# Peer Review Fact Sheet

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## Introduction:

Vermont's alternate route to licensure is Licensure by Evaluation or "Peer Review." Peer Review is for individuals who have acquired the knowledge and skills needed to meet the *VT Core Teaching Standards and Progression Indicators* and the endorsement competencies and requirements of the educator license and/or endorsement they seek through coursework and experiences rather than through a preparation program.

**Process:** The Peer Review process has five stages:

1. **Applying to Peer Review -** Send application to Peer Review Program - Agency of Education, 219 North Main Street, Suite 402, Barre, VT 05641. Include your "Official" transcripts of undergraduate and graduate (if applicable); a current resume; and a $40 non-refundable application fee made out to the *Vermont Agency of Education*.

2. **Peer Review Clinic -** Monthly clinics are conducted in order to provide support for candidates who are considering peer review or who would like consultation as they prepare their portfolios. Exemplary portfolios will be available for candidates to view; all questions will be answered; individual consultation will be available. Clinics are held at the AOE in Berlin. Clinic attendance is required and candidates should register by emailing Helen.Lamberton@state.vt.us. 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: Peer Review Clinics are only for educators that have submitted a Peer Review application which has been approved.)

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 for meeting the competencies and requirements of the license and/or endorsement area you seek.

4. **The Evaluation Process** - The Peer Review evaluation process is a three-step process: (1) individual panel members evaluate the applicant's portfolio; (2) the panel interviews the applicant; and (3) the panel completes the Peer Review evaluation indicating which competencies are met. Throughout all phases of the evaluation process, the members of the Peer Review Panel are responsible for determining whether or not the applicant meets the requirements and competencies of the license sought.

5. **Peer Review Panel's Recommendation** - If a Peer Review panel determines that the applicant has adequately met all initial licensure and/or endorsement competencies at an adequate level, the panel recommends to the Vermont Standards Board for Professional Standards (VSBPE) that the applicant be granted the license or endorsement sought. If the Peer Review panel determines that the applicant did not provide sufficient evidence demonstrating that he or she has met all of the competencies and requirements, the applicant has the following options: (1)

accept the results of the evaluation and develop a plan; (2) ask the panel to reconsider decision in light of new evidence; or (3) after panel reconsiders, appeal decision to the VSBPE.

**Fees:** The fees associated with peer review are:

- $40 for eligibility determination
- $1,200 for the actual peer review; due upon submission of portfolio

The fees for educator licensure are:
- Costs associated for the required Praxis tests range from $110 to $210, depending on the endorsement sought
- $160 for a Level I license that is valid for three years

## Informational Links:

Information regarding Peer Review and the process can be found on the Vermont Agency of Education's webpage. Please refer to the following websites:

- The Agency of Education's home page: http://www.education.vermont.gov
- The Educator Licensing Office: http://education.vermont.gov/licensing
- The Handbook for Applicants
- Vermont's Educator Testing Requirements
- *A Vision for Teaching, Leading, and Learning: Core Teaching and Leadership Standards for Vermont Educators*
- Endorsement Area Competencies

Questions?

Email - Jessica Kobb Jessica.Kobb@state.vt.us.

View our FAQ sheet at:
http://education.vermont.gov/documents/EDU_Licensing_FAQ_Peer_Review.pdf