



219 North Main Street, Suite 402  
Barre, VT 05641 (p)802-479-1700 | (f) 802-479-1835

## MEMORANDUM

TO: Licensed Vermont Educators & Educators seeking Vermont Licensure  
FROM: Debi Price, Director of Educator Quality  
SUBJECT: Acceptance of Praxis and Test Score Reports  
DATE: January 5, 2017

---

### Acceptance of Test Score Reports

In our continuing efforts for greater efficiency in the application process, the Licensing Office has revised its practice related to acceptance of ETS Praxis, SAT, GRE, and ACT Score Reports. Please note changes below that are effective January 1, 2017.

### Practice to December 31, 2016

Test scores reports must be sent directly to Agency of Education from ETS, College Board, ACT electronically or in a sealed envelope from the testing service. Score reports that are more than 10 years old would be accepted if notarized.

### Change in Practice – effective January 1, 2017

Official test score reports can be scanned and uploaded into an application by an applicant. All information on the Score report must be clear and visible.

Official Score reports include:

- The ETS, GRE, College Board or ACT logo
- Examinee information
- Number of test taken
- Date of test taken
- Test scores for specific tests
- Score recipients
- All pages (front and back)

An Examinee score report with the test service trademark can be accepted. *Please note that the Agency of Education reserves the right to request an official score reports from a test service at the educator/applicant expense at any time.*

### Exceptions

Applicants/Candidates applying through Peer Review will continue to request an official score reports from a test service to be sent in a sealed envelope directly to the Agency of Education Licensing Office, or to: [aoe.transcripts@vermont.gov](mailto:aoe.transcripts@vermont.gov).