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License Reinstatement Frequently asked Questions

What is Reinstatement?

Reinstatement is the process by which a license is reactivated after it has lapsed.

How long will the reinstatement process take?

Applications will be reviewed in date order. Once an application is accepted it will be processed within 30 days of receipt. Only complete applications will be processed. Upon review by the Agency of Education (AOE) applicants will be given an additional 15 calendar days to upload any missing documentation or requirements. Failure to compile will result in an application being closed. An educator whose application is closed, wishing to reinstate will need to begin the process over again. Please ensure your preferred e-mail in your online account is the one you check most frequently as all communication will be forwarded to this e-mail address.

How many credits of professional learning activities are required for reinstatement?

Level I: You must show evidence of completing three (3) credits/45 hours of new professional learning. One of these credits, or 15 hours, must align with the content and knowledge standards of the endorsement that you wish to reinstate. Professional learning activities must be **no more than three (3) years old** at the time you apply to reinstate. Three years represents one cycle of a Level I license. If the lapsed license is older than ten (10) years, more professional learning will be required. Contact the Licensing Office for questions regarding this requirement.

Level II: You will be required to show nine (9) credits/135 hours of new professional learning for each endorsement you wish to reinstate. Professional learning activities for the nine (9) credits/135 hours must be **no more than seven (7) years old** at the time you apply to reinstate. **Three (3) credits/45 hours must be new learning specific to the endorsement area.**

Remaining credits must meet the more general [Core Teaching/Leadership Standards for Vermont Educators](#). These might include new learning in special education, general education, classroom management, technology proficiency, etc.

Do I need to submit an Individual Professional Learning Plan (IPLP)?

No. The IPLP is no longer a requirement.

What kinds of activities can I use to meet the professional learning requirement?

Activities that Qualify for Professional Development Credit - this chart details the professional learning activities that are approved by the VSBPE. Also included on this chart are: limitations (if any) on the number of credits you can accrue in each category of activity and the type of documentation/evidence required.

Can I come to the Licensing Office and have someone make decisions on my application while I wait?

No. The Licensing staff cannot review your materials or process your application while you wait. Complete and submit a thorough online Reinstatement Application. You will receive an automated e-mail that your application has been received by a Local or Regional Standards Board (L/RSB) or the Vermont Agency of Education.

Will the Licensing Office approve my professional learning over the phone?

No. All professional learning must be completed online within your reinstatement application and addressed according to the Professional Learning Guidelines for Teachers/Administrators if reinstating through the Agency of Education. If reinstating via an L/RSB, your professional learning must be reviewed and approved by the L/RSB (following the Professional Learning Guidelines for Teachers/Administrators) before submitting the reinstatement application to the AOE.

What do I do if I don't have my license by the first day of school?

We recommend that educators estimate when their license will be approved by adding a minimum of 45 business days to the date on the automated e-mail that the online reinstatement application has been received by the AOE. If the date is close to the beginning of your contract start date you are encouraged to speak to your superintendent. He or she may consider a provisional license for you if applicable. These requests must be initiated by the superintendent and cannot be initiated by the educator.

Do I have to take college courses for reinstatement?

You have that option. However, college courses are only one type of approved professional learning activity. There are other forms of activities approved by the VSBPE. See the *Activities that Qualify for Professional Learning Credit*. This is the VSBPE approved list of allowable activities, limitations, and applicable documentation.

I had a Level II license before I let my license lapse. Can I reinstate as a Level I?

No. You must reinstate at the same level of license you had prior to its expiration.



I'm working in a school served by a local/regional standards board. Do they have to receive and approve my application?

Yes. **Please note:** Reinstatement requirements shall be the same as current renewal requirements for each license/endorsement being reinstated exception when the lapsed Level I License is older than ten (10) years, more updated study will be required. Please contact your L/RSB as soon as possible.

I'm not working in a school or I am working in a private school that is NOT served by a local/regional standards board. Do I have to find a local/regional standards board to receive and approve my application?

There may be a board in your geographic area that will review your application. If you are unsure, please contact Deborah Giles at Deborah.Giles@vermont.gov for a name and contact information of a Board that may serve you. If not, the Licensing Office will review all requirements when you submit your online reinstatement application.

When I apply for reinstatement, can I add an additional endorsement at the same time?

No. You must first reinstate your license. You may apply for an additional endorsement through Transcript Review or Peer Review after you have reinstated your license.

I have more than one endorsement on my license. Do I pay for each endorsement that I reinstate?

No. The fee is for the license, not the endorsement. The Level I licensing fee is \$150 plus a \$50.00 application processing fee. The Level II licensing fee is \$250 plus a \$50.00 application processing fee. These amounts remain the same regardless of the number of endorsements you have. **The \$50 processing fee is not refundable.**

Do I have to reinstate all my endorsements?

No. You only need to reinstate those endorsements under which you will be teaching or wish to reinstate at the time. However, you may choose to reinstate all endorsements if you meet all the requirements associated with the endorsement(s).

My license was a Level I when it expired. Can I upgrade to a Level II when I reinstate?

No. You must reinstate the same level license that lapsed.

I had both a Level I and Level II license. Must I reinstate both of them?

No. You only need to reinstate the license that carries the endorsement under which you will be teaching. However, if you wish to reinstate the Level I and Level II license, you may if all requirements have been met. In addition, if you plan to reinstate an endorsement on a Level I



license as well as an endorsement on a Level II license, you will need to pay the fees for both licenses (Level I @ \$150, Level II @ \$250 + \$50.00 processing fee = \$450).

Is a High Qualified Teacher (HQT) determination part of the reinstatement process?

No. Vermont does not process HQT any longer.

I've read all the instructions carefully and still have questions. Can I call the Licensing Office?

Yes. Licensing Assistants are available Monday – Friday 8:00 AM to 4:30 PM at 802-828 -3440.

