

## MEMORANDUM

TO: Superintendents and Designees  
FROM: Ron Ryan, Program Manager for Educator Licensing  
SUBJECT: Criminal Record Checks and Responsibilities for Temporary Licenses  
DATE: January 10, 2020

---

This memo is being sent to update you on a change that will take effect beginning June 1, 2020 regarding the processing of temporary license applications for the upcoming school year. Temporary licenses shall not be submitted before June 1 for the ensuing year.

The Agency of Education (AOE) is now requiring all temporary license applicants (emergency, provisional, and apprenticeship) to go through the fingerprinting process as they would if they were obtaining their initial license. When a temporary application is submitted, the applicant will be prompted to log into their online account and complete the Criminal Record Check application. Once they remit the \$13.25 fee (this fee goes directly to the VT Dept. of Public Safety and is non-refundable), they will have access to the VCIC Fingerprint Authorization Certificate (FAC).

The applicant will then print off the form and make an appointment to have their fingerprints done within 15 calendar days. The applicant must make sure they sign the FAC form and bring it with them to their fingerprinting appointment. They are required to upload receipt of fingerprinting in the CRC application. (Checklist item #1)

**We cannot accept any VCIC report, or receipt of fingerprinting if the date is before an application is submitted to the AOE.** The fingerprinting must be connected to an application.

Please, **DO NOT** advise your educators to have their fingerprints done ahead of time or before the Superintendent, director, headmaster of an independent school, or Career Technical Director have submitted the temporary application.

We will not be able to accept the information and the educator will be instructed to have their fingerprints completed again with a 15-day deadline.

We understand that this may cause some inconvenience; however, to alleviate any delays, the licensing specialist will issue a Letter of Eligibility (valid for 90 days) to the educator until the agency receives the VCIC report. Contingent upon a satisfactory criminal record check report, the applicant will be prompted for final payment and the temporary license (emergency, provisional or apprenticeship) will be issued.

It is the responsibility of the superintendent to ensure that on the first day of any assignment of duties requiring licensure under these rules, each educator has a valid license, an appropriate endorsement, and any other applicable license or credential for the educator's assigned duties, and to ensure that the license and endorsement, as well as any other applicable licenses or credentials, are maintained throughout the assignment. Failure to do so may subject the superintendent to the discipline under provisions of Chapter 51 of Title 16.

**Contact Information:**

If you have questions about this document or would like additional information, please contact: Ron Ryan, Licensing Program Manager at [Ronald.Ryan@vermont.gov](mailto:Ronald.Ryan@vermont.gov) or (802) 828-1228.