

Professional Learning

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

Registering in the online system

- ▶ [How to register in ALiS and update your profile pdf](#)
- ▶ Include an email address that you check frequently as your preferred email. (The email address on record will be used to communicate information about your application as it is processed beginning with an email receipt verifying the Agency has received your application.)
- ▶ The system is compatible with Internet Explorer and Google Chrome

Employment

- Educators who are employed in a Supervisory Union (public, private etc.) – your professional learning application will be reviewed and approved by your Local Standards Board.
- For your application to be routed to your Local Standards Board - you must complete the employment section. NOTE: For the position you currently hold, do not put an end date.
- Educator not employed in a Supervisory Union – may enter Professional Learning at any time, and save this to their account. These activities will then appear within your renewal application.
- [How to complete your employment section](#).pdf

Professional Learning

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



Login and choose PL Activity

Contact Information

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

WHAT DO YOU WANT TO DO?

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



Professional Learning Activity Screen

- Choose ADD
- Documents may only be scanned and uploaded. You will need to scan and upload all documents which verify your professional learning within the “**Documents (0)**” section.

Professional Learning Activity

Fields marked with asterisk (*) are required.

Add | Delete

| Status | How You Will Send Documents | Document(s) | |
|--------|-----------------------------|---------------|--|
| | Upload online | Documents (0) | |

Document Upload

Attach Document(s) **Add | Delete**

| Document | Comments | |
|--------------------------------|----------------------|--------------------------|
| <input type="text"/> Browse... | <input type="text"/> | <input type="checkbox"/> |

PL date ranges and required credits

- ▶ Level II Licenses may add PL that occurred January 1, 2010 and after only. Dates prior to 1/1/10 will not be accepted by the system – or populated into your renewal/reinstatement.
- ▶ Level I Licenses may add PL that occurred January 1, 2014 and after only. Dates prior to 1/1/14 will not be accepted by the system – or populated into your renewal/reinstatement.
- ▶ Level I Licenses - Completion of a minimum of 3 credits or 45 hours of professional learning per endorsement.
- ▶ Level II 5 Year Licenses - Completion of a minimum of 6 credits or 90 hours of professional learning per endorsement.
- ▶ Level II 7 Year Licenses - Completion of a minimum of 9 credits or 135 hours of professional learning per endorsement.
 - ▶ 1 credit of professional learning is equal to 15 hours.

Activity Details

- Choose an Activity type and enter the activity name (e.g. Intro to Economics 101; Workshop on MTSS etc.)
- Enter the number of hours. Only numeric values 0-9 are allowed, for .5 you will need to round UP
- How will you send document(s)? – Upload Online (only option)
- Enter a Start Date (see previous slide for allowable dates per license type). Activity must have been 100% completed to be considered.

Activity Details

Completion of a minimum of 3 credits or 45 hours of professional learning.
Completion of a minimum of 6 credits or 90 hours of professional learning.
Completion of a minimum of 9 credits or 135 hours of professional learning.
1 credit of professional learning is equal to 15 hours.

| | | | |
|----------------------------------|----------------------|-----------------|----------------------|
| Activity Type * | -- Choose One -- | Activity Name * | <input type="text"/> |
| # Of Hours * | <input type="text"/> | Start Date * | <input type="text"/> |
| How will you send Document(s)? * | -- Choose One -- | End Date | <input type="text"/> |
| Description * | <input type="text"/> | | |
| Expected or Actual Impact * | <input type="text"/> | | |
| Completed? * | -- Choose One -- | | |

Activity Details

- Enter a description of the activity
- Enter the “Expected or Actual Impact”. This question is asking how this activity did or does impact your growth in the profession.
- Choose if the activity has been completed

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| | | | |
|----------------------------------|----------------------|-----------------|----------------------|
| Activity Type * | -- Choose One -- | Activity Name * | <input type="text"/> |
| # Of Hours * | <input type="text"/> | Start Date * | <input type="text"/> |
| How will you send Document(s)? * | -- Choose One -- | End Date | <input type="text"/> |
| Description * | <input type="text"/> | | |
| Expected or Actual Impact * | <input type="text"/> | | |
| Completed? * | -- Choose One -- | | |

Related Endorsement & Core Teaching / Leadership Standards

- Within the Activity Details pop-up window – in the Related Endorsement section – choose the endorsements to which the activity is connected (if PL applies directly to that endorsement).
- Within the Core Teaching (or Leadership) Standards pop-up window – choose the standards to which the activity is connected.

Related Endorsement

Related endorsement(s): If this goal is related to one or more endorsement, please select those endorsement(s).

- 1 -00 (Elementary Education, Grades K-6)
- 6 -84 (Educational Speech Language Pathologist, Age 3 through age 21)

Core Teaching Standards

[Click here](#) to view the Vermont Core Teaching Standards.

| The Learner and Learning | Content and Knowledge | Instructional Practice | Professional Responsibility |
|---|---|---|---|
| <input type="checkbox"/> Learner Development | <input type="checkbox"/> Content Knowledge | <input type="checkbox"/> Assessment | <input type="checkbox"/> Professional Learning and Ethical Practice |
| <input type="checkbox"/> Learning Differences | <input type="checkbox"/> Application of Content | <input type="checkbox"/> Planning for Instruction | <input type="checkbox"/> Leadership and Collaboration |
| <input type="checkbox"/> Learning Environment | | <input type="checkbox"/> Instructional Strategies | |

OK

No Change-Close

Activity Details

- In order to SAVE your activities – choose OK within the Activity Detail pop up window, the pop up window will close. You then need to click the SAVE button at the bottom of the Professional Learning Activity screen.



- **Click SAVE after entering each activity to prevent loss of information.**



- When you are finished adding activities (and you are employed in a Vermont school) you may submit your activities to your Local Standards Board (LSB) for review and approval.
- **If you are not employed in a Vermont school, you may save your activities. All applicable activities, will then populate within your application when you are renewing or reinstating your license.**

L/RSB Review

- ▶ Your L/RSB will review your application and you will receive an email confirming the application was submitted
- ▶ You may make edits to your application prior to your LSB representatives reviewing your activities by choosing view pending online applications, then view details
- ▶ View the following tutorial on making edits to and adding activities after submission to your LSB.

[Video Tutorial –](#) 
[Professional Learning](#)