



**AGENCY OF EDUCATION  
EDUCATOR QUALITY DIVISION**

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## **Policy on a Pre-Approved Sequence of Courses**

To support educators in adding additional endorsements to their Vermont Educator license and to provide a more efficient Transcript Review application process, organizations providing course work may choose to participate in a course alignment process with the Agency of Education in lieu of ROPA approval. A Pre-Approved Sequence of Classes is a sequence of classes that aligns with the competencies of an endorsement. Such alignments are reviewed by the Educator Quality Division. A Pre-Approved Sequence of Courses is available in endorsement areas that are not offered by another entity in Vermont either by way of a Pre-Approved Sequence or by a ROPA reviewed program.

### **Course Alignment Process**

By participating in an alignment process the organization understands the following. Annually (beginning 2018) by May 1 the organization will submit an electronic report to the Educator Quality Division. The report will contain:

- A. Request for changes in currently aligned sequences
- B. Description(s) of requested changes including course number(s) for the upcoming academic year
- C. Attestation to what course(s) course number(s) and content maintain alignment with current VSBPE endorsement Rule. *It is the organization's responsibility to ensure that it remain current with endorsement competencies.*

No course may be substituted for another without a formal review and approval by the Educator Quality Division.

If a Pre-Approved Sequence of Courses is granted to a ROPA approved program, the Pre-Approved Sequence will be granted for the duration of the federal or state identified teacher shortage or until the institution's next full ROPA review with the understanding that the sequence then becomes subject to ROPA review and VSBPE approval.

Effective March 1, 2020 more than one Pre-Approved Sequence will not be granted to an entity that is not subject to the ROPA review process and VSBPE approved.

A Pre-approved Sequence of Courses is available to out of state entities in areas of federal or state identified teacher shortage for the duration of the shortage and no longer or until a Pre-Approved Sequence or ROPA approved program is available in state.

