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## MEMORANDUM

TO: **Education Leadership Programs and Aspiring Administrators**  
FROM: **Licensing Office, Agency of Education**  
SUBJECT: **Transcript Review for Administrators and Internship Requirements**  
DATE: **6/2016**

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We would like to provide you with additional information on the requirements for administrators. The Licensing Office requests that you review this information with your faculty and students who will be applying for an administrator endorsement in the future.

- Aspiring leaders who are not enrolled in an approved preparation program for administrators may choose to apply for licensure via Transcript Review.
- The Licensing Office will only conduct Transcript Reviews for candidates who have successfully completed 75% of the coursework required for the endorsement. Applicants who apply prior to completing at least 75% of the required coursework will not be reviewed and will forfeit the \$50 processing fee.
- Candidates applying for their first Administrator endorsement through Transcript Review are required to take the [School Leaders Licensure Assessment \(SLLA\)](#) (Effective September 1, 2014). Candidates that completed a Vermont approved program in administration or who are transferring in an out of state administrator license from a state that has signed the NASDTEC agreement are **not** required to complete the SLLA.
- **All applicants** for administrative licensure are required to meet the new standards and internship requirements (Effective September 1, 2015).

*SAMPLE LETTER on Supervisory Union/District or School or College Letter Head*

Vermont Agency of Education  
Office of Educator Quality  
219 N. Main St., Suite 402  
Barre, VT 05641

Date

This letter is to serve as documentation for (educator's name) Administrative Internship as required for Vermont licensure as a (Superintendent, Principal, CTE Director, Director of Special Education, Director of Curriculum).

(Educator's name) has completed the required 300 hours of supervised, substantive field experience in two or more types of school settings and has demonstrated competence in the

Core Leadership Standards for Vermont Educators, per 5150 of the Rules Governing the Licensing of Educators and the Preparation of Educational Professionals.

Field Experience #1 Summary

- Name of School
- Grade Level
- Duties Completed
- Vermont Core Leadership Standards Addressed
- Name of Supervisor
- Supervisor Qualifications
- Hours Completed
- Name of Field Mentor (if college program)
- Mentor Qualifications

SAMPLE

- Brown River Elementary School, Brown River, Vermont 05123
  - PK – Grade 6
  - Shadowed and assisted School Principal in Administrative duties
  - Vermont Core Leadership Standards addressed
1. *Facilitating the development, articulation, implementation and stewardship of a widely shared vision for learning.*
  2. *Developing a school culture and instructional program conducive to student learning and staff professional growth.*
  3. *Ensuring effective management of the organization, operation, and resources for a safe, efficient, and effective learning environment.*
  4. *Collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.*
  5. *Acting with integrity, fairness, and in an ethical manner.*
  6. *Understanding, responding to, and influencing the political, social, legal, and cultural contexts.*
- Supervisor: John Doe, Principal at Brown River Elementary School
  - Holds Level II Vermont Principal License
  - Completed 300 hours
  - No Mentor

Field Experience #2 (if applicable)

Sincerely,

Supervisor(s) signature(s)