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## MEMORANDUM

TO: Educators seeking Vermont Licensure Renewal - 2017  
FROM: Debora Price, Director of Educator Quality  
SUBJECT: Issuance of License Renewal – Criminal Record Check  
DATE: January 31, 2017

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In our continuing efforts for greater efficiency in the application process, the Licensing Office has revised its practice related to issuance of Educator License Renewals. In order to renew an Educator License, the Agency must have a complete criminal record check on file.

Please be advised that Licenses will not be renewed if educator's fail to complete the Criminal Record Check process.

When completing your License renewal, you will be prompted to provide information regarding completion of a fingerprint supported CRC. Complete this section accurately, and print the associated forms. Complete your application immediately to allow time for processing of your fingerprints.

To review our Criminal Record Check process, please view our [instruction sheet](#).