

Transcript Review

Adding an additional endorsement

The Vermont Online Licensing
System for Educators (ALiS)

Instructions

- The Transcript Review process can be used to become eligible for initial licensure for endorsements that are not part of an approved teacher education program in the State of Vermont. If a Vermont teacher preparation program exists for the endorsement being sought a candidate cannot qualify for that endorsement through the transcript review process.
- If an educator holds a current permanent license in the State of Vermont, they can use the transcript review process to add any additional endorsement per the Rules Governing Educator Licensure.
- View our FAQs on Transcript Review

Before you apply

- You must be registered in [ALiS](#)
- You must already hold a Level I or Level II License to apply to add an endorsement through transcript review
- To register click on 'Existing and previously licensed Vermont Educators Register Here' or [view our tutorial](#)

Begin your application

- Once registered, you will be brought to your Home Screen; click on 'Add New Endorsement' to start your application
- Choose 'Apply using Transcript/Academic Review Process' from the 2 available options and then Click **NEXT**

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

Add New Endorsement

Options to add new Endorsement

- Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)
- Apply using Vermont Peer Review process? To learn more details about the peer review process [click here](#)

Reset

Next

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.

Add new Endorsement to Transcript Review Request

Fields marked with asterisk (*) are required



Please review Personal Information for accuracy.

Personal Information

Last Name *	<input type="text" value="DANN"/>	First Name *	<input type="text" value="SMEGEL"/>	Middle Name	<input type="text"/>
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="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-0283"/>				

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="05472"/>
City *	<input type="text" value="NEW HAVEN"/>	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."/>						

Reset

Save & Logout

Save & Go to Next Step

License Information and Endorsement Requested

- Any current Level I Level II or provisional License(s) you hold will appear in the 'Current License(s)' section
- Next you will choose the endorsement that you are requesting
- Click 'Add' in the right corner of the 'What endorsement(s) are you seeking?' section.
- You will then select:
 - The endorsement category- Teacher or Administrator
 - The Endorsement
 - The Sub Endorsement (If Applicable)
 - And the Instructional Level

Add new Endorsement to Transcript Review Request

Fields marked with asterisk (*) are requi

PERSONAL
INFORMATION

LICENSE
INFORMATION

EDUCATION &
EMPLOYMENT DETAILS

ATTESTATION

Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
II	1-00 (Elementary Education, Grades K-6)	None	None	06/30/2019

What endorsement(s) are you seeking?

Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Teaching ▼	19 - Middle Grades ▼	19B - Middle Grades-Mathematics ▼	Grades 5-9	Competencies	<input type="checkbox"/>

Reset

Save & Logout

Save & Go to Next Step

Endorsement Competencies

- Click the word “Competencies”
- The Competencies for each endorsement you are seeking will open in a pop up window. All competencies and additional requirements must be fulfilled with academic coursework to qualify for the endorsement
- If 75% of the coursework for the endorsement is not complete at the time of submission, your Transcript Review Application will not be processed
- If you have a recommendation for Licensure from an approved teacher preparation program in the endorsement area you are seeking Click ‘YES’ to the question *Do you have a recommendation from an approved educator preparation program for this endorsement?* If you do not Click ‘NO’
- **If you have a current valid license in another State in the endorsement area you are seeking Click ‘YES’** to the question *Do you have a recommendation from an approved educator preparation program for this endorsement?* If you do not Click ‘NO’
- If you Click ‘YES’ you do not need to enter anything for each competency.
- If you Click ‘NO’ You must enter coursework for each competency listed

Endorsement Competencies Continued...

- Click on 'Course Detail' next to each competency to enter academic coursework that you have completed with a grade of "C" or better
- Please note you must put something for every competency. If you do not have coursework for a competency you should enter what course you plan to take to satisfy the competency and this coursework will be pre-approved or refused as part of your review

SMEGEL DANN | Help

Fields marked with asterisk (*) are required.

19B-Middle Grades-Mathematics Competency

Competencies

Enter coursework for all competencies. Upload a course description or course syllabus which details how the course satisfies the competency, for all courses listed.

Do you have a recommendation from an approved educator preparation program in the endorsement area you are seeking OR do you hold a current non-conditional license from a state that Vermont has signed the NASDTEC Interstate Agreement with in the endorsement area you are seeking? *

Yes No

Category	Competencies	Course Details
Additional Requirements	A minimum of a practicum, or the equivalent, at the middle grades level (5-9) in science, social studies, math, or English.	Course Detail (0)
General Requirements Mathematics Minor	A minor in mathematics, or the equivalent in undergraduate and/or graduate coursework. [The equivalent of a minor is defined as no less than 18 academic credits, at least six (6) of which shall be advanced undergraduate courses or higher.]	Course Detail (0)
	Algebra and Functions	Course Detail (0)
	Data analysis, Statistics, and Probability	Course Detail (0)
	Development of students' mathematical thinking, common misconceptions in mathematical reasoning held by students and implications for instruction	Course Detail (0)
	Equity issues and strategies in mathematics education	Course Detail (0)
	Geometry and Measurement	Course Detail (0)
	History of mathematics	Course Detail (0)
	Mathematics teaching methods	Course Detail (0)
	Number and Operations	Course Detail (0)
Professional Knowledge	Developmental nature and needs of early adolescents	Course Detail (0)
	Embedded literacy strategies	Course Detail (0)
	Middle grades curriculum and instruction	Course Detail (0)
	Middle grades organizational techniques	Course Detail (0)

OK

No Change-Close

Course Detail(s) for Competency

- Once in each competency Click 'Add' to add a blank row to enter a course.
- You may add as many courses as you'd like considered. (Please note that ONLY the courses you enter here will be considered for fulfilling the competency)
- If you are entering a degree or practicum experience please put the school or place in the College/University field and "See attached" under the Course title and "N/A" in the remaining field.
- See the next slide for Uploading course descriptions and/or syllabi for each competency
- Click 'OK' once you have entered all the course information and uploaded all the documents you want considered for this competency

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Fields marked with asterisk (*) are required.

Course Detail(s) for Competency

Competency : A minimum of a practicum, or the equivalent, at the middle grades level (5-9) in science, social studies, math, or English.

Course Detail(s) for Competency					Add Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Documents (0)	<input type="checkbox"/>

OK

No Change-Close

Document upload for competencies

- After you click 'OK' in the Course Detail for the competency the # next to the 'Course Detail' will change to reflect how many courses you have entered for that competency
- Please note that Course Descriptions and/or Syllabi are STRONGLY recommended for any course you are submitting for consideration.
- Courses that do not have supporting documents detailing the content of the course

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Fields marked with asterisk (*) are required.

19B-Middle Grades-Mathematics Competency

Competencies

Enter coursework for all competencies. Upload a course description or course syllabus which details how the course satisfies the competency, for all courses listed.

Do you have a recommendation from an approved educator preparation program in the endorsement area you are seeking OR do you hold a current non-conditional license from a state that Vermont has signed the NASDTEC Interstate Agreement with in the endorsement area you are seeking? *

Yes No

Category	Competencies	Course Details
Additional Requirements	A minimum of a practicum, or the equivalent, at the middle grades level (5-9) in science, social studies, math, or English.	Course Detail (0)
General Requirements Mathematics Minor	A minor in mathematics, or the equivalent in undergraduate and/or graduate coursework. [The equivalent of a minor is defined as no less than 18 academic credits, at least six (6) of which shall be advanced undergraduate courses or higher.]	Course Detail (0)
	Algebra and Functions	Course Detail (0)
	Data analysis, Statistics, and Probability	Course Detail (1)
	Development of students' mathematical thinking, common misconceptions in mathematical reasoning held by students and implications for instruction	Course Detail (0)
	Equity issues and strategies in mathematics education	Course Detail (0)
	Geometry and Measurement	Course Detail (0)
	History of mathematics	Course Detail (0)
	Mathematics teaching methods	Course Detail (0)
	Number and Operations	Course Detail (0)
Professional Knowledge	Developmental nature and needs of early adolescents	Course Detail (0)
	Embedded literacy strategies	Course Detail (0)
	Middle grades curriculum and instruction	Course Detail (0)
	Middle grades organizational techniques	Course Detail (0)

OK

No Change - Close

Education Details

- Click 'Add Education Details' to Add a row to enter new education details.
- Enter your Education Details into the new row, completing all areas marked with a red asterisk
- Once you have entered all your education details move on to add your employment details...

Education Details								Add Education Details Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major		
St. Michael's College x	Burlington	Vermont v	United Sta v	08/01/2012		MED	Educatic		
Castleton State College	Castleton	Vermont v	United Sta v	08/01/2008	05/10/2012	BS	Comput		

- If you have a current valid license in another State in the endorsement area you are seeking, click 'add current license' and upload a copy of your license.

Other State/Foreign Licensing Information

Add Current License | Delete Current License

If your license does not expire, then leave expiration field blank.

Employment Details

- Click 'Add Employment Details' to open a pop-up where you can add new employment details.
- Enter your Employment Details into the pop-up, completing all areas marked with a red asterisk. Once you are done Click OK to save the Details you have entered.
- [Please see our tutorial on adding employment.](#)

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	Is Continue	Employment Code	
Little SMiles	01/01/1999		100	Yes	Teacher - Level I, Level II and Retired	

Reset

Save & Logout

Save & Go to Next Step

Application Confirmation Screen and Checklist...

- Once your payment has been accepted you will be redirected to an Application Submitted Confirmation Screen. This screen will confirm your application has been submitted and the transaction number
- You will also be able to view the checklist specific for your transcript review application. You may view what you have submitted for the competencies, and upload additional documents if needed.

Transcript Review Request Submitted

Confirmation

Thank you for using our online services. Your Transcript Review Request has been submitted to the Vermont Agency of Education for further review. Your online transaction number is 2164. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

Checklist

Item #	Item	View/Attach	Item Status
1	Evidence for Middle Grades-Mathematics area competencies	Documents (0)	Pending
2	Review transcripts	N/A	Pending
3	Upload your resume	Documents (0)	Pending
4	Others	Documents (0)	N/A

[Return to Home](#)

[Logout](#)

Checklist for adding an endorsement Transcript Review

- Verify and Update your E-mail address (this is how the system and AOE Staff will contact you)
- Coursework must be entered in ALL competencies. For competencies where you do not have coursework, potential coursework should be entered for pre-approval
- Remember to attach course descriptions and/or syllabi in the documents section of the Competencies for any courses entered for consideration.
- ALL Testing requirements (Praxis II) for the endorsement you are seeking must be complete prior to submission
- Make sure you have entered all of your Education Details. (This includes your BA, graduate degree(s), as well any institution where have taken courses that you would like considered)
- Make sure you have had OFFICIAL TRANSCRIPTS sent for ALL institutions listed in your Education details. These need to be sent to our Office in paper form or emailed electronically directly from the university to our Office to:
aoe.transcripts@vermont.gov
- Ensure you have entered your current Employment Details

Next steps

- Your Transcript review will be processed within 4-6 weeks. Once processed you will either:
- Receive a determination letter outlining any additional requirements needed to qualify for the endorsement
- Receive a Congratulations letter informing you that you qualify for the endorsement and what your next steps are to add the endorsement to your existing license.

Questions

- Please visit our website for additional information and resources, including [tutorials on completing the Transcript Review Process](#)
- If the Website and Tutorials do not answer your questions Contact the Licensing Office at: aoe.licensinginfo@vermont.gov