

## EXPANDING YOUR INSTRUCTIONAL LEVEL OR SUBJECT LIMIT

View our tutorials for Transcript Review applications

If you currently hold a valid Vermont educator License which is restricted to a certain subject area, and wish to **expand the instructional level** through Transcript Review please use the following steps.

- 1. <u>Log into your online account</u>
- 2. Select Add Endorsement from your home Menu
- 3. Verify your personal and contact information
- 4. When selecting the endorsement you are seeking choose:
- 5. Endorsement 101 Expanded Grade Range (Do NOT select the endorsement you already hold at the different instructional level, the system will not let you proceed)
- 6. To complete your application, download the endorsement worksheet located <u>on</u> <u>the website (</u>worksheet used is same as endorsement area being expanded)
- 7. Pay the \$50.00 processing fee and submit the application to the AOE along with official transcripts and course descriptions/syllabus

If you currently hold a valid Vermont educator License which includes a subject limitation, and wish to **expand the subject area** through Transcript Review please use the following steps.

- 1. <u>Log into your online account</u>
- 2. Select Add Endorsement from your home Menu
- 3. Verify your personal and contact information
- 4. When selecting the endorsement you are seeking choose:
- 5. Endorsement 102 Expand Subject Area (Do NOT select the endorsement you already hold at the different instructional level, the system will not let you proceed)
- 6. To complete your application, download the endorsement worksheet located <u>on</u> <u>the website (</u>worksheet used is same as endorsement area being expanded)
- 7. Pay the \$50.00 processing fee and submit the application to the AOE along with official transcripts and course descriptions/syllabus