


# **Renewing your license through the AOE (For Educators NOT employed by a Supervisory Union)**

**Complete applications need to be submitted to the AOE by April 1, 2019**

**This tutorial will walk you through each step of the renewal process, from submission to approval. All links are active, and when you see the icon  click the link for the video tutorial on YouTube.**

# Registering in the online system

- Educators must renew their license using the: [Vermont Online Licensing System for Educators](#) (A.K.A. “ALiS”)
- [How to register in ALiS and update your profile](#)
- Include an **email address that you check frequently as your preferred email**. This will be the only way the AOE communicates with you regarding your application as it is processed beginning with an email verifying receipt of your application.
- Failure to update employment since last renewal or e-mail may cause serious delays with your application or result in your license lapsing.

# Employment

- Educators who are not employed in a Supervisory Union – your professional learning/renewal application will be reviewed and approved by an AOE Licensing Specialist.
- For your application to be routed to the AOE - you must complete the employment section. Complete choosing “Other” in the Supervisory Union dropdown and save.
- [How to complete your employment section](#)
- **Complete applications need to be submitted to the AOE by April 1, 2019.**

# Professional Learning

- [Professional Learning requirements](#)
- **Level I renewal:** completion of a minimum of three (3) credits or 45 hours in the endorsement area. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the three (3) years preceding renewal of the Level I Professional Educator's License.
- **Level II renewal:** completion of a minimum of nine (9) credits or 135 hours in the endorsement area. PL may apply to more than one endorsement if applicable, however, at least three (3) credits or 45 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the seven (7) years preceding renewal of the Level II Educator License in each endorsement area.

# Renewal Notification Email

Dear MARTY MCFLY,

Your license(s) is due for renewal: II - Elementary Education. **To ensure your license is renewed timely, please submit a complete renewal application by April 1, 2019.** You must fully complete and pay for your renewal application by 06/30/2018 or your license will expire.

The Online Licensing system is not compatible with Apple products. Access ALiS from a PC using Internet Explorer.

Tutorials have been created for you to successfully complete the renewal process, including step-by-step instructions for completing your Renewal and Criminal Record Check applications: <http://education.vermont.gov/educator-quality/tutorials-and-faqs>. You will be directed to have a complete fingerprint supported criminal record separately from your renewal application **IF** our records indicate that you need an updated CRC or that you have not completed a CRC after July 1, 1998 per [Vermont Statute](#).

- A non-refundable fee of \$13.25 will be required
- Review our directions: [Criminal Record Check](#)
- Within your checklist at the submission of your application - Print the form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC).
- **Do not call and make your fingerprinting appointment until the Renewal Application has been submitted to the Agency of Education**
- **The Agency of Education cannot accept CRC Applications without a corresponding Application for licensure.**

To register with the Online Licensing System, ALiS, please click <https://vtaoe-uat.athent.com:9443/login.aspx> and follow the REGISTER HERE link. If you are registered, please login and choose the Renew License option on the "What do you want to do" Menu.

This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the Agency of

# Login and choose Renew License

## Contact Information

Name: MARTY MCFLY  
GGN  
RUTLAND VT 05701  
Phone #: 802-555-5555  
Email: [rebecca.gile@vermont.gov](mailto:rebecca.gile@vermont.gov)

## WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Payment History

Update Profile

Renew License(s)

Criminal Record Check

Add New Endorsement

Reinstatement License(s)

Print License Details

Apply For Retired License

Apply for New License

Change Password

PL Activity



# Criminal Record Check (CRC)

- You will be directed to have a complete fingerprint supported criminal record separately from your renewal application **IF** our records indicate that you need an updated CRC or that you have not completed a CRC after July 1, 1998 per [Vermont Statute](#).
- A non-refundable fee of \$13.25 will be required. Review our directions: [Criminal Record Check](#)
- Within your checklist at the submission of your application - Print the form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC). (You may access this form immediately when submitting your CRC application)
- **Do not call and make your fingerprinting appointment until the Renewal Application has been submitted to the Agency of Education**
- **The Agency of Education cannot accept CRC Applications without a corresponding Application for licensure.**

## Renewal Application Preliminary Question(s)

Fields marked with asterisk (\*) are required.

### Renewal Application Preliminary Question(s)

Our records indicate that you have not completed a fingerprint supported criminal record check after July 1, 1998.

<http://education.vermont.gov/documents/educator-quality-criminal-record-check-instructions>. \*

OK

# Completing your renewal

## Step 1

Complete your:

- Personal information
- License information
- Employment/Professional Learning
- Mandatory good standing
- Disclosure
- Attestation
- **SUBMIT TO AOE for approval**

**\$50 Non-Refundable Processing Fee**

**[Video Tutorial – Submit to AOE](#)**





# Checklist - Professional Learning

Forgot to enter an activity? Need to edit what you entered? Not a problem! While waiting for approval, you may enter your application and add/edit PL (may not delete anything once it's saved).

- View Pending Online Application (first option in your online menu) – View Details – select Professional Learning and select Add to add an activity.
- To edit an activity – View Pending Online Application – View Details – select Professional Learning and then select activity name which you wish to edit. Select all OK and Save buttons. Once information is entered it may be edited, but the entry cannot be deleted.

## [Video Tutorial – Professional Learning](#)



# Approval by Agency of Education

## Final Payment - Step 3

- The AOE will receive your application and you will receive an email confirming it is complete
- You can check the status of your online application by selecting the first option in your menu – View Pending Online Application. Please do not call the Licensing Office regarding the status of your application until it has been over 30 days since submission of your application to the Agency.
- When you receive this notification log back into your application via the first option in your menu – View Pending Online Application, select Complete Application – and submit final payment

[Video Tutorial – Final Payment](#)



# Receipt of payment and Issuance of License by AOE - Step 3

- AOE staff approve receipt of final payment, and issue your license
- Please Note: Your license renewal application will be approved and issued only after the final payment has been received. Payment must be made within 15 calendar days of the notification or your application may be closed incomplete.
- [Print your License Details](#)

[Video Tutorial – License Issuance](#)

