

Transcript Review

Adding an additional endorsement

The Vermont Online Licensing
System for Educators (ALiS)

Instructions

- **You may apply for only 1 endorsement per application**
- An educator must hold a current Level I or Level II license in the State of Vermont, in order to apply for the transcript review process to add an additional endorsement [or to expand your instructional level or content area.](#)
- [View our FAQs on Transcript Review](#)
- You must be registered in ALiS
- To register click on [Login to an Existing Account](#) or [view our tutorials](#)
- If you have an open Transcript Review, and are uploading additional coursework taken, see slide [#11.](#)

Begin your application

- From your Home Screen choose 'Add New Endorsement' to begin your application
- Choose 'Apply using Transcript/Academic Review Process' from the available options and then Click **NEXT**

WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Update Profile

Renew License(s)

Add New Endorsement

Reinstatement License(s)

Print License Details

Apply For Retired License

Apply for New License

Change Password

PL Activity

Add New Endorsement

Options to add new Endorsement

Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)

Apply using Vermont Peer Review process? To learn more details about the peer review process [click here](#)

Reset

Next

Personal Information Tab

- The Personal Information and Contact Information tab will appear, review and edit as necessary
- If all is accurate – SAVE & Go to Next Step
- Do not toggle between the tabs in the application, your information will not save

Add new Endorsement to Transcript Review Request

Fields marked with asterisk (*) are required



Please review Personal Information for accuracy.

Personal Information

Last Name *	<input type="text" value="DANN"/>	First Name *	<input type="text" value="SMEGEL"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Female"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-0283"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 1 *	<input type="text" value="GGN"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05472"/>
City *	<input type="text" value="NEW HAVEN"/>	State/Province *	<input type="text" value="Vermont"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="111-111-1111"/>	Alternate E-mail	<input type="text"/>				
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont."/>						

Reset

Save & Logout

Save & Go to Next Step

License Information & Endorsement Requested

- **Any** current License(s) you hold will appear in the 'Current License(s)' section
- Click 'Add' in the right corner of the 'What endorsement(s) are you seeking?' section.
 - Endorsement category- Teaching or Administrator
 - Endorsement area ([or to expand your instructional level or content area](#))
 - Sub Endorsement (if applicable)
 - Instructional Level – a pop up window appears where you may choose the instructional level you would like to apply for. Choose OK to save and close the window.
- **You may apply for only 1 endorsement per application**

Add new Endorsement to Transcript Review Request

Fields marked with asterisk (*) are required



Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
II	2-02 (Art, Grades 7-12)	None	None	06/30/2019

What endorsement(s) are you seeking?

Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Teaching ▼	37 - Theatre Arts ▼		Grades PK-12		<input type="checkbox"/>

Education Details

- Click 'Add Education Details' to enter all education details
- Enter your Education Details into the new row, completing all areas marked with a red asterisk
- Once you have entered all your education details move on to add your employment details

Education Details								Add Education Details Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major		
St. Michael's College x	Burlington	Vermont v	United Sta v	08/01/2012		MED	Educatic		
Castleton State College	Castleton	Vermont v	United Sta v	08/01/2008	05/10/2012	BS	Comput		

- If you have a current valid license in another State in the endorsement area you are seeking, click 'add current license' and upload a copy of your license.

Other State/Foreign Licensing Information	Add Current License Delete Current License
If your license does not expire, then leave expiration field blank.	

Employment Details

- Click 'Add Employment Details' to open a pop-up where you may add current employment details
- Enter your Employment Details into the pop-up, completing all areas marked with a red asterisk. Once you are done Click OK to save the details you have entered
- [Please see our tutorial on adding employment](#)
- Click save and go to next step

Employment Detail

Add Employment | Delete Employment

Enter current employer - do NOT enter end date (for current employment outside VT School choose "Other"). List previous educational employment only for previous 3 years.

Employer Name	Start Date	End Date	%FTE	Is Continue	Employment Code	
Private School	01/01/2017		100	Yes	Teacher - Level I, Level II and Retired	<input type="checkbox"/>

Reset

Save & Logout

Save & Go to Next Step

Attestation and Payment

- You **MUST** check off the Attestation to submit your application
- Click **Next** to be taken to the Electronic Payment Gateway

Add new Endorsement to Transcript Review Request

Fields marked with asterisk (*) are required



Attestation

You must check the following:

- I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.

- First you will be taken to a summary of your charges. This should list the \$50.00 non-refundable application processing fee.
- When you are ready to pay click **'Pay Now'**
- You will be re-directed to the AOE's secure Payment Gateway where you may pay by Credit Card, Debit Card, or Electronic Check .
- Once complete Click **"Continue"** and your payment will be processed.
- Once processed you will be immediately taken to a Confirmation and Checklist Screen

Confirmation Screen and Checklist

Transcript Review Request Submitted

Confirmation

Thank you for using our online services. Your Transcript Review Request has been submitted to the Vermont Agency of Education for further review. Your online transaction number is 16576. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

Checklist

Item #	Item	View/Attach	Item Status
1	Current Out of State License (If applicable)	Documents (0)	Pending
2	REQUIRED: Official undergraduate and graduate transcripts with the degree and date conferred. Educator may upload directly to checklist.	Documents (0)	Pending
3	Competencies Worksheet - upload to checklist - http://education.vermont.gov/educator-quality/licensed-vermont-educators/transcript-review	Documents (0)	Pending
4	Syllabi for each course which include course descriptions and course objectives.	Documents (0)	Pending
5	Transcript Review Determination Letter (Second reviews only)	Documents (0)	Pending
6	Recommendation from Educator Preparation Program for licensure (NO worksheet or syllabi required if this is present)	Documents (0)	Pending
7	Review Exam Data. (AOE staff only)	N/A	Pending
8	Others	Documents (0)	N/A

Confirmation Screen and Checklist

- This screen confirms your application has been submitted and includes your transaction number
- Your application checklist will appear. An auto generated confirmation email from the system will be sent to your preferred email address
- Several school email servers do not recognize/accept emails from a government entity. It is the applicants responsibility to ensure the address given will receive such communications.
- To complete your application, download the [endorsement worksheet](#) located on the website
- You must upload the worksheet and all documents for the review (Transcripts, Syllabi, Exam results, CPR/AED cards etc.), to your online application checklist as part of your complete application. Determination of your application will be based upon what has been submitted

Checklist

- To access your checklist after your application has been submitted – choose View Pending Online Application(s) from your home menu
- Click View Details next to your Add Endorsement Application - Transcript Review
- Using the worksheet [specific to your endorsement](#), upload the worksheet to your online application checklist as part of your complete application.
- You must also upload Syllabi for each course which include course descriptions and course objectives, and any additional items identified in the checklist as part of your complete application. **(Not required if you have a recommendation for licensure on your transcript)**

Transcript Review Request Submitted

Confirmation

Thank you for using our online services. Your Transcript Review Request has been submitted to the Vermont Agency of Education for further review. Your online transaction number is 22141. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

Checklist

Item #	Item	View/Attach	Item Status
1	Competencies Worksheet - upload to checklist - http://education.vermont.gov/educator-quality/licensed-vermont-educators/transcript-review	Documents (0)	Pending
2	Syllabi for each course which include course descriptions and course objectives.	Documents (0)	Pending
3	Official undergraduate and graduate (if applicable) transcripts with the degree and date conferred indicated	N/A	Pending
4	Review Exam Data. (AOE staff only)	N/A	Pending
5	Resume	Documents (0)	Pending
6	Others	Documents (0)	N/A

Transcript Review Worksheet

- To complete the [Transcript Review Worksheet](#), you will need:
 - [Official copies of transcripts](#) which include coursework to be considered (only courses with a grade of “B” or better will be considered)
 - Syllabi for each course which include course descriptions and course objectives (Not required if you have a recommendation for licensure on your transcript)
 - Evidence you have met testing requirements. Praxis Core or the equivalent is only required if applying for initial licensure. See [Vermont’s Testing Requirements](#) for endorsements that require Praxis II testing. **Praxis II scores must be sent directly from ETS.** Prior to applying make sure that you have “ordered” your test results be sent to the VT AOE. It is always better to contact ETS to confirm test results have been sent prior to submitting your application.
 - Verification you have completed the required practicum.
- If you do not have coursework for a competency, include a course you would like to take to satisfy the competency. This coursework will be pre- approved or refused as part of your review.
- If an application is missing required acceptance materials, determination will be based on available materials, and marked as complete/closed

Additional coursework necessary

Your Transcript review will be processed within 4-6 weeks. Once processed you will receive a determination letter.

- If your determination letter states you are Not Recommended for Licensure, and additional coursework is necessary, you may request course pre- approval from the Agency
 - When requesting pre-approval, within 90 days of your determination letter date, you must upload course syllabi and course description(s) to your application online
 - If no additional courses are uploaded for pre-approval, the application will remain open for 90 days before closing
 - AOE determines course pre-approval, notifies the applicant, and then closes the application

Approval – add endorsement

- If your determination letter states that you qualify for the endorsement and are recommend for Licensure, the next steps are to add the endorsement to a Level I license.
 - AOE adds to your current Level I License
OR
 - AOE Requests payment for new Level I License – completion of Initial Application is required

Checklist for adding an endorsement Transcript Review

- Coursework must be entered for ALL competencies. For competencies where you do not have coursework, potential coursework may be entered for pre- approval
- Attach course descriptions and/or syllabi in your checklist for any courses entered for consideration.
- A Licensing Specialist makes the determination based on the information you provide. If information is not clear, or is not overtly connected to the competency, you may receive an unfavorable determination
- ALL Testing requirements (Praxis II) for the endorsement you are seeking must be complete prior to submission
- Make sure you have entered all of your Education Details. (This includes your BA, graduate degree(s), as well any institution where you have taken courses that you would like considered)
- Upload [OFFICIAL TRANSCRIPTS](#) to the checklist for all institutions listed in your Education details. If you are requesting your College/University send transcripts these may be sent to our Office in paper form or emailed electronically directly to our Office: aoe.transcripts@vermont.gov

Questions

- Please visit our website for additional information and resources, including [tutorials on completing the Transcript Review Process and required worksheets](#)
- If the Website and Tutorials do not answer your questions Contact the Licensing Office at: aoe.licensinginfo@vermont.gov