

MEMORANDUM

TO: Superintendents, Independent School Heads and Designees
FROM: Patrick Halladay, Director of Education Quality
SUBJECT: Criminal Record Checks Required for Temporary Licenses
DATE: January 21, 2022

Change to Initial Temporary License Applications 2022-23 School Year

This memo is being sent to remind you of a change that took effect January 1, 2022 regarding the processing of all initial temporary license applications for the upcoming school year.

The Agency of Education (AOE), per audit requirements by the FBI, is now requiring all initial temporary license applicants (emergency, provisional and apprenticeship) to go through the fingerprinting process as they would if they were obtaining their initial permanent license.

Please note that an applicant adding an additional temporary endorsement who currently holds a professional Vermont educator license and has a current criminal record check (CRC) will not be required to have an updated fingerprint-supported CRC.

Fingerprinting Process for Initial Temporary License Applications

When a temporary application is submitted by the SU/SD or independent school, the CRC tab will be available for the applicant after the Agency of Education accepts the application and the application is available for the applicant to complete and submit.

The applicant will be prompted to log into their online account and complete the Criminal Record Check application. Once they remit the \$13.25 fee (this fee goes directly to the Vermont Department of Public Safety and is non-refundable), they will have access to the VCIC Fingerprint Authorization Certificate (FAC). The applicant will then print off the VCIC Fingerprint Authorization Certificate (FAC) form and make an appointment to have their fingerprints done within 15 calendar days. The applicant must make sure they sign the FAC form and bring it with them to their fingerprinting appointment. They are required to upload receipt of fingerprinting in the CRC application (Application Checklist item #1 in the ALiS online license system).

As with a permanent licensing application, the applicant will be prompted by a licensing specialist when to go get fingerprinted. The AOE cannot accept any VCIC report or receipt of fingerprinting if the date is before an application is submitted to the AOE, so please do not advise your educators to have their fingerprints done ahead of time or before the

Contact Information:

If you have questions about this document or would like additional information, please contact: Ron Ryan, Licensing Program Manager at Ronald.Ryan@vermont.gov or (802) 828-1228.

superintendent, director, headmaster of an independent school, or career technical director has submitted the temporary application. If the fingerprints are done early, the AOE will not be able to accept the information and the educator will be instructed to have their fingerprints completed again with a 15-day deadline.

We understand that this may cause some inconvenience; however, to alleviate any delays, the licensing specialist will issue a Letter of Eligibility to the educator (valid for 90 days or until the AOE receives the VCIC report) once fingerprints have been taken and the fingerprint receipt uploaded into ALiS. The Letter of Eligibility should then be presented to the employer to clarify status in the temporary licensing process. Contingent upon a satisfactory criminal record check report, the applicant will be prompted for final payment and the temporary license will be issued.

Role of the Superintendent

It is the responsibility of the superintendent to ensure that on the first day of any assignment of duties requiring licensure under these rules, each educator has a valid license, an appropriate endorsement, and any other applicable license or credential for the educator's assigned duties. Additionally, it is the superintendent's responsibility to ensure that the license and endorsement, as well as any other applicable licenses or credentials, are maintained throughout the assignment. Failure to do so may subject the superintendent to the discipline under provisions of Chapter 51 of Title 16. A Letter of Eligibility is considered a valid license contingent upon the satisfactory results of a fingerprint supported record check.