**Transcript Review Worksheet**

**Worksheet to Expand the Instructional Level of a**

**Currently Held Endorsement**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Educator ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To expand the instructional level(s) of a currently held endorsement the candidate shall demonstrate the following:**

1. **Hold a current endorsement in the subject area.**

VT educator license currently held: Level I or Level II

Current endorsement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested expanded level \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(example: 7-12 French) (example: PK-12 French)*

1. **Provide evidence of coursework in either child development or adolescent development as appropriate to the expanded level request.**

*For example, if you currently hold 7-12 French and want to expand it to PK-12, you must demonstrate that you have taken coursework that addressed child development.*

Completed Course Title and Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please include an original transcript for the course if you believe we do not already have it on file.)*

1. **Provide evidence of coursework in content area teaching methods appropriate to the expanded level request. (For special education, “methods” means specialized curricula, interventions, and accommodations appropriate to the instructional level request.)**

*For example, if you currently hold 7-12 French and want to expand it to PK-12, you must demonstrate that you have taken coursework that addressed elementary foreign language teaching methods.*

Completed Course Title and Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please include an original transcript for the course if you believe we do not already have it on file.)*

1. **Provide evidence of practicum experience at the requested level.**

You must demonstrate a minimum of 60 hours of supervised field experience at the expanded instructional level sought (either PK-6 or 7-12 -- or K-8 or grade 7- age 21 for special education).