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PEER REVIEW PROGRAM OVERVIEW

Introduction:

Vermont's alternate route to licensure is the "Peer Review Program". Peer Review is for individuals who have acquired the knowledge and skills needed to meet the *VT Core Teaching (if applicable) or Leadership Standards* and the endorsement competencies for the endorsement they seek through coursework and experiences rather than through a traditional preparation program.

When considering Peer Review, it is important to understand, this program is a process educators navigate independently. Other than the clinic, which provides comprehensive details regarding the process of portfolio development; educators must be self-directed regarding understanding the requirements of their particular endorsement and be ready to set up student teaching experiences for themselves.

Process:

The Peer Review process has five stages:

1. **Applying to the Program** - You will need to apply for the Peer Review program in our [Online System \(ALiS\)](#):

- If you are seeking **initial licensure** you will need to log on and click "apply for new license" from the menu. Select NO to all the Preliminary Questions. You will then be prompted to select the Alternate Route you are pursuing. Choose 'Peer Review' and complete the application.
- If you are seeking **an additional endorsement** you will need to log on and click "add new endorsement" from the menu. Select Peer Review as your route and complete the application.

For a Peer Review application to be complete the following must be included as part of the Online application:

- Official* undergraduate and graduate (**if applicable**) transcripts with the degree and date conferred indicated (these must be sent via mail or electronically to AOE.transcripts@vermont.gov)
- A current resume

2. **Peer Review Clinic** - Monthly clinics are conducted in order to provide support for candidates who are considering Peer Review or who need to complete the clinic as they prepare their portfolios. A PowerPoint with information will be presented including electronic Portfolio examples; there will be a group question time as well as time for individual questions after the Clinic. Clinics are held at the AOE in Barre. Clinic attendance is required as part of the Program. Candidates should register for the Clinic by emailing wendy.scott@vermont.gov. Requests to register should include contact information as well as what endorsement area is being sought. Confirmation of registration will be sent by email. Please note that there is a limit of 25 spots per Clinic so please sign up as soon as possible.

3. **Preparing the Portfolio** - A portfolio is an edited but significant collection of materials or artifacts that you assemble in order to demonstrate and verify that you possess the knowledge, skills, accomplishments and dispositions required to fulfill the *VT Core Teaching and Leadership Standards* and the endorsement competencies for the endorsement sought.

4. **The Panel Interview** - The Peer Review Panel Interview process is a three-step process: (1) each panel member evaluates the candidate's portfolio; (2) the candidate attends the Panel Interview where the panelists ask clarifying questions of the candidate; (3) the Panel meets to discuss whether the candidate has satisfied all the competencies for the endorsement sought or additional work is needed.

5. **Peer Review Panel's Recommendation and/or Summary** - If the Peer Review Panel determines that the candidate has adequately met all initial licensure and/or endorsement competencies, the Peer Review Program Coordinator issues the candidate a Summary letter of their Panel Interview AND a Recommendation for Licensure in the endorsement area sought. If the Peer Review Panel determines that the candidate did not provide sufficient evidence demonstrating that he or she has met all of the competencies and requirements, the candidate is sent a Summary Letter detailing which competencies have been met and which have not. The candidate then has the following options: 1) ask the panel to reconsider their decision in light of new evidence. 2) accept the results of the evaluation and develop a plan.

Fees:

The fees associated with the Peer Review Program are:

- \$50.00 application and processing fee for the Peer Review Program
- \$85.00-\$285.00 Praxis Core and/or Praxis II testing
- \$1,200.00 Portfolio and Program fee due when the candidate submits their Portfolio

The fees associated with applying for Initial Licensure are:

- \$50.00 application and processing fee for the Initial Application
- \$150.00 Level I license fee valid for 3 years (requested once application is approved) t
- \$10.00 *Optional* Formal Display License fee

Informational Links:

Information regarding Peer Review and the process can be found on the [Vermont Agency of Education's webpage](#).

Questions?

Email: aoe-licensinginfo@vermont.gov