**Procedure on a Pre-Approved Sequence of Courses**

To support educators seeking licensure in a shortage area, accredited organizations may apply to participate in a course alignment process with the Agency of Education prior to ROPA approval for said program. A Pre-Approved Sequence of Courses is available in endorsement areas with limited program availability. Pre-Approved Sequences for Initial licensure are limited to endorsements with no ROPA Approved Vermont Educator Preparation Program as per rule 5310.

**Course Alignment Process**

To initiate a new course sequence, the institution’s Licensing Officer, or a program representative, will submit a complete [Transcript Review worksheet](https://education.vermont.gov/educator-quality/licensed-vermont-educators/transcript-review) and relevant course syllabi to the AOE Pre-Service Program Coordinator. Initial licensure programs must complete both the Core Teaching Standards worksheet and the relevant endorsement specific worksheet. Alignments to add an endorsement to an existing license only need to complete the relevant endorsement-specific worksheet.

By participating in an alignment process the organization understands the following:

The institution’s Licensing Officer, or a program representative, will submit an electronic report to the AOE Pre-Service Program Coordinator by May 1st of each year. The report will contain:

1. Notification of anticipated changes in currently aligned sequences.
2. Description(s) of any changes including course number(s) for the upcoming academic year.
3. Attestation that courses and content maintain alignment with current VSBPE endorsement Rule. It is the organization’s responsibility to ensure that it remains current with endorsement competencies.

No course may be substituted for another without a formal review and approval by the Educator Quality Division.

Pre-Approved Sequences will be reviewed annually with the understanding that the sequence will become subject to a new-program ROPA review and VSBPE approval after three years, unless waived by the VSBPE on an annual basis.

A Pre-approved Sequence of Courses is available to out-of-state entities in areas of federal or state identified teacher shortage for the duration of the shortage or until a ROPA approved program is available in-state.