


Renewing your license through your L/RSB (For Educators employed by a Supervisory Union)

Submission to your L/RSB must occur no later than March (or earlier if the Board is not scheduled to meet in March) in order to submit 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 employed in a Supervisory Union (public, private etc.) – your professional learning/renewal application will be reviewed and approved by your Local or Regional Standards Board (L/RSB). Contact your L/RSB early in the process for meeting dates and requirements.
- **Submission to your L/RSB must occur no later than March (or earlier if the Board is not scheduled to meet in March or they have requested an earlier submission date for you) in order to submit to the AOE by April 1, 2019.**
- L/RSBs do not meet during summer months so a lapsed license will not begin to be reviewed for reinstatement until the L/RSB resumes for the 2019-20 school year.

Employment Continued

- For your application to be routed to your Local Standards Board - you must complete the employment section **since your last renewal**.
NOTE: For the position you currently hold, do not put an end date.
- **Incomplete or incorrect information will affect the routing of your application and may cause serious delays in processing your application or result in your license lapsing requiring you to reinstate your license with an additional \$50 non-refundable processing fee.**
- [How to complete your employment section](#)

Professional Learning

- All questions regarding [Professional Learning](#) should be directed to your [LSB representatives](#). If you call the licensing office with questions regarding PL you will be directed to contact your LSB representative.
- **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

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 check 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 since last renewal/Professional Learning
- **SUBMIT TO L/RSB for approval**

\$50 Non-Refundable Processing Fee

[Video Tutorial – Submit to L/RSB](#)



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](#)

L/RSB Review

Step 2

- Your L/RSB will review your application and you will receive an email confirming it is complete
- When you receive this notification log back into your application – Pending Online Application, select Complete Application – and submit for final approval and payment of licensing fees

[Video Tutorial – Submit to AOE](#)



Approval by Agency of Education

Final Payment - Step 3

- Complete final payment via the first option in your menu – Pending Online Application
- When you submit your complete application you will receive a confirmation email. The Licensing Specialist has 30 days to “open” your application. Please check your email frequently in case the Licensing Specialist has questions regarding your application.
- You will have fifteen (15) business days from the date the application fee was paid, to upload any additional documentation into your application checklist

[Video Tutorial – Final Payment](#)



Receipt of payment and Issuance of License by AOE - Step 4

- AOE staff approve receipt of final payment, and issue your license
- 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.
- 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](#)

