

ACTIVITIES THAT QUALIFY FOR PROFESSIONAL LEARNING CREDIT*

The following activities meet state professional learning requirements for relicensure or reinstatement of a lapsed license and shall be verified by L/RSBs and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits/hours that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 1) In order to be approved, professional learning activities submitted for license/endorsement renewal/reinstatement shall:
 - a) result in new learning and
 - b) relate directly to the knowledge and performance standards of the endorsement(s) being renewed/reinstated and/or to the *Core Teaching Standards for Vermont Educators and/or Core Leadership Standards for Vermont Educators*;
- 2) Professional learning credit/hours may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 3) A credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional learning is equivalent to one (1) credit. Credit applies equally toward relicensure/reinstatement requirements.
- 4) The minimum contact time required for relicensure credit to be accrued is one-half (½) hour.
- 5) Preapproval of professional learning activities is suggested but not required.
- 6) Level I renewals require three credits (45 hours) of professional learning in the endorsement area. One of the three credits (15 hours) must align with the knowledge and performance standards of the endorsement.

Level II seven (7) year renewals require nine credits (135 hours) of professional learning in the endorsement area. Three of the nine credits (45 hours) must align with the knowledge and performance standards of the endorsement.

Level II five (5) year renewals require six credits (90 hours) of professional learning in the endorsement area. Two of the six credits (30 hours) must align with the knowledge and performance standards of the endorsement.

- 7) Credits earned by an educator during a licensure cycle may be used if applicable to address professional learning requirements to renew multiple endorsements and also both Level I and Level II licenses.

Name of Category:	Documentation Shall Include:	Limitations :
1. Academic Courses for credit/grade (graduate, undergraduate)	<ul style="list-style-type: none"> • Official transcript or grade report (<i>Grade of B or better</i>) 	<ul style="list-style-type: none"> • Relicensure credits granted will equal the academic credits indicated on the transcript or grade report • No limit on number of required credits that may be earned in this manner
2. Academic Courses - Audit	<ul style="list-style-type: none"> • Letter on college/university letterhead signed by the professor/instructor presenting the course.- Letter to include: <ul style="list-style-type: none"> ➤ Name of Course ➤ Dates of Course ➤ Hours of attendance for educator ➤ Documentation from the educator on the work/assignments completed including professional reading completed during the participation in the course audit 	<ul style="list-style-type: none"> • A course audit may not exceed 45 hours per licensure cycle. • An educator may only audit one course per licensure cycle.

Name of Category:	Documentation Shall Include:	Limitations :
3. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, AOE, NBTS, etc.)	<ul style="list-style-type: none"> • Verification of participation, program content and contact hours. E.g. certificate of completion, letter on official letterhead of the organization signed by the presenter/instructor 	<ul style="list-style-type: none"> • No limit on number of required hours that may be earned in this manner
4. Designing, Developing and Teaching Courses or Workshops – for educators	<ul style="list-style-type: none"> • Course or workshop syllabus • Verification by institution or organization that course/workshop was held 	<ul style="list-style-type: none"> • Limited to initial offering or complete redesign of course/workshop • Limited to 45 hours per endorsement
5.. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service	<ul style="list-style-type: none"> • Description of job/position, educational travel, or volunteer service • Employer or sponsor verification of experience or service, including number of hours or weeks of participation • Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.) 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
6. Local School/District Activities or Action Research/Reform Projects	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
7. State/National Education Activities or Reform Projects/Committees	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
8. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
9. Educational Research and Publication	<ul style="list-style-type: none"> • Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
10. National Board for Professional Teaching Standards (NBPTS) Certification	<ul style="list-style-type: none"> • Verification completion through NBPTS or VTNBCT Coordinator of any or all components or a copy of National Board Certificate 	<ul style="list-style-type: none"> • A NBTC may be submitted for each comparable endorsement for renewal only once unless the educator completes the certificate renewal process • In lieu of NBTC, 45 hours per component submitted to NB for each comparable endorsement
11. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons	<ul style="list-style-type: none"> • Official documentation of passage of the examination or receipt of the first CD 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement • Limited to first issuance of credential or CDL
12. Peace Corps/AmeriCorps Experience	<ul style="list-style-type: none"> • Verification by the organization director (or equivalent) of participant's role and number of months of participation 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
13. School-Business/Industry or School-Community Partnership Initiatives	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project organizer of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement

Name of Category:	Documentation Shall Include:	Limitations :
14. Participation in Mentoring Program as a Mentor or a Mentee of Education Professionals.	<ul style="list-style-type: none"> • Brief description and impact from mentoring program • Verification by mentor of mentee's role accompanied by number of hours • Verification by the school principal of assignment to this role of mentor, number of mentees mentored, and total number of mentor training and contact hours involved 	<ul style="list-style-type: none"> • Maximum of 45 hours may be awarded for participation in a Mentoring Program as a Mentor or Mentee of Educational Professionals

Updated and approved by VSBPE on September 20, 2018