means a planned program of study, approved by the institution, which includes courses in no more than three disciplines in the liberal arts or sciences and at least eighteen (18) credit hours in one of those disciplines.

"Internship" means a graduate experience in which one is superv4ised by both an onsite supervisor and qualified faculty of an institution of higher education.

"Interstate Agreement" means the system whereby a recommendation for licensure from a state-approved educator preparation program at an accredited college or university, or a professional license, is recognized in another state. The reciprocity is governed by the Interstate Agreement developed by the National Association of State Directors of Teacher Education and Certification (NASDTEC). It does not guarantee that a license in one state can simply be "traded in" for a license in another state. Each state that is a signatory to the Agreement sets its own rules and conditions under which a license will be issued.

"Liberal Arts and Sciences" means those academic courses of instruction intended to provide a general knowledge in the arts, humanities, sciences, and mathematics, as opposed to professional and technical subjects.

"License" means the authority to engage in teaching or school administration, as the context requires, in the state and includes the endorsements the licensee possesses.

"Licensee" means an individual licensed under 16 V.S.A. Chapter 51.

"Licensing Action" means action that suspends, revokes, limits, or conditions licensure or certification in any way and includes warnings, reprimands, probation, and administrative penalties.

"Limitations" refer to any subject or instructional limitations placed on endorsement restricting what an educator is licensed to teach or any limitations the Standards Board may apply

"Local Standards Board (LSB)" means a board whose majority membership shall be licensed teachers and that is established and maintained pursuant to Rule 5620 for the primary purpose of recommending teachers for relicensure pursuant to these rules.

"Major" means an academic major granted as part of a bachelor's degree by an accredited/approved four-year institution. The equivalent of a major is defined as a compilation of at least thirty (30) credit hours in the specified major field from accredited/approved institution(s), at least nine (9) of which shall be advanced undergraduate courses or higher.

"Master's degree" means an advanced academic degree granted by an accredited/approved graduate institution.

"Minor" means an academic minor granted as a part of a bachelor's degree by an accredited/approved four-year institution, or a compilation of at least eighteen (18) credit hours in the specified minor field from accredited/approved institution(s), at least six (6) of which shall be advanced undergraduate courses or higher.

"Office" means the office within the Vermont Agency of Education responsible for professional standards and educator licensing, and that addresses issues of professional licensing.

"Online coursework" refers to online learning that consists of student-teacher interaction which is conducted over the Internet and through the use of technology to support student learning from a distance with some element of student control over time, place, path and/or pace.

"Practicum" means a minimum of sixty (60) clock hours of supervised field experience, which need not be consecutive, and may accumulate to sixty (60) hours.

"Professional Educator License" means a non-conditional, current license comparable to a Level I or Level II Vermont educator license and does not include Provisional, Emergency, Teaching Intern, or Apprenticeship licenses or their equivalent in other states.

"Professional Learning Plan" means a plan that sets forth how an educator with an apprenticeship license with a Career Technical Education endorsement who has not met the requirements of Sections 5230-5235 of these rules intends to meet those requirements.

"Progressions" are a formative tool that describes the continuum of teaching practice for each Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standard. The InTASC standards are the basis for the Core Teaching Standards for Vermont Educators.

"Provisional License" is a temporary two-year license. See Rule 5350.

"Regional Standards Board (RSB)" means a board whose majority membership shall be licensed administrators and that is established and maintained, pursuant to Rule 5630, for the primary purpose of recommending administrators for relicensure pursuant to these rules.

"Relicensure Credit" means a unit of measure assigned by a local or regional standards board, or the Office, to professional learning activities other than academic credit bearing courses that meet standards for relicensure. Fifteen (15) clock hours of professional learning is equivalent to one (1) relicensure credit. Relicensure credits and academic credits apply equally toward relicensure requirements.

"School Year" means the year beginning July 1 and ending the next June 30.

"Secretary" means the Vermont Secretary of Education or an agent designated by the Secretary to carry out a particular duty.

"Standards Board" means the Vermont Standards Board for Professional Educators established under 16 V.S.A. § 1693.

"Student Teaching" means a minimum of thirteen (13) consecutive weeks of supervised, concentrated field experience required for initial licensure, including an internship, or other concentrated field experience however named, in which the candidate shall gradually assume the full professional roles and responsibilities of an educator in the initial endorsement area sought.

"Superintendent" means the Superintendent of a Supervisory Union (SU), Supervisory District (SD), or school district pursuant to 16 V.S.A. § 241.

"Teacher" means an individual licensed under 16 V.S.A. Chapter 51, the majority of whose employed time in a public school district or supervisory union is assigned to furnish to learners

direct instructional or other educational services, as defined by rule of the Standards Board, or who is otherwise subject to licensing as determined by the Standards Board.

"Teaching Experience" in reference to administrative endorsements, refers to number of years where the majority of time is assigned to furnish to learners direct instructional or other educational services under an endorsement for which demonstration of competency with the Vermont Core Teaching Standards is requisite.

Endorsement areas for educators whose employment is considered teaching experience	**Endorsement areas for educators whose employment is not considered teaching experience**
02 Art	84 Educational Speech Language Pathology
03 Business Education	30 Driver and Traffic Safety Education (in-vehicle instruction only)
17 Career Technical Education	16 Junior ROTC Instructor
73 Career Technical Education School Counseling Coordinator	65 School Nurse
87 Career Technical Education Special Needs Coordinator	65A Associate School Nurse
14 Computer Science	66 School Psychologist
38 Dance	54 Social Worker
10 Design and Technology Education	60 Work-based Learning Coordinator
30 Driver and Traffic Safety Education (in-class and in-vehicle instruction)	
36 Early Childhood Education	
80 Early Childhood Special Education	
42 Educational Technology Specialist	
00 Elementary Education	
05 English	
40 English Language Learner	
09 Family and Consumer Sciences	

Endorsement areas for educators whose employment is considered teaching experience	Endorsement areas for educators whose employment is not considered teaching experience
31 Health Education	
81 Intensive Special Education Teacher	
61 Library Media Specialist	
11 Mathematics	
19 Middle Grades	
06 Modern and Classical Languages	
12 Music	
08 Physical Education	
78 Reading/English Arts Coordinator	
76 Reading/English Language Arts Specialist	
64 School Counselor	
13 Science	
15 Social Studies	
82 Special Educator	
85 Special Education Consulting Teacher	
67 Teacher of the Visually Impaired	
68 Teacher of the Deaf and Hard of Hearing	
37 Theater Arts	

"Transcript Review" means the process of qualifying for additional endorsement and/or initial licensure (only an option in a limited number of endorsement areas) by documentation of qualifications via academic transcripts.

Endorsement areas where you can apply for Initial Licensure via Transcript Review	
Teaching Endorsements	**Administrator Endorsements**
03 Business Education	20 Assistant Director for Adult Education
09 Family and Consumer Sciences	92 Career Technical Education Director
10 Design Technology Education	
30 Driver and Traffic Safety Education *(In-vehicle and Full endorsement)*	
42 Educational Technology Specialist	
54 School Social Worker	
60 Work-Based Learning Coordinator	
61 Library Media Specialist	
65 School Nurse	
65A Associate School Nurse	
66 School Psychologist	
67 Teacher of the Visually Impaired	
68 Teacher of the Deaf and Hard of Hearing	
84 Educational Speech Language Pathologist	
87 Career Technical Education Special Needs Coordinator	

5200 LICENSING RULES

5210 License Expiration

Any license issued shall expire on June 30 of the expiration year specified on the license.

5211 Responsibilities of preparation programs regarding rule and policy changes

5211.1 It is the responsibility of higher education institutions with approved educator preparation programs and of coordinators of approved alternate route to licensure programs to ensure that they are aware of all changes to licensing rules and/or policies, including endorsement changes, including those made subsequent to their program approval date. The Office will inform, in a timely manner, higher education institutions with approved educator preparation programs and coordinators of approved alternate route to licensure programs of any changes to licensing rules and/or policies.

5211. 2 Approved educator preparation and alternate route to licensure programs shall ensure that all general licensure competencies (if appropriate), specific endorsement competencies and additional requirements, if any, and other licensure requirements in effect on the date of application for program approval are addressed for each candidate in the program.

5211.3 Candidates for licensure via any alternate route to licensure approved under 5332 shall be required to demonstrate competence in accordance with the general licensure competencies, specific endorsement competencies and additional requirements, if any, and other licensure requirements in effect at the time of written notification of acceptance of their credentials for review under Rule 5333, 5310 or 5323 (transcript review), or 5332 (alternate routes).

5220 Who Needs To Be Licensed/Responsibilities for Licensure

5220.1 Except as set forth in rule 5380, any educator employed in a public school shall possess a valid Vermont educator license, an endorsement appropriate to the professional assignment, and any other license or credential required by these rules or the applicable endorsement, on the first day of service. The educator shall maintain the educator license, endorsement, and any other applicable license or credential throughout the period of service.

5220.2 Except as set forth in rule 5380, any individual who performs educational functions covered by any endorsement authorization statement in these rules, whether as an independent contractor or an employee of a school district or supervisory union, shall hold an appropriate license and endorsement.

5220.3 In limited circumstances, qualified professionals or skilled people trained in a field other than education may perform educational functions without licensure providing they are supplementing the educational functions performed by licensed school personnel. "Supplementing" means extending or intensifying the educational functions performed by licensed personnel. Individuals who are supplementing educational functions shall work under the supervision of a licensed educator(s) who is appropriately endorsed for the assignment. For purposes of this rule, "supervision" means direct responsibility for overseeing the work of the non-licensed individual.

5220.4 Paraprofessionals, student teachers, and volunteers are not required to hold licenses but shall work under the on-site supervision of licensed educators.

5220.5 A license and/or an endorsement is not valid until it is issued in the name of the Standards Board.

5220.6 It is the responsibility of the individual to obtain a license, an endorsement(s), and any other license or credential required by these rules or by the applicable endorsement, to attend to all renewal requirements and to seek renewal in a timely manner.

5220.7 It is the responsibility of the superintendent, or Director of a Career Technical center to ensure that on the first day of any assignment of duties requiring licensure under these rules, that each educator has a valid license, an appropriate endorsement, and any other applicable license or credential for the educator's assigned duties. Additionally they will ensure that the license and endorsement, as well as any other applicable licenses or credentials, are maintained throughout the assignment. Failure to do so may subject the superintendent or Director of a Career Technical center to discipline under provisions of 16 V.S.A. Chapter 51. *Responsibility for educator licensing for independent schools is addressed in SBE Rules Series 2200.

5221 Clerical Error, Omission or Misrepresentation

Any license or endorsement mistakenly issued by the Standards Board may be voided by the Secretary without need for revocation proceedings under the following circumstances:

a) clerical error by any party;
b) omission of information required by the applicant; or
c) erroneous information provided by any party.

When a license and/or endorsement is voided under this rule, the holder shall receive written notice of the action and reason thereof.

5230 General Requirements for All Applicants for Professional Licensure

5231 Except as otherwise noted by this section, the applicant shall hold a baccalaureate degree from a regionally accredited or state-approved institution and shall have successfully completed a major, or its equivalent, in the liberal arts and sciences, or in the content area of the endorsement sought.

5231.1 Requirements for all new applicants for Educational Speech Language Pathologist endorsements. Educational Speech Language Pathologist (84) endorsements (Rule 5440-84) shall be granted to educators who:

a) hold a current clinical SLP License in Vermont;
b) hold a conferred master's degree or doctoral degree in speech language pathology from an educational institution approved by the American Speech Language Hearing Association (ASHA).
c) demonstrate the educational speech language pathologist endorsement competencies established by the Standards Board, and
d) submit passing scores on the Praxis Core Series examination or other skills examination selected by the Standards Board under Rule 5241.

5231.2 An applicant for a Career Technical Education endorsement (17), or an educator who holds a Career Technical Education endorsement, need not hold a bachelor's degree or have a major in the liberal arts and sciences. However, an applicant for a Career Technical Education endorsement shall hold at least an Associate's Degree, or the equivalent, and have documented experience in the sub-endorsement, in order to qualify for a Level I Professional Educator's License. See Rule 5340.

5231.3 Career Technical Education Directors (92) wanting to add an additional administrative endorsement must meet the requirement of three years of teaching experience.

5231.4 Applicants for the Junior ROTC Instructor (17)endorsement need not hold a bachelor's degree.

5231.5 An applicant for a School Nurse (65) endorsement shall have graduated from a nationally accredited, four-year nursing program. An applicant for an Associate School Nurse endorsement shall hold at least an RN degree from a nationally accredited nursing program.

5231.6 Holders of Career Technical Education, Junior ROTC Instructor, or Associate School Nurse endorsements must meet the baccalaureate degree requirement <u>if they wish to qualify to add additional endorsements other than those exempted from the baccalaureate degree requirement in this section.</u>

5231.7 Applicants for: Educational Speech Language Pathology, School Psychologist, School Social Worker, School Nurse, Associate School Nurse, Junior ROTC Instructor, Work-Based Learning Coordinator, endorsements need not meet the requirements of sections 5233 and 5235 of these rules. However, individuals holding endorsement(s) in one or more of these areas who do not have documentation of the required student teaching or administrator experience (5233) and cannot demonstrate competency with the Core Teaching or Leadership Standards (5235), must meet these requirements in order to qualify for additional endorsements in any other teaching or administrative area.

5232 The applicant must provide documentation of the specified content knowledge and performance standards and additional requirements, if any, for the endorsement(s) being sought.

5233 The applicant must provide documentation of required student teaching or administrative internship experience.

5233.1 Student Teaching. Evidence of at least thirteen (13) consecutive weeks of student teaching, or an equivalent learning experience as determined by Standards Board policy or by the requirements of the endorsement.

5233.2 Administrative Internship. Evidence of at least 300 hours of an administrative internship for those seeking an initial administrator endorsement.

5235 Demonstrated competency as specified in the following educator requirements:

5235.1 Learner Development. The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

5235.2 Learning Differences. The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

5235.3 Learning Environments. The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

5235.4 Content Knowledge. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

5235.5 Application of Content. The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

5235.6 Assessment. The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

5235.7 Planning for Instruction. The teacher plans instruction that supports every learner in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

5235.8 Instructional Strategies. The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

5235.9 Professional Learning and Ethical Practice. The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

5235.10 Leadership and Collaboration. The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

5236 Demonstrated competency as specified in the following administrator requirements:

5236.1 Vision, Mission, and Goals**.** An education leader promotes the success of every learner by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

5236.2 Teaching and Learning. An education leader promotes the success of every learner by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

5236.3 Managing Organizational Systems and Safety. An education leader promotes the success of every learner by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

5236.4 Collaborating with Families and Stakeholders. An education leader promotes the success of every learner by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

5236.5 Ethics and Integrity. An education leader promotes the success of every learner by acting with integrity, fairness, and in an ethical manner.

5236.6 The Education System. An education leader promotes the success of every learner by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

5236 Applicants shall meet all other requirements specified by law and regulation.

5240 Examination Requirements for all Applicants for Level I or Level II Professional Educator Licenses and Additional Endorsements

5241 Except as otherwise provided by Rule 5246, all applicants for initial licensure under sections 5310, 5320, 5330, or 5340 of these rules shall be required to meet the passing scores established by the Standards Board on the Praxis Core Series examinations in reading, writing, and mathematics or other skills examinations determined by the Standards Board.

5242 Except as otherwise provided by Rule 5246, all applicants for initial or additional endorsements shall be required to meet the passing scores established by the Standards Board on the applicable Praxis II examination or other examination required by the Standards Board in the endorsement area sought.

5243 Alternatives to Examinations. The Standards Board may adopt an alternative method to an examination requirement for all applicants when it is shown to provide evidence of basic skill or content competency comparable to that of the passing scores on the required examinations.

5244 Adoption of Testing Elements, Public Notice, and Consideration of Recommendation. Before adopting:

a) scores for passing the examinations required under these rules;
b) examinations other than Praxis Core Series and Praxis II;
c) alternative methods of demonstrating competency; or
d) additional endorsement areas to be subject to examination requirements.
e) The Standards Board shall, after public notice of its deliberations consider the recommendations of interested individuals and organizations.
f) The effective date of any examination or alternative to an examination adopted to take the place of the Praxis Core Series or Praxis II examination requirement or the addition of new endorsement areas subject to examination requirements shall be no less than one (1) year from the date of adoption.

5245 Scores adopted by the Standards Board for passing the examinations, or alternatives to examinations required under these rules, shall apply to any application for licensure submitted subsequent to the effective date specified at the time of adoption.

A candidate who retakes an applicable examination in order to achieve a passing score, or who seeks to qualify by applying for the second or subsequent time with an alternative requirement, must meet the cut score in effect when the score or alternative is submitted as part of an otherwise complete application for licensure.

5246 Exemptions. Candidates meeting the following criteria shall be exempt from the examination requirements set forth in these rules:

5246.1 The following endorsements shall be exempt from the Praxis Core testing requirements for initial licensure:

30 Driver and Traffic Safety Education (in-vehicle instruction only)	66 School Psychologist
16 Junior ROTC Instructor	54 Social Worker
65 School Nurse	60 Work-based Learning Coordinator
65A Associate School Nurse	

5246.2 A candidate who is currently licensed in a state participating in the NASDTEC Interstate Agreement (Rule 5320) provisions of these rules is exempted from all testing. Candidates seeking to be recognized as Highly Qualified Teachers must complete the required Praxis II exam where appropriate.

5246.3 A candidate who, prior to the effective date of a particular examination requirement, has received written notification from the Office or a panel convened to review credentials under section 5330 of these rules that a license will be granted upon completion of specified requirements.

5246.4 A candidate who otherwise qualifies for a license or endorsement, and who is certified by the National Board for Professional Teaching Standards in the applicable endorsement area.

5247 Waiver of Praxis Core Series Requirement

5247.1 A superintendent may apply for the waiver on behalf of the school district.

5247.2 The school district would need to demonstrate that not being given a waiver would substantially inhibit the district's ability to carry out "its locally established objectives."

5247.3 The prospective teacher on whose behalf the waiver is being requested must document that he/she:

a) has undertaken additional efforts to acquire knowledge and skills necessary such as tutoring and courses,

b) has an identified and documented disability and has exhausted all ETS procedures for accommodations for that disability; and
c) has taken the exam a minimum of three times without being able to meet the required cut scores.

5247.4 If a - c are met and the VSBPE or its designee finds that the candidate is otherwise qualified, the Educator Quality Division's Licensing Office will issue a license that is restricted to teaching in the school building(s) of the district making the waiver request.

5300 PROCESSES FOR BECOMING LICENSED

Applicants may seek licensure, through application, by the following methods:

5310 Approved Vermont Educator Preparation Program

The applicant has successfully completed and been recommended for licensure by a Vermont educator preparation program approved by the Standards Board pursuant to Section 5900 of these rules. The applicant shall meet requirements for updated knowledge and skills as established by Standards Board policy when there is a time lapse of ten (10) or more years between the time of recommendation for licensure and application for licensure. An applicant who completed an approved Vermont educator preparation program and holds a current license in another state shall be considered under Section 5320 of these rules.

The knowledge and skills of an applicant for an initial license who wishes to qualify for an endorsement for which an approved Vermont educator preparation program does not exist, or did not exist within the last five (5) years, shall be evaluated by the Standards Board, or its designee, on an individual basis, through transcript review, to establish that the applicant meets the requirements of these rules. Only coursework which appears, for credit, on an official transcript and for which the applicant received a grade of "C" or better, may be counted toward the requirements for initial licensure through transcript review.

5320 Interstate Agreement

5321 An applicant who is not licensed, and has successfully completed a state-approved or CAEP approved educator preparation program in a state which has signed the NASDTEC Interstate Agreement will be considered for licensure as if they had completed an approved educator preparation program in Vermont. Applicants will be subject to the same requirements for initial licensees awarded in Vermont including testing, criminal background checks and affirmations. The applicant shall meet requirements for updated knowledge and skills as established by Standards Board policy when there is a time lapse of ten (10) or more years between the time of recommendation for licensure and application for licensure.

5322 An applicant who is not licensed, and has successfully completed a state-approved or CAEP approved educator preparation program in a state which has not signed the NASDTEC Interstate Agreement may apply for licensure though transcript review. If the applicant meets the requirements specified and ancillary requirements as defined and specified in these rules shall be issued a comparable license and/or endorsement(s) according to the provisions of these rules. The applicant shall meet requirements for updated knowledge and skills as established by Standards Board policy when there is a time lapse of ten (10) or more years between the time of recommendation for licensure and application for licensure.

5323 An applicant who holds a professional license in another state which has signed the NASDTEC Interstate Agreement, and holds the degree required for the endorsement, and who meets the ancillary requirements specified in these rules, shall be issued a Level I Professional Educator's License with a comparable endorsement(s) according to the provisions of these rules.

5324 An applicant for Vermont licensure who holds a professional license in a state not participating in the NASDTEC Interstate Agreement, or an applicant whose category of licensure is not covered by the Agreement, shall be evaluated by the Standards Board, or its designee, on an individual basis by transcript review to establish whether the applicant meets the competency requirements of these rules. Only coursework which appears, for credit, on an official transcript and which the applicant received a grade of "C" or better, may be counted toward the requirements for initial licensure through transcript review. The applicant shall meet requirements for updated knowledge and skills as established by Standards Board policy.

5325 An applicant for Vermont licensure who is certified by the National Board for Professional Teaching Standards shall be issued a license in the comparable endorsement area.

5326 A Vermont license and endorsement(s) issued through the NASDTEC Interstate Agreement shall be subject to renewal provisions of Section 5430 of these rules.

5327 The Agency of Education will annually post the states which have signed the NASDTEC Interstate Agreement.

5330 Alternate Routes to Licensure

5332 Alternative Preparation Process. An individual who holds at least a baccalaureate degree from a regionally accredited or state-approved institution and who has successfully completed a major, or its equivalent, in the liberal arts and sciences, or in the content area of the endorsement sought, may be licensed by completing an alternate preparation process approved by the Standards Board (except as noted in 5231). For endorsement areas requiring an advanced degree, the individual must hold the specified

advanced degree in order to be deemed eligible to proceed with any other alternate preparation process approved by the Standards Board.

5340 Apprenticeship License for Individuals Seeking Licensure as Career Technical Educators

5340.1 Upon employment by a Career Technical Center, an applicant for licensure as an educator with a Career Technical Education endorsement, who does not otherwise meet the requirements of Sections 5231 - 5236 of these rules as demonstrated through one of the processes outlined in 5310 - 5333 of these rules, shall develop a Professional Learning Plan which sets forth how the applicant intends to meet those requirements.

5340.2 The Professional Learning Plan shall be developed by the applicant and the director of an approved Career Technical teacher education program and be approved by the Director of the Career Technical Center.

5340.3 An Apprenticeship License shall be issued when the Apprenticeship License Application with an approved Professional Learning Plan is submitted to the Standards Board, or its designee. The Apprenticeship License shall be valid for up to three (3) years. An Apprenticeship License or endorsement request shall not be approved before June 1 for the ensuing year.

5340.4 The director of the career technical teacher education program will verify satisfactory completion of the Professional Learning Plan based on licensing procedures.

5340.5 The Apprenticeship License shall not be extended unless the Standards Board, or its designee, determines extenuating circumstances exist that prevented the holder from satisfactorily completing an Associate's Degree, or the equivalent, or the Professional Learning Plan, within the three (3) years. Under these conditions, the Apprenticeship License may be extended for an additional two (2) year period.

5340.6 The educator examination requirements of Sections 5240 through 5246 of these rules shall not apply to applicants for Apprenticeship Licenses.

5340.7 Applicants for an Apprenticeship Career Technical endorsement in human services/ personal care must hold appropriate licenses via the Vermont Office of Professional Regulation.

5350 Provisional Licenses and Endorsements

5351 The Standards Board, or its designee, shall issue a two-year Provisional License with an endorsement to an individual on the application of a superintendent, director,

headmaster of an independent school, or Career Technical Director, when the local district or independent school is unable to find an appropriately licensed and/or endorsed applicant after making all reasonable efforts to do so, or when a licensed or endorsed applicant does not possess the qualifications necessary for the specific assignment. The application for a Provisional License or endorsement shall include a plan for obtaining a Level I Professional Educator's License or endorsement and an explanation of how the applicant will be mentored and supervised during the two-year period of the Provisional License by a professionally licensed Vermont educator.

Qualifications – With the exceptions below, applicants for a Provisional License and/or endorsement shall possess a baccalaureate degree and meet at least one of the following criteria:

a) possess any valid professional educator license from Vermont or from another state;
b) possess any expired Vermont educator license or any expired educator license from another state, provided the license expired no fewer than two years and no longer than 10 years ago;
c) have a major or the equivalent in the content area of the provisional endorsement sought;
d) have successfully completed the licensure content assessment for the provisional endorsement sought.
    i. Applicants for a Provisional School Nurse or Associate School Nurse endorsement must hold an RN degree and a current Vermont nursing license.
    ii. Applicants for Provisional Associate School Nurse endorsements must have an Associate's Degree/Diploma from a nursing program accredited by the National League for Nursing (NLN) but are exempt from the baccalaureate degree requirement.
    iii. Applicants for Provisional Career Technical Education endorsements must have an Associate's Degree, or its equivalent, but are exempt from the baccalaureate degree requirement.
    iv. Applicants for a Provisional Educational Speech Language Pathologist endorsement must hold a current Vermont clinical SLP license.
    v. Applicants for Provisional Junior ROTC Instructor endorsements must hold the Department of Defense certification as a junior ROTC instructor and are exempt from the baccalaureate degree requirement.
    vi. Applicants for Provisional Driver and Traffic Safety Education endorsement must demonstrate coursework equivalent to Vermont's Driver Education I and II and meet the Additional Requirements for the endorsement.
    vii. Applicants for a Provisional School Psychologist endorsement must hold a current Vermont Clinical Psychologist license or be a currently Nationally Certified School Psychologist (NCSP) through the National Association for School Psychologists (NASP).

viii. Applicants for a Provisional endorsement in human services/ personal care must hold appropriate licenses via the Vermont Office of Professional Regulation.

5352 A provisional endorsement may be requested without making all reasonable attempts to find a properly endorsed person when the superintendent wishes to assign a current employee who is licensed in Vermont, but not properly endorsed for the assignment, or an unlicensed individual who is a candidate in a diversity program approved by the Secretary. In either instance the individual must submit a plan by which he/she will qualify for licensure and/or endorsement within the two year provisional period. If the employee is not properly endorsed at the expiration of the provisional endorsement, the district shall make all reasonable efforts to seek a properly endorsed applicant.

5353 Provisional License or endorsement requests shall not be approved before June 1 for the ensuing year unless the request is for an administrator whose assignment for the ensuing year begins prior to that date. Provisional License requests for such assignments shall not be approved prior to April 1 for the ensuing school year.

5354 A Provisional License or endorsement shall expire on June 30 of the second school year for which it was granted.

5355 A Provisional License or endorsement shall not be extended for any individual unless the Standards Board, or its designee, determines that extenuating circumstances exist that prevented the individual from completing the approved plan for obtaining a Level I Professional Educator's License. A Provisional License or endorsement shall not be granted a second time in the same endorsement area for any individual, unless the Standards Board or its designee determines that extenuating circumstances exist.

5356 An educator who holds a Provisional License may be employed by any school district during the life of the Provisional License if the employing district shows need in accord with Section 5351 of these rules.

5360 Emergency Licenses and Endorsements

The Standards Board, or its designee, shall issue a one-year Emergency License or endorsement to an individual on the application of a superintendent or director of an independent school when the local district or independent school is unable to find appropriately licensed and/or endorsed applicants, or applicants who meet the qualifications for provisional, apprenticeship, after making all reasonable efforts to do so.

5361 Emergency Licenses and endorsements shall be issued only to individuals who hold a baccalaureate degree, but do not meet the qualifications for a Provisional License as stated in Section 5351 of these rules. The application for an Emergency License shall include an explanation of how the applicant will be mentored and supervised.

Applicants for emergency Career Technical Education endorsements need not meet the baccalaureate degree requirement.

5362 Emergency Licenses or endorsement shall be approved for the ensuing school year, at a date determined by the Agency.

5363 An Emergency License or endorsement shall expire on June 30 of the school year in which it was issued, shall be valid only for the assignment for which it was issued, and cannot be extended for a second year.

5364 An Emergency License shall not be issued for the following endorsements:

- 20 Assistant Director for Adult Education
- 92 Career Technical Center Director
- 73 Career Technical Education School Counseling Coordinator
- 87 Career Technical Education Special Needs Coordinator
- 93 Director of Curriculum
- 86 Director of Special Education
- 30 Driver and Traffic Safety Education
- 80 Early Childhood Special Educator
- 84 Educational Speech Language Pathologist
- 81 Intensive Special Education Teacher
- 16 Junior ROTC Instructor
- 91 Principal
- 65 School Nurse
- 65A Associate School Nurse
- 64 School Counselor
- 66 School Psychologist
- 54 School Social Worker
- 82 Special Educator
- 85 Special Education Consulting Teacher
- 90 Superintendent
- 68 Teacher of the Deaf and Hard of Hearing
- 67 Teacher of the Visually Impaired

5380 Substitute Educators

5381 Qualifications

Each local school board shall adopt a policy establishing employment qualifications for persons who substitute for educators in their absence. Each policy shall require at minimum that the substitute has graduated from high school.

5382 Time Limits and Extensions

An unlicensed person employed as a substitute pursuant to local school board policy may substitute for up to thirty (30) consecutive student days in the same assignment. In order to continue to employ an unlicensed person in this assignment beyond thirty (30) consecutive student days, the superintendent shall apply for an Emergency or Provisional License for the person pursuant to Sections 5350 and 5360 of these rules.

Licensed educators may substitute in a field outside of their endorsement field for thirty student days in the same assignment. Upon application by the superintendent, the Standards Board or its designee may grant one extension for an additional thirty (30) days. In order to continue to employ a licensed educator beyond sixty (60) days outside of his/her endorsement field, the superintendent shall apply for a Provisional License for the person pursuant to Section 5350 of these rules.

5400 ISSUANCE OF LICENSE AND ENDORSEMENT

The issuance of a license authorizes the holder to practice as an educator in the endorsement fields(s) and instructional level(s) specified. Each license issued shall indicate the type of license and the endorsement(s) and instructional level(s) for which the license is valid.

5410 Level I Professional Educator's License

An applicant who holds a professional license in another state, and holds the degree required for the endorsement sought, and who meets the ancillary requirements specified in these rules, shall be issued a Level I Professional Educator's License with a comparable endorsement(s) according to the provisions of these rules.

5411 A Level I Professional Educator's License with a comparable endorsement, shall be issued to an applicant who has satisfactorily met all requirements for licensure in Sections 5230 through 5246 through one of the processes in Section 5300 or met the requirements for an additional endorsement in Section 5443 of these rules.

5412 A Level I Professional Educator's License is valid for three (3) years, shall expire on June 30 of the third school year for which it was issued, and may be renewed subject to the provisions of Section 5430 of these rules. The expiration date of any additional Level I endorsement(s) shall be the expiration date of the current Level I Professional Educator's License.

5420 Level II Professional Educator's License

A Level II Professional Educator's License is valid for five (5) years, shall expire on June 30 of the fifth school year for which it was issued, and may be renewed subject to the provisions of Section 5430 of these rules.

5421 A Level II Professional Educator's License shall be issued, upon recommendation of a local or regional standards board, or the Office if the educator is not employed by an entity served by a local or regional standards board, to educators who have:

a) Practiced in Vermont in an endorsement area for three (3) years under a Level I Professional Educator's License.
b) Provided documentation of three (3) credits or 45 hours of professional learning. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement being moved to Level II Professional Educator's License and must occur within the three (3) years preceding application for the Level II Professional Educator's License in each endorsement area; and
c) If practicing in an endorsement area, documentation of a self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards. The Office shall provide a verification form for L/RSBs for this purpose. Provided verification from the current administrator who supervises the educator's work that the educator is performing at a professional level in relation to the Core Teaching Standards or the Core Leadership Standards. The Office shall provide a verification form for administrators to use for this purpose; and
d) Provided documentation of any valid licenses or credentials that are required by the endorsement(s) sought.

5422 Educators who hold both a current Level I Professional Educator's License and a current Level II Professional Educator's License, and have Level I endorsement(s) being recommended for a Level II Professional Educator's License, shall have the endorsement(s) issued on their current Level II Professional Educator's License. The expiration date of any additional Level II endorsement(s) shall be the expiration date of the current Level II Professional Educator's License.5423 A Level II Professional Educator's License may not revert back to a Level I Professional Educator's License after it has been moved to a Level II Professional Educator's License.

5424 Retired Educator License

This license may only be issued for Level II endorsements held by the educator at the time of application. A person who has a minimum of fifteen (15) years of experience as a licensed educator, who has withdrawn from active service, and who is receiving a retirement allowance from the Vermont State Teachers Retirement System for his/her service as an educator, shall qualify for a five (5) year Retired Educator's License upon application to the Office. Educators with fifteen (15) years teaching experience under a current license, in a position exempt from participation in the Vermont State Teachers Retirement System, e.g., Independent School educators, can qualify for a Retired Educator License. An initial Retired Educator License may only be issued to an educator who has completed three (3) professional learning credits or 45 hours. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s) being sought and must occur within the three (3) years preceding

application for the Retired Educator License in each endorsement area. A self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards will be required when moving from a Level II Professional Educator's License to a Retired Educator License. The Office shall provide a verification form for L/RSBs for this purpose.

Level II Professional Educator License holders employed as educators in a Vermont entity served by a local or regional standards board shall have their professional learning credits approved by the board. A Level II Professional Educator License holder who is not employed by a Vermont entity served by a local or regional standards board at the time of application shall present their professional learning credits directly to the Office for approval. A self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards will be required when moving from a Level II Professional Educator's License to a Retired Educator License, if practicing in the endorsement area.

5430 License Renewal and Reinstatement

A license and endorsement(s) shall be renewed or reinstated in the name of the Standards Board as set forth in Sections 5431 through 5435 of these rules. When an endorsement requires an additional license or credential, a copy of the valid document shall be provided by the educator at the time of renewal or reinstatement.

5431 Level I Professional Educator License Renewal

5431.1 Educators who have worked in Vermont under the Level I endorsement for three (3) years.

a. Level I endorsement holders who have practiced in an endorsement area for three (3) years must seek a recommendation from their local or regional standards board, or from the Office if the educator is employed by an entity not served by a local or regional board, for a Level II endorsement pursuant to section 5421 of these rules.
b. An educator who does not receive a recommendation to move his/her Level I endorsement to a Level II Professional Educator License upon initial application, shall renew the Level I endorsement for three (3) years and re-apply to move the endorsement to a Level II Professional Educator License prior to the expiration of the renewal. To renew the Level I endorsement(s) the educator must show:
    i. Professional learning through completion of a minimum of three (3) credits or 45 hours in the endorsement area. At least one 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 in each endorsement area.

ii. If practicing in an endorsement area, documentation of a self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards.

iii. Documentation of any required additional licenses or credentials specific to a particular endorsement.

c. The Level I endorsement of an educator who does not receive a recommendation to move the endorsement to a Level II Professional Educator's License after the second application shall become lapsed and may not be reinstated.

5431.2 Educators who have not worked under the Level I endorsement for three (3) Years.

a) Level I Professional Educator License holders who have not practiced in a particular endorsement area for three (3) years, shall seek a recommendation for renewal of that Level I endorsement through their local or regional standards board or from the Office if the educator is employed by an entity not served by a local or regional board.

b) To receive a three (3) year renewal of a Level I endorsement under which the educator has not practiced for three (3) years, the educator shall show:

i. Professional learning through 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 application for the Level I Professional Educator's License in each endorsement area.

ii. Documentation of any required additional licenses or credentials specific to a particular endorsement.

c) The holder of a Level I endorsement that has been renewed shall continue to seek renewal of that endorsement in accordance with Rule 5431.1 until such time as the educator qualifies to apply for renewal of the endorsement as a Level II endorsement.

5432 Level II Professional Educator's License Renewal

5432.1 Level II Professional Educator's License holders shall seek a recommendation for renewal of their Level II Professional Educator's License and endorsement(s) from their local or regional standards board or from the Office if the educator is employed by an entity not served by a local or regional board.

5432.2 A Level II Professional Educator's License holder employed by a Vermont independent school shall seek a recommendation for renewal from a local standards board designated by the Standards Board to serve independent schools, or may seek a recommendation for renewal from the local standards board for the school district in which the independent school is located if that board agrees to serve that independent school or educator.

5432.3 The local or regional standards board or the Office shall recommend renewal of a Level II endorsement if the applicant presents the following:

a) Professional learning through completion of a minimum of six (6) credits or 90 hours in the endorsement area. Professional learning may apply to more than one endorsement if applicable, however, at least two (2) credits or 30 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the five (5) years preceding renewal of the Level II Professional Educator's License in each endorsement area. Professional learning will be verified in accordance with Standards Board policy by the local or regional standards Board or the Office who will determine the applicability of the professional learning activities.
b) Evidence of any required additional licenses or credentials specific to a particular endorsement.
c) If practicing in an endorsement area, documentation of a self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards. The Office shall provide a verification form for L/RSBs for this purpose.

5432.4 Approved professional learning activities shall be accepted on a reciprocal basis by local and regional standards boards and by the Office when the educator is not under the jurisdiction of a local or regional standards board.

5433 Retired Educator License Renewal

A Retired Educator License holder may renew the license every five (5) years. The expiration date of any additional endorsement(s) shall be the expiration date of the current Retired Educator License. Educators who have worked in Vermont under the Retired License shall seek a recommendation from their local or regional standards board or from the Office if the educator is employed by an entity not served by a local or regional board. If the applicant presents the following:

a) Documentation showing completion of three (3) credits or 45 hours of professional learning completed within the preceding three (3) years, with at least one (1) credit or 15 hours shall address the specific knowledge and performance standards in each endorsement of the endorsement(s) being renewed.
b) Evidence of any required additional licenses or credentials specific to a particular endorsement.
c) If practicing in an endorsement area, documentation of a self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards. The Office shall provide a verification form for L/RSBs for this purpose.
d) Verification that the licensee is receiving a retirement allowance from the Vermont State Teacher Retirement System for his/her service as an educator,

if applicable. Educators who exceed the earnings cap determined by the Vermont State Teachers Retirement System must reinstate their Level II Professional Educator License.

5435 Reinstatement of Lapsed Professional Educator Licenses or Endorsements

5435.1 After a professional license, or endorsement lapses, an applicant who wishes the license and/or endorsement to be reinstated shall provide, in accordance with Standards Board policy, evidence of professional growth equivalent to that which would have been required for the maintenance of each license and/or endorsement under current rules, and provide copies of valid additional licenses or credentials, that are required for the specific endorsement.

5435.2 If the applicant who wishes to reinstate a lapsed license, or endorsement is served by a local or regional standards board, the board shall evaluate, and verify, as appropriate, the professional learning activities, any other required credentials. The applicant must then submit documentation of this approval to the Office who will review and approve, as appropriate, the application for reinstatement. If an applicant is not under the jurisdiction of a local or regional standards board, the applicant shall apply for reinstatement directly to the Office, including submission for approval of documentation of professional learning activities if required.

5435.3 The local or regional standards board and the Office shall apply the same standards with regard to approval of professional learning for reinstatement as they apply to license renewals.

5435.4 To reinstate a lapsed Level II endorsement, six (6) credits or 90 hours of professional learning is required within the last five (5) years in the endorsement(s) areas being sought. To reinstate a lapsed Level I or Retired Professional Educator's License, three (3) credits or 45 hours of professional learning is required within the last three (3) years in the endorsement(s) areas being sought. Any additional licenses or credentials specific to a particular endorsement are required as well.

5435.5 Licenses issued under previous rules shall be reinstated at the equivalent level of licensure when all requirements for reinstatement are met.

If the applicant was eligible to move a Level I endorsement to a Level II Professional Educator's License at the time the license lapsed, then the license will be reinstated as a Level I, and the applicant will have to apply to move the endorsement to a Level II Professional Educator's License before expiration of the reinstated Level I Professional Educator's License.

5435.6 Reinstatement of a revoked or suspended license and/or endorsement is also subject to provisions in Section 5700 of these rules.

5440 Endorsements

5441 In order to be valid, each professional educator's license shall have one or more endorsements.

Each license shall have a code(s) as specified in Section 5445 that indicates the endorsement field(s) and/or instructional level(s) in which the holder is authorized to practice.

5442 Limited Endorsements

Endorsements limited in time, instructional level, or subject area may be issued by the Standards Board, or its designee, based on the applicant's education, background and experience. These endorsements shall permit practice in a specialized area within a broader endorsement field or restrict assignment to specific instructional levels or to a specific period of time.

5443 Additional Endorsements

5443.1 The holder of any license who wishes to qualify for an additional endorsement via transcript review shall present evidence of meeting the knowledge and performance standards and additional requirements, if any, of the endorsement. A minimum of eighteen (18) credit hours, or as specified by the endorsement is required. Only coursework for which the applicant received a grade of "C" or better may be counted toward the requirements for any additional endorsement. The applicant shall meet requirements for updated knowledge and skills as established by Standards Board policy.

5443.2 An educator applying for additional endorsement(s) who has received a recommendation through Peer Review or transcript review shall be issued a Level I Professional Educator's License. Additional endorsements for which an applicant is eligible under the Interstate Agreement shall be granted as a Level I Professional Educator's License.

5443.3 An educator who holds a Career Technical Educator (17) endorsement, who wants to add another sub-endorsement to their Career Technical Educator License, does not need to go through transcript review. However, the applicant must provide documentation of work experience in that sub-endorsement area. Documented work experience of 6 years (12,000 hours) if educator initially held an Apprenticeship License with less than an associate's degree, or the equivalent, or 4 years (8,000 hours) if educator held an associate's degree, or the equivalent, when first licensed. E.g.,

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
M. Engineering

5444 Endorsement Standards

The Standards Board shall establish and amend as needed the standards necessary to obtain an endorsement in a specific field of practice.

5445 Endorsements for Vermont Educators

Endorsements may be obtained in the following areas. For the purposes of these rules, the number preceding each endorsement title shall be the code for that endorsement.

Administrator Endorsements

(20) Assistant Director for Adult Education

The holder is authorized to design, implement, and administer educational and employment and training programs for adults in Vermont secondary schools and Career Technical centers.

(92) Career Technical Center Director

The holder is authorized to serve as director of a Career Technical center. An educator serving as Assistant Career Technical Center Director, however named, shall hold a Career Technical Center Director endorsement.

(93) Director of Curriculum

The holder is authorized to coordinate the curriculum, instruction, assessment, and professional learning activities of a school district or supervisory union.

(86) Director of Special Education

The holder is authorized to provide, administer, supervise, and evaluate special education programs and services, and to coordinate them with regular education programs, home-based services, and community-based services for learners with disabilities. An educator serving as an Assistant Director of Special Education, however named, shall hold a Director of Special Education endorsement.

(91) Principal

The holder is authorized to serve as a school principal. An educator serving as an Assistant Principal, however named, shall hold a Principal endorsement.

(90) Superintendent

The holder is authorized to serve as the Superintendent of a Supervisory Union (SU), Supervisory District (SD), or school district pursuant to 16 V.S.A. § 241. An educator serving as an Assistant Superintendent, however named, shall hold a Superintendent endorsement.

(75) Supervisor

The holder is authorized to supervise and evaluate instructional personnel and/or programs within the supervisor's specific area(s) of expertise. *Educators with a supervisor endorsement can retain, renew, and reinstate this endorsement. No new supervisor endorsements will be issued* (*effective August 2, 2013).*

Teacher Endorsements

(02) Art

The holder is authorized to teach art in grades PK-6, 7-12, or PK-12, as specified on the endorsement.

(39) Bilingual Education

The holder is authorized to teach learners who are English Language Learners (ELL) and/or native speakers of English, in a language other than English, as well as in English. This endorsement is an add-on endorsement only and is limited to holders of endorsements in early childhood, elementary education, middle grades, special education, English Language Learners, science, social studies, mathematics, or English language arts. The holder's language(s) of concentration and instructional level shall be indicated on the endorsement.

(03) Business Education

The holder is authorized to teach business education in grades 5-12 in middle and high schools.

(17) Career Technical Education

The holder is authorized to teach one or more career cluster area courses of study offered by a Career Technical center in grades 7-12 as specified on the endorsement.

(73) Career Technical Education School Counseling Coordinator

The holder is authorized to coordinate and provide Career Technical education school counseling services in grades 7-12.

(14) Computer Science

The holder is authorized to teach computer science in grades 7-12.

(38) Dance

The holder is authorized to teach dance in grades PK-6, 7-12, and PK-12, as specified on the endorsement.

(10) Design Technology Education

The holder is authorized to teach design and technology education in grades 5-12 in middle and high schools.

(30) Driver and Traffic Safety Education

The holder is authorized to teach driver and traffic safety education in grades 9-12.

(36) Early Childhood Education

The holder is authorized to teach young children birth through PK, PK through grade three, or birth through grade three, as specified on the endorsement.

(42) Educational Technology Specialist

The holder is authorized to plan and implement instruction and evaluate student learning in the use and integration of educational technologies in grades PK-12.

(00) Elementary Education

The holder is authorized to teach grades K-6.

(05) English

The holder is authorized to teach English language arts in grades 7-12.

(40) English Language Learners

The holder is authorized to provide instruction in English language development to English Language Learners (ELLs) and to support the learning of ELL learners in all content areas through collaboration with teachers, administrators, and parents. The holder is authorized to teach grades PK-6, 7-12, or PK-12, as specified on the endorsement.

(09) Family and Consumer Sciences

The holder is authorized to teach family and consumer sciences in grades 5-12 in middle and high schools.

(31) Health Education

The holder is authorized to teach health education in grades PK-6, 7-12, or PK-12, as specified on the endorsement.

(16) Junior ROTC Instructor

The holder is authorized to provide junior Reserve Officer Training Corps instruction to learners in grades 9-12 who are enrolled in junior ROTC programs.

(61) Library Media Specialist

The holder is authorized to provide library media services and instruction in grades PK-12.

(11) Mathematics

The holder is authorized to teach mathematics in grades 7-12.

(19) Middle Grades

The holder is authorized to teach one or more of the following content areas—English Language Arts, Mathematics, Science, Social Studies--in grades 5-9, as specified on the endorsement.

(06) Modern and Classical Languages

The holder is authorized to teach a modern (including American Sign Language) and/or classical language(s) in grades PK-6, 7-12, or PK-12, as specified on the endorsement.

(12) Music

The holder is authorized to teach music in grades PK-6, 7-12, or PK-12, as specified on the endorsement.

(25) Online Teaching Specialist

The holder is authorized to teach students from a distance who are enrolled in online coursework. This endorsement is an add-on endorsement only and is limited to holders of PK-12 teaching endorsements. The holder's area of online instruction and instructional level shall be indicated on the endorsement.

(08) Physical Education

The holder is authorized to teach physical education in grades PK-6, 7-12, or PK-12, as specified on the endorsement.

(78) Reading/English Language Arts Coordinator

The holder is authorized to provide leadership in the implementation of reading instruction and assessment practices that are informed by research, including coordination and management of all aspects of the school's or district's reading program and guidance of professional development in the area of reading, in order to help all learners achieve standards. This endorsement is limited to those who hold or are eligible to hold the Reading/English Language Arts Specialist endorsement.

(76) Reading/English Language Arts Specialist

The holder is authorized to function as a school-wide resource to support teachers to implement reading instruction and assessment practices that are informed by research, and to provide instruction in reading to learners in grades PK-12. This endorsement is limited to those who hold or who are eligible to hold endorsements in early childhood, elementary education, middle grades, the secondary content areas, special education, or English Language Learners.

(64) School Counselor

The holder is authorized to provide school counseling services in grades PK-12.

(65) School Nurse

The holder is authorized to provide school health services in grades PK-12 and to collaborate with teachers and administrators to integrate health and wellness knowledge and skills throughout the school and curriculum.

(65A) Associate School Nurse

The holder is authorized to provide school health services in grades PK-12.

(66) School Psychologist

The holder is authorized to provide school psychological services in grades PK-12.

(54) School Social Worker

The holder is authorized to provide school social work services to learners and their families in grades PK-12.

(13) Science

The holder is authorized to teach science in grades 7-12.

(15) Social Studies

The holder is authorized to teach history and the social sciences in grades 7-12.

(37) Theater Arts

The holder is authorized to teach theater arts in grades PK-6, 7-12, and PK-12, as specified on the endorsement.

(60) Work-Based Learning Coordinator

The holder is authorized to establish and coordinate experiential learning opportunities between industry and other community employers and secondary institutions in order to reinforce a learner's program of study, career interests, and goals. The holder is authorized to serve as a Work Based Learning Coordinator for grades 9-12.

Special Education Endorsements

(87) Career Technical Education Special Needs Coordinator

The holder is authorized to coordinate educational support services for learners on educational plans (e.g., IEPs, 504 Plans, and 157 Plans) with the sending schools, to provide academic support services, to conduct basic academic skill assessments, and to determine appropriate placements in Career Technical Education programs for individuals in grade 7 through age 21who are or will be enrolled in Career Technical Education programs.

(85) Special Education Consulting Teacher

The holder is authorized to provide comprehensive special education services, in any public education setting, to learners in grades K-8 and/or grade 7 through age 21, as specified on the endorsement, and to provide leadership in the implementation of best practices in special education. The holder may provide instruction to learners who are visually impaired, or Deaf or

hard of hearing, or who have intensive special needs, as those terms are defined in federal regulations pertaining to special education eligibility, in consultation with a Teacher of the Visually Impaired, Teacher of the Deaf and Hard of Hearing, or Intensive Special Education Teacher.

(80) Early Childhood Special Educator

The holder is authorized to provide early childhood education, birth through preschool, and early intervention and special education services, including service coordination, case management and comprehensive evaluation services, to children from birth to age 6.

(84) Educational Speech Language Pathologist

The holder is authorized to provide speech and language services, including case management and comprehensive evaluation services, to individuals age 3 through 21. (*Requires the clinical SLP License*.)

(81) Intensive Special Education Teacher

The holder is authorized to provide comprehensive special education services, in any public education setting, to individuals age 3 through 21 with intensive special needs, The holder is authorized to provide case management and to collaborate with an interdisciplinary team to design, implement, and evaluate educational plans and accommodations for individuals with intensive special needs.

(82) Special Educator

The holder is authorized to provide specialized instruction and intervention services, including case management, in any public education setting, to learners in grades K-8 and/or grade 7 through age 21, as specified on the endorsement. The holder may also provide comprehensive evaluation and Individual Education Plan (IEP) development services with professional and technical assistance from a Special Education Consulting Teacher or Director of Special Education. The holder may provide instruction to learners who are visually impaired, Deaf or hard of hearing, or who have intensive special needs, as those terms are defined in federal regulations pertaining to special education eligibility, in consultation with a Teacher of the Visually Impaired, Teacher of the Deaf and Hard of Hearing, or Intensive Special Education Teacher.

(67) Teacher of the Visually Impaired

The holder is authorized to provide comprehensive special education services, in any public education setting, to individuals age 3 through 21 who are visually impaired as defined in federal regulations pertaining to special education eligibility. The holder is authorized to provide or oversee the provision of instructional services and to collaborate with an

interdisciplinary team to design, implement, and evaluate educational plans and accommodations for individuals with visual impairments.

(68) Teacher of the Deaf and Hard of Hearing

The holder is authorized to provide comprehensive special education services, in any public education setting, to individuals age 3 through 21 who are Deaf or hard of hearing as defined in federal regulations pertaining to special education eligibility. The holder is authorized to provide or oversee the provision of instructional services, and to collaborate with an interdisciplinary team to design, implement, and evaluate educational plans and accommodations for individuals who are Deaf or hard of hearing.

5500 CODE OF PROFESSIONAL ETHICS AND RULES OF PROFESSIONAL CONDUCT FOR VERMONT EDUCATORS

5510 Code of Professional Ethics

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 professional conduct.

We, as professional educators, respect the dignity and individuality of every human being. We are committed to, and model for our learners, the lifelong pursuit of learning and academic excellence.

We are dedicated to effective scholarly practice, further enhanced by collaboration with colleagues and with those in the greater educational community. Furthermore, we are dedicated to compassionate service on behalf of our learners and their families, and we 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 these rules of conduct as the foundation for professional practice for all Vermont educators to honor and follow.

5520 Rules of Professional Conduct

What follows is a statement of fundamental principles which all Vermont educators should follow, each of which is accompanied by an enumeration of examples of unprofessional conduct which could subject an educator to licensing action.

5521 Principle I. A professional educator abides by all federal, state and local laws and regulations. Unprofessional conduct includes all conduct listed in 16 V.S.A. § 1698(1).

5522 Principle II. A professional educator maintains a professional relationship with all learners, both inside and outside the classroom, and makes reasonable efforts to protect learners from conditions which are harmful to their health and safety. Unprofessional conduct includes, but is not limited to:

a) Committing any act of child abuse, including physical and/or emotional abuse;
b) Committing any act of cruelty to children, or any act of child endangerment;
c) Committing any sexual act with, or soliciting any sexual act from, any minor, or any elementary or secondary learner regardless of age;
d) Committing any act of harassment as defined by state or federal law or regulation;
e) Soliciting, encouraging or participating in a romantic or sexual relationship (whether written, verbal or physical) with a learner, the educator knows or should know is a learner, in the absence of countervailing facts;
f) Using patently offensive language including, but not limited to, improper sexual comments;
g) Taking patently offensive pictures (digital, photographic or video) of learners;
h) Patently improper contact with any minor, or with any elementary or secondary learner regardless of age, using any means including electronic media;
i) Furnishing alcohol or illegal or unauthorized drugs to any learner, or allowing or encouraging a learner to consume alcohol or illegal or unauthorized drugs.

5523 Principle III. A professional educator refrains during the course of professional practice from the use of alcohol or drugs not prescribed for the educator's use. Unprofessional conduct includes, but is not limited to:

a) Unlawful possession of a drug so as to evidence moral unfitness to practice as an educator;
b) Possessing, using or being under the influence of alcohol or drugs, not prescribed for the educator's use, when on school premises or at a school sponsored activity where learners are present or may reasonably be expected to be present. (16 V.S.A. § 1698(1A)).

5524 Principle IV. A professional educator exemplifies honesty and integrity in the course of professional practice. Unprofessional conduct includes, but is not limited to:

a) Falsifying, fraudulently altering or deliberately misrepresenting professional qualifications, degrees, academic awards and/or related employment history, when applying for employment and/or licensure;
b) Failure to notify the state, at the time of application for licensure, of past criminal convictions, or of revocations or suspensions of a certificate or license by Vermont or any other jurisdiction;
c) Deliberately falsifying, deliberately misrepresenting, or deliberately omitting when requested, information regarding the evaluation of learners and/or personnel;

d) Deliberately improper administration of state or federal mandated standardized tests (including, without limitation, changing a learner's test answers, copying or teaching identified test items, and reading a test to learners without authorization);
e) Falsifying, or deliberately misrepresenting, information submitted to the Agency of Education in the course of an official educational inquiry and/or investigation.

5525 Principle V. A professional educator entrusted with public funds and/or property honors that trust with a high level of honesty, accuracy and responsibility. Unprofessional conduct includes, but is not limited to:

a) Misusing, failure to account for, or unauthorized use of, public or school-related funds or property;
b) Using any school equipment for the purpose of gaining access to pornography.

5526 Principle VI. A professional educator maintains integrity with learners, colleagues, parents, and others regarding gifts and other favors. Unprofessional conduct includes, but is not limited to:

a) Soliciting or accepting gifts or other favors for personal use or gain where there may be an actual or apparent conflict of interest.

5527 Principle VII. A professional educator complies with state and federal laws and regulations, relating to the confidentiality of learner and employee records, unless disclosure is required or permitted by law. Unprofessional conduct includes, but is not limited to:

a) Sharing of confidential information concerning learner academic or disciplinary records, health and medical information, family status and/or income, and assessment/testing results, with unauthorized individuals or entities;
b) Sharing of confidential information by an administrator about employees with unauthorized individuals or entities.

5528 Principle VIII. A professional educator fulfills all of his or her obligations to learners. Unprofessional conduct includes, but is not limited to, the failure to provide appropriate supervision of learners at school or school-sponsored activities, or the failure to ensure the safety and well-being of learners.

5529 Principle IX. A professional educator complies with obligations to report alleged unprofessional conduct. Unprofessional conduct of an administrator includes, but is not limited to:

a) The failure of a superintendent who has reasonable cause to believe an educator has engaged in unprofessional conduct to submit a written report to the Secretary;
b) The failure of a principal who submits to the Secretary a report of alleged unprofessional conduct to submit it to his or her superintendent as well.

5530 Principle X. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, and in professional rights and responsibilities. Unprofessional conduct includes, but is not limited to:

a) Conduct that unreasonably impairs a colleague's ability to teach or perform his or her professional duties, including acts of harassment or interfering with the free participation of colleagues in professional associations;
b) Taking, sharing or disseminating inappropriate pictures (digital, photographic or video) of colleagues.

Application Notes:

1. The foregoing Code of Professional Ethics is adopted in accordance with 16 V.S.A. § 1694(5).
2. Nothing in these Rules can, or is intended to, vary the definition of "unprofessional conduct" which is contained in 16 V.S.A. § 1698. Rather, these Rules enumerate a non-exclusive list of conduct which, if proven in a particular case, might constitute unprofessional conduct.

5600 ADMINISTRATIVE BODIES

5610 The Vermont Standards Board for Professional Educators (Standards Board)

5610.1 Employment Status Change

A member whose employment status changes during his or her term on the board shall remain on the Standards Board for the duration of the term for which he or she was appointed.

5610.3 Allowable Expenses

Standards Board members shall be eligible for reimbursement by the Vermont Agency of Education for allowable expenses as defined by 32 VSA §1010.

Institutions which employ educator members shall be reimbursed for the cost of substitutes.

Members of the Standards Board shall receive a per diem in addition to their expenses.

5610.4 Policy Agenda and Annual Report

The Standards Board may develop an annual policy agenda in consultation with the Secretary and the State Board of Education which includes ongoing work and new issues for study.

The Standards Board may submit an annual report to the Secretary and the State Board of Education.

5610.5 Duties

The duties of the Standards Board, in addition to those duties specified in 16 V.S.A. Chapter 51 include:

1. defining high quality, practical professional learning that includes, but is not limited to, linking school practitioners and higher education;
2. examining issues in educator preparation, licensure and relicensure;
3. developing relicensing policies and procedures for the Office and local and regional standards boards;
4. approving local and regional standards boards' plans of operation and amendments to the plans;
5. monitoring, promoting, and supporting the effective operations of the local and regional standards boards and local and regional relicensing procedures.

5620 Local Standards Board (LSB)

5621 Establishment and Maintenance

5621.1 A local standards board shall be established and maintained for each of the supervisory unions/districts and the Corrections Education Program.

5621.2. A supervisory union/district may form more than one local standards board or be part of a collaborative board with other supervisory union/districts. Such formations are subject to the approval of the Standards Board.

5621.3 Educational entities, other than supervisory union/districts, that employ licensed educators may establish a local standards board, or a collaborative board, subject to approval by the Standards Board. Such boards shall be subject to all conditions that apply to local standards boards in supervisory unions/districts.

5621.4 Each supervisory union/district, through its superintendent, shall be responsible for facilitating and supporting the local standards board development and operation.

5621.5 Educational entities other than supervisory unions/districts that choose to have a local standards board shall designate a person to be responsible for facilitating and supporting the development and operation of the board.

5622 Primary Purpose

A local standards board shall be established and maintained for the primary purpose of recommending teachers for relicensure. Such recommendations shall be based on the following: verified professional learning activities, these rules, standards defined by the Standards Board, and procedures set forth in a local plan of operation that has been approved by the Standards Board. Current teachers who also hold administrator endorsements shall renew those endorsements through the local standards board.

5623 Membership

Membership of the LSB shall be composed of not less than five licensed educators. At least a majority of the membership shall be licensed teachers selected by licensed teachers.

5624 Plan of Operation

5624.1 Each local standards board shall develop its own plan for operation according to guidelines, policies and procedures established by the Standards Board.

5624.2 The plan of operation shall indicate that an annual report will be submitted to the Standards Board, or its designee, on or before a date to be determined by the Standards Board.

5624.3 The plan of operation shall be subject to approval by the Standards Board, or its designee.

5624.4 The plan of operation may be amended according to procedures defined in said plan. All amendments shall be subject to approval by the Standards Board, or its designee.

5625 Reciprocity of Professional Learning

Verified professional learning activities have reciprocity with local standards boards throughout the state and with the Office when the educator is not under the jurisdiction of a local standards board.

5626 Transfers

Educators transferring from one Vermont supervisory union/district, or other educational entity with a local standards board, to another shall be responsible for transferring their professional learning records to the new local or regional standards board within six (6) months of employment.

5627 Volunteer Service

For the purposes of 1 V.S.A. §310(3), a local standards board is an administrative body and is not a board, council or commission, nor a committee or subcommittee of a board, council or commission of a political subdivision of the state. Further, for the purposes of 3 V.S.A. §1101(b)(4), a member of a local standards board is a volunteer for the Standards Board and provides services at the request of and under the direction and control of the Standards Board.

5630 Regional Standards Board (RSB)

5631 Establishment and Maintenance

A regional standards board shall be established and maintained in each of the five (5) regions in the state. Unless otherwise determined by the Standards Board or its designee, the five regions shall be those that correspond to the existing Superintendent regions.

Supervisory union/districts in each region, through their superintendents, shall be responsible for facilitating and supporting the regional standards board development and operation.

5632 Primary Purpose

A regional standards board shall be established and maintained for the primary purpose of recommending administrators for relicensure. Such recommendations shall be based on the following: verified professional learning activities, these rules, standards defined by the Standards Board, and procedures set forth in a regional plan of operation that has been approved regionally and by the Standards Board.

Current administrators who also hold endorsements in fields other than administration shall renew those endorsements through the regional standards board.

5633 Determination of Administrator Status

For relicensing purposes an educator shall be considered an administrator and utilize the services of a regional standards board when the majority of his or her employed time in a school, school district, or supervisory union is devoted to direct responsibility for the evaluation and discipline of personnel, the development and management of the curriculum of the school, or supervision or internal management of a school system or school program. When a question arises as to the appropriate standards board to handle an educator relicensing request, the endorsement under which the educator practices for the majority of the time shall determine the appropriate board.

5634 Membership

The membership of a regional standards board shall include a majority of licensed administrators.

5635 Plan of Operation

5635.1 Each regional board shall develop its own plan for operation according to guidelines, policies, and procedures established by the Standards Board.

5635.2 The plan of operation shall provide that an annual report will be submitted to the Standards Board or its designee on or before a date to be determined by the Standards Board or its designee.

5635.3 The plan of operation shall be subject to approval by the Standards Board or its designee.

5635.4 The plan of operation may be amended according to procedures defined in said plan. All amendments shall be subject to approval by the Standards Board or its designee.

5636 Reciprocity of Professional Learning

Verified professional learning activities have reciprocity with regional standards boards throughout the state and with the Office when the educator is not under the jurisdiction of a regional standards board.

5637 Transfers

Administrators transferring from one supervisory union/district, or other educational entity with a regional standards board, to another, shall be responsible for transferring their professional learning records to the new regional standards board within six (6) months of employment.

5638 Volunteer Service

For the purposes of 1 V.S.A. §310(3), a regional standards board is an administrative body and is not a board, council or commission, nor a committee or subcommittee of a board, council or commission, of a political subdivision of the state. Further, for the purposes of 3 V.S.A. §1101(b) (4), a member of a regional standards board is a volunteer for the Standards Board and provides services at the request of and under the direction and control of the Standards Board.

5700 LICENSE SURRENDER, NEGOTIATED SETTLEMENT, REINSTATEMENT AFTER SUSPENSION OR REVOCATION, REPRIMANDS, AND POSTING OF LICENSING ACTIONS

5710 Requirements for Reinstatement/Re-application after Suspension or Revocation

a) In addition to the requirements of Sections 5430 through 5435.6, a license or endorsement that has been suspended or revoked may be reinstated or reapplication granted if:
   i. the period of the suspension has passed and any and all conditions that may have been placed on reinstatement/re-application have been satisfied.
   ii. the educator whose license has been revoked demonstrates, by clear and convincing evidence, that he/she has been rehabilitated.

b) A license or endorsement, including one that is limited in time, level or scope may be issued subject to terms deemed necessary for ensuring compliance with licensing requirements and professional standards if the license has been suspended or revoked.

5711 Negotiated Settlement

A negotiated settlement of a licensing action may be entered into between the educator and the Secretary at any stage of the investigation or proceedings.

5712 Surrender of License

At any stage of investigation or proceedings, an educator may surrender a license or endorsement. A surrendered license or endorsement shall be considered to have the same force and effect as a revocation and any re-application or request for reinstatement shall be dealt with in accordance with Section 5710 of these rules.

5713 Private Reprimands

The existence of a private reprimand and the grounds for the reprimand shall be public information within the meaning of 1 V.S.A. § 317 et seq. but the identity of the Licensee, including any information that would lead to the identification of the Licensee, shall be confidential.

5714 Public Reprimands

The existence of a public reprimand shall be public information within the meaning of 1 V.S.A. § 317 et seq. and the details of the reprimand itself shall be subject to disclosure.

5715 Posting of Licensing Actions on Agency Website

All private reprimands shall be reported on the Agency of Education website and shall include only the grounds for such disciplinary action, absent any information that would lead to the identification of the Licensee.

All public reprimands, suspensions and revocations shall be reported on the Agency of Education website and shall include:

a) Name of Licensee;
b) Business address at time of action;
c) School where incident occurred or where licensee was employed;
d) License type / endorsement(s);
e) Grounds;
f) Disciplinary Action; and
g) Date of Action.

5800 ADMINISTRATIVE PROVISIONS

5840 Access to License Records

Any person, who makes a request for information shall be informed of the license status of any individual subject to licensure. All other access to licensing records shall be in accordance with the provisions of 1 V.S.A. § 315-320 and 16 V.S.A. § 1708. Public records and documents, as that term is defined in 1 V.S.A. § 315, shall be made available to the public upon request unless the information is otherwise exempt from disclosure under 1 V.S.A. § 317. This includes public records or documents relating to the final disposition of disciplinary complaints that result from the filing of disciplinary charges by the Secretary. The suspension or revocation of a license shall be reported to the National Association of State Directors of Teacher Education and Certification (NASDTEC) after the period of time for appeal has expired except as provided otherwise. Access to licensing records by Agency employees is limited to those with work-related needs.

5900 APPROVAL OF EDUCATOR PREPARATION PROGRAMS

5910 Approval Process Statement of Purpose

Approval by the Standards Board authorizes an institution or educational organization with an educator preparation program, to recommend a person who satisfactorily completes the approved program as eligible for licensure and/or endorsement.
The institution, or educational organization's recommendation of a candidate for licensure and/or additional endorsement shall be indicated by a statement on the candidate's transcript, or a method approved by the Standards Board, or its designee; indicating that the candidate is being recommended for licensure and/or endorsement by the program provider, and shall indicate the endorsement title, sub-endorsement title, if any, and grade levels of the recommendation.

5911 Approval includes evaluation of two distinct types of portfolios developed through guidelines adopted by the Standards Board:

5911.1 The institution or educational organization shall complete a self-study resulting in the preparation of an Institutional Portfolio which is a program assessment and planning report, that documents the effectiveness of the program provider at assuring that it recommends qualified educators, and that also details plans for continuous improvement and plans for meeting current and evolving standards of best practice in educator preparation.

5911.2 An individual Level I Licensure Portfolio shall be maintained by each candidate seeking initial licensure and shall contain appropriate and sufficient documentation of the individual's competence.

5912 Sections 5920-5950 of these rules govern the implementation of the program approval process. The Standards Board may adopt policies, standards, and guidelines for further clarification of this process.

5920 Approval Criteria

5921 The institution, or educational organization, must demonstrate that its administrative procedures for operating and maintaining approved programs ensure:

5921.1 Consistency with licensing rules, the Core Teaching and Leadership Standards for Vermont Educators, requirements for endorsements, and the program approval granted by the Standards Board;

5921.2 Maintenance and transmittal of records is accurate and timely;

5921.3 Notification to the Office, in advance, of any significant change affecting an approved program or administrative procedures:

5921.4 A program that meets the requirements of Sections 5922 and 5923 of these rules.

5922 A teacher preparation program or alternate route shall be approved if all of the following criteria are met:

5922.1 Provider ensures that candidates have the necessary content and pedagogical knowledge to help all students learn and to create learning experiences that make the content area accessible and meaningful for learners.

5922.2 Provider uses valid and reliable methods to systematically evaluate candidates' knowledge and performance competencies, to monitor candidates' progress, and to acquire data that is used in making programmatic improvements. This

includes follow-up studies of graduates and those who have hired recent graduates.

5922.3 Provider and its PK-12 partners collaborate to ensure high-quality field experiences where candidates demonstrate effective teaching and take responsibility for student learning.

5922.4 Provider ensures that programs and candidates have the resources to meet Vermont's Core Teaching and/ or Core Leadership Standards as well as the endorsement requirements.

5923 An administrator preparation program shall be approved if all of the following criteria are met:

5923.1 Provider ensures that candidates have the necessary content and pedagogical knowledge as detailed in Vermont's Core Leadership Standards.

5923.2 Provider uses valid and reliable methods to systematically evaluate candidates' knowledge and performance competencies, to monitor candidates' progress, and to acquire data that is used in making programmatic improvements. This includes follow-up studies of graduates and those who have hired recent graduates.

5923.3 Provider and its PK-12 partners collaborate to ensure high-quality field experiences where candidates demonstrate effective leadership and take responsibility for student learning.

5923.4 Provider ensures that programs and candidates have the resources to meet Vermont's Core Leadership Standards as well as the endorsement requirements.

5924 Student Teaching Requirements

5924.1 Definition. For the purposes of this rule, "student teaching" means a minimum of thirteen (13) consecutive weeks of supervised, concentrated field experience required for initial licensure, including an internship, or other concentrated field experience, however named, in which the candidate shall gradually assume the full professional roles and responsibilities of an educator in the initial endorsement area sought.

5924.2 Except as otherwise provided, all candidates for student teaching shall meet the following qualifications:

a. academic competence as attested by an overall 3.0 grade point average (on a 4 point scale), and a 3.0 grade point average in the field of major

studies as defined by the institution, or written certification of intellectual competence by an academic dean; institutions that use alternate grading systems have the responsibility of demonstrating how their assessment is commensurate to a 3.0 grade point average.

b. through related course work, completion of a minimum of sixty (60) clock hours of supervised field experience (i.e. practicum), which need not be consecutive and may accumulate to sixty (60) hours.

5924.3 The placement of student teachers is the responsibility of the teacher preparation program and shall meet the following requirements:

a) a minimum of thirteen (13) consecutive weeks of supervised, concentrated field experience required for initial licensure (e.g., student teaching, internship, or other concentrated field experience however named), in which the candidate shall gradually assume the full professional roles and responsibilities of an educator in the initial endorsement area sought;
b) the assignment shall be with a licensed educator in an appropriate setting as determined by the school district and training teacher preparation program.
c) Exceptions shall be documented and submitted to the Standards Board or its designee for approval; a written agreement with the school in which the student teacher is placed outlines the responsibilities of each party;
d) cooperating educators have been trained by the teacher preparation program in the strategies and methods being taught in the educator preparation program;
e) the placement process and student teacher expectations are incorporated in a student teaching handbook.

5924.4 The supervision and evaluation of student teachers by the teacher preparation program's faculty shall meet the following requirements:

a) supervision shall be provided by qualified faculty from the teacher preparation program's staff including adjunct faculty. An individual shall not serve simultaneously as the cooperating educator and as the supervisor from the institution’s faculty.
b) the teacher preparation program's supervisors shall observe and advise the student teacher at least once every ten (10) teaching days.
c) the teacher preparation programs supervisors shall not be assigned more student teachers than can be adequately supervised and supported.
d) a specific student teaching evaluation process shall be detailed in the student teaching handbook, including collection of data on the candidate’s performance, a process for feedback to the candidate, and use of the data to provide additional assistance.

5924.5 The supervision and evaluation of school counselors by the counseling preparation program's faculty shall comply with VSBPE policy on supervision and meet the following requirements:

a) supervision shall be provided by qualified faculty from the counseling preparation program's staff including adjunct faculty. An individual shall not serve simultaneously as the cooperating educator and as the supervisor from the institution's faculty.
b) the counseling preparation program's supervisors shall advise the counseling intern at least once every ten (10) teaching days.
c) the counseling preparation program's supervisors shall not be assigned more counseling interns than can be adequately supervised and supported.
d) a specific counseling candidate evaluation process shall be detailed in a handbook, including collection of data on the candidate's performance, a process for feedback to the candidate, and use of the data to provide additional assistance.

5924.6 To successfully complete a student teaching or school counseling placement, a candidate shall achieve at least a grade of "B." Prior to issuing a candidate's grade, the educator preparation program shall consider the evaluation by the cooperating educator. Institutions that use alternate grading systems have the responsibility of demonstrating how their assessment is commensurate to a "B."

5924.7 To earn a recommendation from an education preparation program, upon completion of the program a candidate shall achieve an overall 3.0 grade point average and 3.0 grade point average in the field of major study as defined by the institution.

5930 Review Process for Program Approval

5931 All licensure programs must be approved by the Standards Board (ROPA) or another accrediting body named by the Standards Board. Unless otherwise specified by the Standards Board, program approval shall be for seven (7) years. Said approval, or conditional approval, shall continue until such time as the Standards Board acts otherwise.

5932 An institution or educational organization that wishes to initiate, add, or reactivate an educator preparation program that is not currently approved, shall submit, in advance, a written request for approval to the Standards Board. Approval of new or reactivated programs shall be limited to a two-year conditional approval. An institution or educational organization that wishes to revise an approved program to meet new standards shall follow the above procedure.

5933 An institution or educational organization shall notify the Standards Board in advance if it intends to significantly alter or discontinue a currently approved program; in

accordance with the VSBPE's "Policy on Closing an Approved Educator Preparation Program".

5934 Each review shall include an evaluation by a review team appointed by the Standards Board. The review team shall:

5934.1 Include, but not be limited to: one member of the Standards Board, one educator preparation professional and two at-large members. The Standards Board, at its discretion, may alter the composition of the team. The review team chair shall be appointed by the Standards Board.

5934.2 Conduct both off-site and on-site evaluation that includes review of the Institutional Portfolio and individual Level I Teaching Licensure Portfolios. At the conclusion of the evaluation, a summary of the off-site and on-site review team's evaluation shall be presented in an Exit Report with the institution's president and/or designees.

5936 Reports and Responses

5936.1 The review team shall submit, in writing, a draft report of its findings, which include commendations and recommendations, to the institution. The institution may respond to any factual errors.

5936.2 The review team shall submit, in writing, a final report to the Chair of the Standards Board and the report shall be sent to the president of the institution or educational organization. The report shall include a recommendation for action by the Standards Board.

5936.3 The institution or educational organization shall respond, in writing, to the Chair of the Standards Board regarding the contents of the report. The response shall include plans to address the stipulations and concerns specified in the report of the review team.

5936.4 The Chair of the Standards Board shall schedule a meeting of the Standards Board, or committee thereof, at which the chair of the review team, or his/her designee, shall present the report. Before the Standards Board takes action, the institution or educational organization shall receive notice and shall be offered an opportunity for a hearing.

5936.5 The Standards Board shall establish time frames for reports and responses.

5940 Action by the Vermont Standards Board for Professional Educators

5941 Action by the Standards Board shall be on a program by program basis. However, a finding that an institution or educational organization's administrative procedures for

operating and maintaining approved programs are insufficient shall apply to all programs.

5941.1 After review of each educator preparation program offered or proposed by a program provider, the Standards Board may take one of the following actions:
a) grant full approval;
b) grant conditional approval for a specified time period; or
c) grant provisional approval;
d) deny approval.

5941.2 Notwithstanding Section 5931 of these rules, approval of all proposed new programs shall be limited to provisional approval.

5942 Action Subsequent to Full or Conditional Program Approval

5942.1 Follow-up Review of Approved Programs
a) notwithstanding Section 5931, the Standards Board may review any approved program during its approval period when there is concern about its continued compliance with program approval requirements.
b) notwithstanding Section 5931, the Standards Board may review programs with conditional approval at any time during the conditional approval period when there is concern about its continued compliance with program approval requirements.
c) follow-up review by the Standards Board may be based on written documentation submitted by the institution and may include a report submitted by one or more individuals assigned by the Standards Board to review the program(s) in question. The review may also include an on-site evaluation.

5942.2 After a follow-up review, the Standards Board may find that:
a) a program that meets requirements shall remain fully approved or a conditionally approved program that has satisfied conditions shall be granted full approval until the next scheduled approval review.
b) a program that does not meet the requirements of its approval may have its approval suspended, revoked, or continued for a specified time period with conditions attached.

5942.3 Before the Standards Board takes action, the institution or educational organization shall receive notice and be offered an opportunity for a hearing.

5950 VSBPE Waiver Rule

5951 The VSBPE may consider waiving its established rules under the following circumstances:

a) When strict application and/or enforcement of the existing VSBPE rules would create an unintended consequence, the result of which would be contrary to the intent of the VSBPE's rules as a whole; or
b) When strict application and/or enforcement of the VSBPE's existing rules would create an undue hardship for a licensee, an applicant, an educator preparation program, or a school district.

5952 The VSBPE shall only waive its rules under extraordinary circumstances, and under circumstances in which the interests of all affected learners are protected. In considering a waiver request, the decision of the VSBPE shall be final. This rule shall not apply to the consideration of particular waiver requests which are currently, or may be in the future, covered by separate, and more specific, rules regarding waivers (such as any such rule pertaining to Praxis testing).