

L/RSB Retired Educator Application

The Vermont Online Licensing
System for Educators

Resources and Information

- A retired educator license is only available to those that meet the following requirements:
 - Valid Level II License
 - 15 years licensed experience
 - Withdrawn from active service or will withdraw from active service within six months
 - Receiving or will receive within six months any Educators' Retirement Allowance
 - Completed three professional development credits (45 hours), in each endorsement area, within three years of application
- *Do not use Safari to access the system and apply for a license. It is NOT compatible and will not work.*

Before you start....

1. You must be registered in the Online Licensing System aka ALiS
2. To register go to [our website and Click 'Register Here'](#). For more information on Registering Please view the [Registering in ALiS tutorial](#).
3. You need to update your profile information with:
 - Personal & Contact Information
 - [Current Employment](#) - This is critical as your employment will link you with the correct Local Standards Board or the AOE for approval. Make sure that you select the correct SU and school information in the employment section of your profile. If you are not employed in a Vermont School please select “other” and then complete the remaining details.
 - Education Details
4. You will need a credit card or electronic checking account to complete the application process.

Professional Learning

Professional Learning for Level II Retired:

- 45 hours of new learning per endorsement
- 15 hours of new learning specific to the endorsement being reinstated
- All professional learning within three years preceding the retired application

Additional requirements

Self-Assessment:

- Required if currently practicing under the endorsement to be reinstated.

Pension Allowance Verification:

- Document are receiving or will be receiving a retirement allowance from service as an educator

Any additional documentation required by endorsement:

- Nurses
 - Valid VT RN License
 - Valid CPR-AED & First Aid
- PE teachers
 - Valid CPR-AED & First Aid
- Health teachers
 - Valid CPR-AED
- Driver Ed teachers
 - Certified DMV Driving History

Criminal Record Check

- Authorization to release to AOE
- Letter of continuous employment
- Complete/new [Criminal Record Check](#)
- Depends on educator's situation
- Not L/RSB responsibility

Begin the application

- To apply for a retired license an educator will select from What Do You Want to Do?
- The answer to the second and third questions must be yes in order to apply

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

Retired Application Preliminary Question(s)

Fields marked with asterisk (*) are re

Retired License Application Preliminary Question(s)

If you have any questions regarding Retired Licensure please contact the Agency of Education at 802-479-1700

Our records indicate that we do not have conclusive evidence that you have completed a criminal record check after July 1, 1998. Have you undergone a fingerprint supported criminal record check completed after July 1, 1998 by either a Vermont School District or the Vermont Agency of Education?

Yes No

Do you have at least 15 years of licensed teaching experience?

Yes No

Are you or will you be receiving a pension from an educator retirement system within the next six months OR have you withdrawn from active service at a Private school that does not offer a retirement allowance?

Yes No

Criminal Record Check Tab

- If you have not had a criminal record check, complete the CRC application
- Verify your personal and contact information
- Click Save and go to Next Step

Criminal Record Check

Fields marked with asterisk (*) are required

PERSONAL & CONTACT INFORMATION

CRC INFORMATION

ATTESTATION

Please review Personal Information for accuracy.

Personal Information

Last Name *	<input type="text" value="ANDREWS"/>	First Name *	<input type="text" value="JENIFER"/>	Middle Name	<input type="text" value="B."/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text" value="BUMP"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Female"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-0137"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 1 *	<input type="text" value="GGN"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05657"/>
City *	<input type="text" value="Lake Elmore"/>	State/Province *	<input type="text" value="Vermont"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="111-111-1111"/>	Alternate E-mail	<input type="text"/>				
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.gov"/>						

Criminal Record Check Continued

- Complete the CRC Information tab



CRC Information

Our records indicate that you have not completed a fingerprint supported criminal record check after July 1, 1998. Have you undergone a fingerprint supported criminal record check after July 1, 1998, completed by a VT School District or the VT Agency of Education AND you have been employed in a VT school each school year since your report date? <http://education.vermont.gov/documents/edu-licensing-crc-flowcharts.pdf> Yes No

Place of Birth

City/Town *

Country *

State *

Additional state(s) where I have resided or been employed?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Montana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> New Hampshire | |

Attestation and Payment for CRC

- Check the attestation, and click Submit To AOE
- Pay the required \$16.50 fee

PERSONAL & CONTACT
INFORMATION

CRC
INFORMATION

ATTESTATION

Attestation

You must check the following:

- I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.
- I agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information Center, the criminal record repositories of other states where I have been employed and/or resided, and the FBI.
- I understand that the results of that check will be made available to Vermont Agency of Education in accordance with VSA, Title 16, Chapter 5, Subchapter 4, and will be used in reviewing my suitability for employment. I have read and understand the [Maintenance and Destruction Policy](#). I further understand that within 30 days of receiving the results of the record checks, I have the right to appeal the findings to the: Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, VT 05671-2101 or the Federal Bureau of Investigation's Criminal Justice Information Services Division, Attention: Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306.
- I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education.

Submit To AOE

Complete the CRC

- You will be redirected to a confirmation page
- Print the request for Criminal Record Check form, sign, have notarized and mail to the Agency

Criminal Record Check Application Submitted

Confirmation

Thank you for using our online services. Your Criminal Record Check application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 2167. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your online application summary [click here](#)

Checklist

Item #	Item	View/Attach	Item Status
1	Request for Criminal Record Check.	Please click here to print the form. You need to print this form, have it notarized and mail to the Vermont Agency of Education.	Pending

Begin the application

- Click Return to Home.
- To apply for a retired license an educator will select from What Do You Want to Do?
- The answer to the second and third questions must be yes in order to apply

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

Retired Application Preliminary Question(s)

Fields marked with asterisk (*) are required

Retired License Application Preliminary Question(s)

If you have any questions regarding Retired Licensure please contact the Agency of Education at 802-479-1700

Our records indicate that we do not have conclusive evidence that you have completed a criminal record check after July 1, 1998. Have you undergone a fingerprint supported criminal record check completed after July 1, 1998 by either a Vermont School District or the Vermont Agency of Education?

Yes No

Do you have at least 15 years of licensed teaching experience?

Yes No

Are you or will you be receiving a pension from an educator retirement system within the next six months OR have you withdrawn from active service at a Private school that does not offer a retirement allowance?

Yes No

Personal Information Tab

- Personal Information and Contact Information screen will open and educator may review and edit.
- If all is accurate – SAVE & Go to Next Step.
- Do not toggle between the tabs in the application, your information will not save.

Fields marked with asterisk (*) are required.

Online Reinstatement Application

PERSONAL INFORMATION LICENSE INFORMATION EMPLOYMENT DETAILS & PROFESSIONAL LEARNING CRC INFORMATION GOOD STANDING DECLARATION DISCLOSURE FORM ATTESTATION

Please review PERSONAL Information for accuracy.

Personal Information

Last Name *	<input type="text" value="BOLTE"/>	First Name *	<input type="text" value="USAIN"/>	Middle Name	<input type="text" value="L."/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-0051"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 1 *	<input type="text" value="GGN"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05301"/>
City *	<input type="text" value="BRATTLEBORO"/>	State/Province *	<input type="text" value="Vermont"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="111-111-1111"/>	Alternate E-mail	<input type="text"/>				
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont."/>						

License Information Tab

- License Information screen will appear.
- Educator will select Requested Action for endorsement(s)
- For multiple endorsements may choose which endorsements to reinstate.

Online Reinstatement Application

Fields marked with asterisk (*) are required.

PERSONAL INFORMATION — **LICENSE INFORMATION** — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — DISCLOSURE FORM — ATTESTATION

License(s)/Endorsement(s) that can be Reinstated

License Type	Endorsement	Subject Limit	Grade Limit	Restriction Label	Expiration Date	Requested Action
I	1-00 (Elementary Education, Grades K-6)	None	None	None	6/30/1997	Reinstate ▼
II	3-85 (Consulting Teacher, Grades PK-12)	None	None	None	6/30/1998	Do Not Reinsta ▼

Reset **Save & Logout** **Save & Go to Next Step**

Employment Details and Professional Learning Tab

- Educator verifies the info is correct – do not enter an end date. [Please see our tutorial on adding employment.](#)

Professional Learning also appears and educator has option to select:

- YES - PL has been submitted to L/RSB
- No – PL has not been submitted to L/RSB – must then enter PL activities. [View an additional tutorial on adding PL.](#)
- Has option to add more PL if needed, even if Yes selected.
- Current L/RSB is listed at the bottom of this section

Employment Details and Professional Learning Screenshot

Online Reinstatement Application

Fields marked with asterisk (*) are required.



Employment Detail Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code
Chittenden South SU	08/04/2016		100	Yes	Teacher - Level I, Level II and Retired

Professional Learning Activities Add Activity | Delete Activity

List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? *

Yes No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)
TEST	08/02/2016	08/09/2016	45	TEST	Upload online	Documents (0)

Your current L/RSB: Chittenden South

Reset

Save & Logout

Submit to L/RSB

Professional Learning – Add Activity

- Educator completes Activity Details
- If activity applies specifically to endorsement – selects the endorsement to which it applies
- Checks applicable teaching/leadership standards.

Activity Detail Screen

- Select OK

Fields marked with asterisk (*) are required.

Activity Details

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 --		

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)

3 -85 (Consulting Teacher, Grades PK-12)

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

Submission to L/RSB

- You may upload your certificates in the 'documents' window
- Select submit to L/RSB

Professional Learning Activities Add Activity | Delete Activity

List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? * Yes No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)
TEST	08/02/2016	08/09/2016	45	TEST	Upload online	Documents (0)

Your current L/RSB: Chittenden South

Reset

Save & Logout

Submit to L/RSB

Payment Screen

- Choose 'pay now' on the fee details screen, submit payment using a credit card or electronic check.
- Your reinstatement application has been submitted to the L/RSB for review.

Fee Detail

Fee Details

Additional licensing fees will be requested when application review is completed.

Application Processing Fee	\$50.00
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Total Fee	\$50.00
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Edit Application

Pay Now

Checklist Screen

Reinstatement Confirmation will list:

- L/RSB name
- Transaction number

Educator can now upload

- Document of self-assessment or
- Addition PL documentation or
- Any other relevant documentation

Reinstatement Application Submitted

Confirmation

Thank you for using our online services. Your reinstatement application is being submitted to the Chittenden South Board for further review. Your online transaction number is 2163. Please read the checklist section for the items that will be reviewed by your Local/Regional Standards Board. You may attach supporting documents with each item.

Checklist

Item #	Item	View/Attach	Item Status
1	Verification of Self-Assessment on teaching and/or leadership practice	Documents (0)	Pending
2	Professional Learning Activities Review	Documents (0)	Pending
3	Others	Documents (0)	N/A

[Return to Home](#)

[Logout](#)

L/RSB Review

- Educator's part is now done, so it is time for the L/RSB to review the reinstatement application.
- Once your L/RSB or the AOE reviews your reinstatement, you will receive a notification email prompting you to log back in and complete the criminal record check and legal forms.
- Log into your account and select View Pending Online Applications. Click the green complete application button.

Pending Online Application(s)

Pending Online Application(s)

Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Reinstatement Application	2163	08/15/2016	Complete Reinstatement Application by Candidate (Chittenden South)	N/A	View Details	

Good Standing Declaration Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, 'Save & Go to Next Step'

Online Reinstatement Application

Fields marked with asterisk (*) are required.



Good Standing Declarations

Child Support (You MUST check one:)

- I am not subject to a child support order; Or
- I am subject to a child support order and I am in good standing or in full compliance; Or
- I am not in good standing or in full compliance

Taxes (You MUST check one:)

- I am in good standing in regards to my Vermont Taxes (all returns are filed and paid); Or
- I have never lived or worked in Vermont and do not owe Vermont taxes; Or
- The liability for any Vermont taxes due and payable is on appeal; Or
- I am in compliance with a payment plan approved by Vermont Department of Taxes; Or
- I am not in good standing in regards to my Vermont taxes

Unemployment Compensation (You MUST check one:)

- This does not apply to me because I have never been an employer in Vermont; Or
- No contributions or payments in lieu of contributions are due and payable; Or
- The liability for any contributions or payments due and payable is on appeal; Or
- I am in compliance with a payment plan approved by the commissioner; Or
- I am not in good standing in regards to unemployment compensation

District Court Fines / Judicial Bureau Fines (You MUST check one:)

- I do not have any unpaid judgments; Or
- I am in good standing with respect to any unpaid judgments; Or
- I am not in good standing in regards to unpaid District Court or Judicial Bureau fines

Reset

Save & Logout

Save & Go to Next Step

Disclosure Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, 'Save & Go to Next Step'

Online Reinstatement Application

Fields marked with asterisk (*) are required

PERSONAL INFORMATION — LICENSE INFORMATION — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — **DISCLOSURE FORM** — ATTESTATION

Disclosure Questions

If the answer to any of the questions "A" through "I" is "yes", you must provide a complete explanation. A "yes" answer to any of those questions is not an automatic denial of licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Agency of Education, please indicate so.

Question	Response
A. Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of nolo contendere counts as a conviction of a criminal offense.	<input type="radio"/> Yes <input type="radio"/> No
B. Do you have any pending criminal charges? If yes, please provide a written explanation and specify the court that has jurisdiction of the charges.	<input type="radio"/> Yes <input type="radio"/> No
C. Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation.	<input type="radio"/> Yes <input type="radio"/> No
D. Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?	<input type="radio"/> Yes <input type="radio"/> No
E. Is there any adverse action now pending against you in any state by any professional licensing agency or have you been notified of any ongoing or potential investigation or inquiry regarding any professional license?	<input type="radio"/> Yes <input type="radio"/> No
F. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct or incompetence?	<input type="radio"/> Yes <input type="radio"/> No
G. Have you ever been disciplined, reprimanded, suspended, removed or discharged from employment or student teaching because of allegations of misconduct or incompetence?	<input type="radio"/> Yes <input type="radio"/> No
H. Are you now, or have you ever been, required to register as a sex offender in any jurisdiction of the United States, including any state, territory, commonwealth, the District of Columbia, or military, federal, or tribal jurisdiction?	<input type="radio"/> Yes <input type="radio"/> No
I. I acknowledge that the Vermont Agency of Education may receive updates to my criminal conviction record via VCCRIS (Vermont Criminal Conviction Record Internet Service) and may use this information to verify my answers to the above questions. I understand that this information will be used for reviewing my suitability for licensure. I further understand that within 30 days of receiving the results of the record check or update, I have the right to appeal the findings in writing to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont 05671-2101.	<input type="radio"/> Yes

Reset **Save & Logout** **Save & Go to Next Step**

Attestation Form

- You **MUST** check the Attestation to submit your application. This is your form of electronic signature.
- Click **SUBMIT TO AOE** to submit your application for final review.

Online Reinstatement Application

Fields marked with asterisk (*) are required.

PERSONAL INFORMATION — LICENSE INFORMATION — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — DISCLOSURE FORM — **ATTESTATION**

Consent of Release of Information

Place of Birth

City/Town *

Country *

State *

You must check the following:

- I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education.

Attestation

You must check the following:

- I certify that I have completed a Self-Assessment of my teaching and/or leadership practice or have not been practicing under this endorsement and therefore are not required to complete a Self-Assessment.
- I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.
- I certify that I will complete the criminal record check process. Failure to do so could result in a licensing action pursuant to 16 V.S.A 1698(1)(F)

Submit to AOE

Submission Checklist

- Click next to checklist item for authorization to release criminal record check information (if applicable) and download the form.

Reinstatement Application Submitted

Confirmation

Thank you for using our online services. Your license reinstatement application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 2163. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your online application summary [click here](#)

Checklist

Item #	Item	View/Attach	Item Status
1	Authorization to release criminal record check information.	Please click here to print the form and send the form to the Supervisory Union that originally processed your criminal record check.	Pending
2	Others	Documents (0)	N/A

[Return to Home](#)

[Logout](#)

Final Payment

- Once an AOE specialist reviews your application, and approves it, you will receive a notification email prompting you to log back into your account and complete the final payment. Click the green pay now button.

Pending Online Application(s)

Pending Online Application(s)

Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Reinstatement Application	2163	08/15/2016	Reinstatement Review and approval by AOE (Chittenden South)	Application Summary	View Details	Pay Now

- You will then choose whether you would like to receive a formal copy of your license (additional fee of \$10). Choose yes or no then click pay now.

Fields marked with asterisk (*) are required

LICENSE INFORMATION

License Type	Endorsement	Grade Limit	Subject Limit	Issue Official Copy of License *
Professional Educator License (Level I)	1 -00 (Elementary Education, Grades K-6)	None	None	Yes ▼
Professional Educator License (Level II)	3 -85 (Consulting Teacher, Grades PK-12)	None	None	No ▼

[Back](#)

[Pay Now](#)

Final Approval

- Proceed through the payment screens to submit your final payment.
- You will receive a payment receipt confirmation via email.
- An AOE specialist will now approve your reinstatement when payment is received. You will receive an email confirmation that your reinstatement is approved. You may then login to your account and print your license details.
[Tutorial here.](#)