



AGENCY OF EDUCATION  
EDUCATOR QUALITY DIVISION

219 North Main Street, Suite 402  
Barre, VT 05641 (p) 802-479-1700 | (f) 802-479-4313

## 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. [Log into your online account](#)
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 [on the website](#) (worksheet used is same as endorsement area being expanded)
7. Pay the \$50.00 processing fee and submit the application to the AOE

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. [Log into your online account](#)
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 [on the website](#) (worksheet used is same as endorsement area being expanded)
7. Pay the \$50.00 processing fee and submit the application to the AOE