



# CHAMPLAIN COLLEGE

## Teacher Apprenticeship Program

163 South Willard St  
P.O. Box 670  
Burlington, Vermont  
05402-0670  
[www.tapvt.org](http://www.tapvt.org)  
802-651-5844

March 23, 2021

Dear Members of the VSBPE,

This year hundreds of educators teach under a provisional license in Vermont. Frequently, these are currently employed and licensed educators who are meeting a sudden need in their school to cover a content-area. These educators are often employed in the more rural areas of our state, making it difficult for them to access resources they need to add the endorsement through the traditional means of taking coursework. TAP is driven to support both rural supervisory unions in “growing their own teachers” and provisionally licensed teachers in adding needed endorsements to their professional teaching license.

We are writing to request approval to conduct a pilot program in order to support practicing educators in adding an endorsement area. My own participation in the ROPA Review of the VTHEC program uniquely positions me to understand both the state’s needs and the existing procedures for educators adding an endorsement. We would like to pilot a program, in collaboration with mentors and building principals, where we support educators in the creation and implementation of their own Personalized-Learning Plan that would enable them to meet endorsement requirements without leaving their classroom.

We hope by offering such a program we can take some of the pressure off the licensing office and the Peer Review program and limit the number of educators seeking an extension of their provisional license. Most importantly, we hope to support students in receiving instruction from fully licensed teachers in all content areas.

The closures of educator preparation programs in the last five years also means that educators’ options have grown more limited in the state for seeking professional development coursework. It is our hope that our additional endorsement model would allow us to better meet the needs of Vermont’s schools and educators while maintaining the strength of the TAP program.

We anticipate that we would pilot this program for two years to allow us the opportunity to determine the necessity and the operation of this process before requesting a full review of our process during our next scheduled ROPA Review in 2024. We will provide an update and status report in a year.

Thank you for considering this request. We offer a summary of the pilot proposal on the attached page and would welcome the opportunity to meet with the VSBPE to answer questions and consider the value of such a program.

Sincerely,

Ellen Emery  
TAP Director, Champlain College  
802-651-5844



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### Steps for Adding a Teaching Endorsement with TAP

#### Requirements:

1. Must be a current Vermont teacher
2. Must hold a current Vermont educator license in an endorsement which requires meeting Vermont's Core Teaching Standards
3. Must be seeking a K-12 specialty endorsement (music, ETS, art, PE, Health) OR a middle/high school endorsement
4. \$1000 payment to TAP, \$300 of which goes directly to mentor support

#### In order to be recommended for an additional endorsement , you will need:

1. An approved content-area text
2. A completed endorsement area proficiencies template
3. A content-area mentor
4. A Content-Area Personalized-Learning Plan
5. 60 hour practicum in the content-area (or embedded in job)
6. Two formal observations, video evidence, and reflections
7. Sample lesson plans
8. Final summary self-assessment.
9. Passing score on Praxis 2 Subject Area Test.

Actions in yellow are for the applicant to complete

Actions in blue are for TAP instructors.

Action Step	Description	Checklist
Review the endorsement area proficiencies	Request a copy of the endorsement proficiencies from TAP and identify your areas of strengths and your current <i>gaps</i> in relation to the standards.	<input type="checkbox"/> Gap Analysis of the endorsement you are seeking to add
Create a <a href="#">Personalized Learning Plan</a> .	Create a Personalized Learning Plan using the linked guide that will enable you to address any gaps you currently have in meeting the endorsement proficiencies.	<input type="checkbox"/> Personalized Learning Plan (PLP) detailing how you will meet and document each proficiency standard of the endorsement.
Review your PLP with a content-area mentor.	Make revisions based on feedback from a content-area mentor at your school. Make revisions and ask this educator to sign off on your plan.	<input type="checkbox"/> Review PLP with content-area mentor <input type="checkbox"/> Make revisions <input type="checkbox"/> Request educator to approve plan and revisions.



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Select a <a href="#">content-area text</a> .	Find a recommended content-area text to support your knowledge and related pedagogy of the new discipline or level	<input type="checkbox"/> List a content-area text: <hr/>
Submit PLP to TAP for review and approval	TAP will review PLP and endorsement GAP analysis and make additional suggestions.	<input type="checkbox"/> Submit <input type="checkbox"/> Revise based on TAP feedback <input type="checkbox"/> Request resource suggestions
Review the National content-area standards.	Review the national standards for your content area and request a copy of the guided notetaker from TAP to support your understanding.	<input type="checkbox"/> Become familiar with the content-area standards <input type="checkbox"/> Request and complete the guided note-taker to summarize the standards
Read content-area text	Add notes on your content-area text to your PLP: -Central concepts -Common misconceptions -Assessment practices -Current personal strengths/challenges -Interdisciplinary connections -Transferable skills	<input type="checkbox"/> Document your reflection on this text on your PLP <input type="checkbox"/> Implement 2-3 ideas from this text into our teaching <input type="checkbox"/> Make revisions to PLP
Complete PLP	Work on completing the PLP in consultation with your content-area expert and TAP supervisor. Reflect on your efforts as you work and make revisions to the plan as needed.	<input type="checkbox"/> Complete PLP <input type="checkbox"/> Reflect <input type="checkbox"/> Revise <input type="checkbox"/> Submit progress update to TAP
Complete Sample Lessons	Schedule one formal observation in the proposed content-area with your <b>mentor</b> and one with a <b>TAP supervisor</b> . Complete guided reflections on these lessons.	<input type="checkbox"/> Complete observation with content-area mentor <input type="checkbox"/> Complete observation with TAP supervisor <input type="checkbox"/> Complete formal lesson plan reflections
Praxis II	Schedule and take the required Praxis II exam.	<input type="checkbox"/> Submit ETS score report to TAP
Complete Endorsement Review Packet		Submit the following: <input type="checkbox"/> Completed documentation of proficiencies of endorsement standards



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		<input type="checkbox"/> Completed review and note taker of National Standards <input type="checkbox"/> Completed PLP <input type="checkbox"/> Two formal lesson observation documentation & reflection <input type="checkbox"/> Sample lesson plans <input type="checkbox"/> Annotated video samples (optional evidence) <input type="checkbox"/> Final Self-Assessment <input type="checkbox"/> Complete final revisions, as needed <input type="checkbox"/> Passing Praxis II scores
Review PLP & Endorsement Gap Analysis	Determine if the candidate is on track to meet endorsement area proficiencies and make recommendations for revisions and/or resources.	<input type="checkbox"/> Approve PLP <input type="checkbox"/> Provide copy of National Standards and Guided Notetaker
Conduct 1 formal observation	TAP uses an observation template for these observations	<input type="checkbox"/> Provide formal lesson observation notes <input type="checkbox"/> Provide video documentation of the lesson
Complete Mid-point Assessment	Review progress on the PLP, quality of practicum, strengths, challenges,	<input type="checkbox"/> Offer feedback for next steps.
Mentor assessment	Survey candidate's mentor about readiness and recommendation	<input type="checkbox"/> Send assessment survey to mentor
Evaluate Endorsement Review Packet	TAP uses a proficiency model to assess.	

Recommendation Certificate:

TAP faculty will issue an electronic recommendation certificate that you will submit to the AOE as part of your licensure application.

Follow up:

TAP will check in with candidates and their employers using periodic surveys to gauge how they're doing in their new roles and endorsement areas.