Retired License Application through L/RSB

Update ALiS educator profile to reflect employment and contact information since last renewal. → Educators employed in a Vermont school served by an L/RSB must apply through L/RSB. → Valid Level II License → 15 years of service as a licensed educator. → Receiving pension from service as an educator.

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Good Standing Summary ← Upon approval, L/RSB will route application to educator for completion. ← Educator submits to L/RSB, pay $50 non refundable application processing fee. ← Upload Professional Learning activities* if not submitted previously. ← Withdrawn from active service or will withdraw from active service within 6 months.

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Disclosure → Registry Check → Educator submits application to AOE. → Upload documentation of pension received. → Upload additional requirements as needed within 15 days. → Confirmation of CRC Status → Yes**

Confirmation of CRC Status ↓ No → Information Requested

Yes** ↓ Pay fees within 15 calendar days

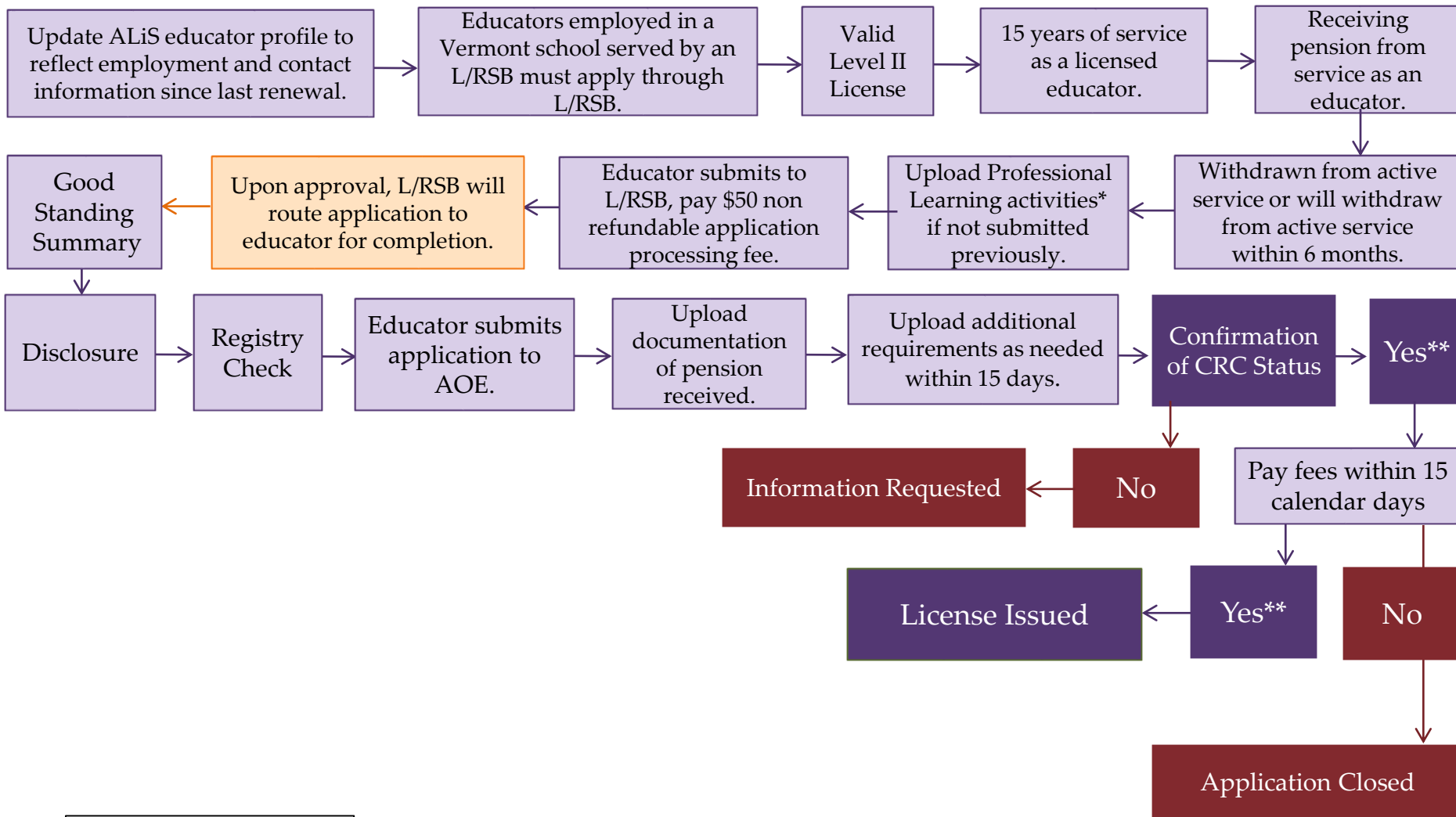Pay fees within 15 calendar days ↓ Yes** → License Issued

Pay fees within 15 calendar days ↓ No → Application Closed

To be completed by:

- ☐ L/RSB Member
- ☐ Applicant/Educator
- ☐☐ AOE Staff

*45 hours per endorsement, 15 of which must be specific to your endorsement area. Must provide documentation of completion and impact statements, and have been within 3 years preceding the Initial Retired Educator application or Renewal Retired Educator application.

** Contingent on a clear Criminal Record Check report.

VERMONT AGENCY OF EDUCATION

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