



1 National Life Drive, Davis 5
Montpelier, VT 05620 (p) 802-828-3440 | (f) 802-828-6433

INFORMATION FOR APPLICANTS WHO HAVE COMPLETED POST-SECONDARY EDUCATION OUT OF COUNTRY

Thank you for contacting the Vermont Agency of Education's Office of Educator Licensing. You have indicated that you have completed your post-secondary education outside of the United States. Your process begins with these three steps. After you have completed these steps, we will be able to determine your licensing route to becoming a Vermont educator.

Step 1

Vermont educator licensing rules require those who have completed their academic preparation outside of the United States to have their credentials evaluated by a credentials evaluation service. Please select one of the following to order a Credentials Report:

[Academic & Credential Records Evaluation & Verification Service](#)

(ACREVS)

1776 Clear Lake Ave.

Milpitas, CA 95035

Tel: (866) 583-4834

Fax: (510) 252-0876

[American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#)

PO Box 3665

Culver City, CA 90231-3665

Tel: (310) 258-9451

Fax: (310) 342-7086

[Center for Educational Documentation](#)

PO Box 199

Boston, MA 02117

Tel: (617) 338-7171

Fax: (617) 338-7101

[Educational Credential Evaluators, Inc. \(ECE\)](#)

PO Box 514070

Milwaukee, WI 53203-3470

Tel: (414) 270-6333

Fax: (414) 289-3411

Globe Language Services, Inc. Evaluation Service

319 Broadway
New York, NY 10007
Tel: (212) 227-1994
Fax: (212) 693-1489

Joseph Silny & Associates

7101 SW 102 Avenue
Miami, FL 33173
Tel: (305) 273-1616
Fax: (305) 273-1338

International Education Research Foundation

PO Box 3665
Culver City, CA 90231-3665
Tel: (310) 258-9451
Fax: (310) 342-7086

World Education Services Bowling Green Station

PO Box 5087
New York, NY 10274-5087
Tel: (212) 966-6311
Fax: (212) 739-6100

Note

Vermont requires two (2) types of foreign transcript analysis:

- General Evaluation, and
- A Course-By-Course Evaluation

You must request both of these analyses. Please request that an official copy of the results be sent from the organization to: Vermont Agency of Education, Office of Educator Licensing, 1 National Life Drive, Davis 5, Montpelier, VT 05620.

Next, you must immediately complete Step 2!

Step 2

- Submit a Transcript Review application to the Office of Educator Licensing, requesting a transcript analysis when your Credentials Report is received in our office.
- Indicate the State and organization that is conducting the Credentials Report and the date the review was requested.
- Submit \$50.00 (US Funds) for this review, this will be collected as part of the online application process.

If you have followed Step 1 and Step 2, we can begin your review as soon as the report is received. Incomplete requests will be returned to the applicant.

Step 3

Vermont licensing policy also requires that you show study in the following areas. This study may have been included in your college education, U.S. citizenship classes or other forms of study. You must provide evidence of:

- General knowledge of American history and culture.
- Coursework in the education of the exceptional child (special education).

Please contact us at AOE.LicensingInfo@vermont.gov or at (802) 828-3440 if you have any questions.

The Office of Educator Licensing and Professional Standards
Vermont Agency of Education
1 National Life Drive
Davis 5
Montpelier, VT 05620