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## MEMORANDUM

TO: Holders of Provisional and Apprenticeship Licenses Expiring on June 30, 2018  
FROM: Educator Quality Licensing Office  
SUBJECT: Expiring Provisional Licenses and Obtaining Full Licensure  
DATE: November 27, 2017

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According to our records, you have a Provisional or Apprenticeship license that will expire on June 30, 2018. If it is your intent to secure a professional license for this endorsement, you are advised to begin that process no later than April 1, 2018.

At the same time your provisional/apprenticeship license is expiring, there are over 3,000 additional educators that are renewing their licenses. License renewals take priority during the summer months to ensure that all returning educators are licensed by the start of the ensuing school year. If you apply for your license or added endorsement after April 1, 2018 there is no guarantee that you will be licensed for this endorsement by the start of the school year.

By law, schools can't employ educators to work in areas where they are not properly licensed and endorsed. This may mean if your SU has offered you a contract that would require you to work in an area where you do not hold the full endorsement, you may only be available to receive substitute pay until such time that you are licensed for that endorsement area or the 30 consecutive student days have ended.

Additionally, by State Statute only licensed educators working in their field of endorsement can receive credit for service towards retirement benefits. This means that if you are not appropriately licensed by the time the school year begins for your work assignment, you will not accumulate years of service until such time that you are appropriately licensed. This could have a substantial impact on your retirement date and/or benefits.

By practice, extensions for provisional and apprenticeship licenses are rarely awarded and only at the request of the Superintendent when it is determined that extenuating circumstances exist that prevent the individual from completing the requirements for initial licensure. There are no extensions for special educator endorsements.

On the next page, tips and strategies for an effective application are provided for your benefit.

Please keep the following in mind:

- Only complete applications (which include all required checklist items including the Notarized Request if applying for initial license) are processed. If your application is incomplete you will forfeit your \$50 non-refundable application fee.
- Video tutorials, Step by Step directions and Frequently Asked Question (FAQ) documents are available on the Agency of Education website – [Educator Quality](#). If after you have reviewed the resources and have specific questions you can send an email to our help desk at [AOE.LicensingInfo@Vermont.gov](mailto:AOE.LicensingInfo@Vermont.gov) Inquiries are responded to within 48 hours.
- Once your complete application is submitted the licensing specialist has 30 days to open your application and begin the review.
- If you are applying for initial licensure regardless if you have had fingerprinting done previously, by state law you will need to be fingerprinted again for an initial license. Once your Notarized Request has been received by our office you will be sent information for completing your fingerprints. A receipt verifying that your fingerprints have been taken must be uploaded to your account prior to a Letter of Eligibility (LOE) being issued.
- A LOE is valid for 90 days to coincide with the timeline for when Criminal Record Reports usually arrive at our office.

For an initial Vermont Educator License there are multiple pathways to licensure [Peer Review](#), [Transcript Review](#) or the [Traditional Route](#). You would have identified your pathway as part of your provisional or apprenticeship application.

If you are going through Peer Review you must submit your completed portfolio and application with the fees by March 1, 2018 to ensure licensure for the beginning of the 2018-19 school year.

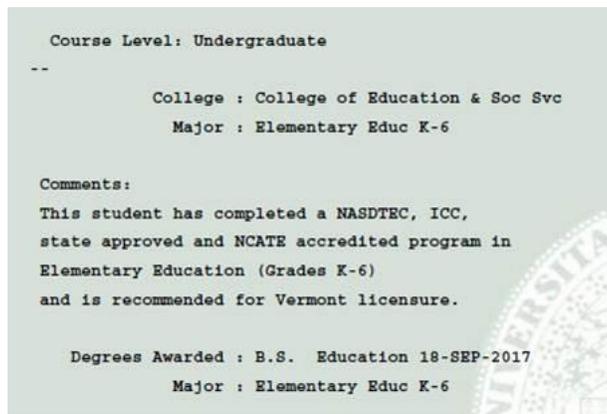
**Checklist for applicants who do not currently hold a Vermont Educator License – if you are applying for Educational SLP, Associate School Nurse or School Nurse see page 4 of this document.**

### **Initial License Traditional Route**

Please make sure the following documents are uploaded to your account prior to submitting your application. An incomplete application will be closed and you will need to reapply with another non-refundable \$50 application processing fee and \$12 Criminal Record fee. *Please review the links provided for additional information.*

- License Application** – complete all sections of the application
- Official College/University Transcripts** that include a recommendation for licensure

Example of Recommendation for Licensure found on transcripts



- Testing**

Praxis Core/Praxis I and Praxis II tests must be sent from ETS. Prior to applying make sure that you have “ordered” the test results to be sent to the Vermont Agency of Education. On average it takes 6 weeks for the results to reach our office after you have taken the test. It is always better to contact ETS to confirm the test results have been sent prior to submitting your application.

- Notarized Request** (paid the \$12 Dept. of Public Safety Fee)

This completed, notarized form must be sent to the Vermont Agency of Education via US Mail. **Do not upload this document to your account.**

- Additional Credentials**

- Certified DMV driving record (Drivers Ed endorsement)
- Valid/Current First Aid and CPR/AED certificates (PE & Health)

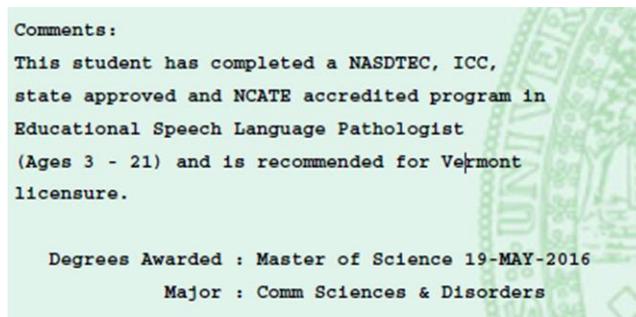
## Checklist for applicants applying for Educational SLP, Associate School Nurse or School Nurse who do not currently hold a Vermont Educator License

Please make sure the following documents are uploaded to your account prior to submitting your application. An incomplete application will be closed and you will need to reapply with another non-refundable \$50 application processing fee and \$12 Criminal Record fee. *Please review the links provided for additional information.*

### Initial License Transcript Review

- License Application** – complete all sections of the application
- [Transcript Review Worksheet](#)
- [Official College/University Transcripts](#) may include a recommendation for licensure

Example of Recommendation for Licensure found on transcripts



- [Testing](#)

Praxis Core/Praxis I tests must be sent from ETS. Prior to applying make sure that you have “ordered” the test results to be sent to the Vermont Agency of Education. On average it takes 6 weeks for the results to reach our office after you have taken the test. It is always better to contact ETS to confirm the test results have been sent prior to submitting your application.

- Notarized Request** (paid the \$12 Dept. of Public Safety Fee)

This completed, notarized form must be sent to the Vermont Agency of Education via US Mail. *Do not upload this document to your account.*

- Additional Credentials**

- Valid/Current First Aid and CPR/AED certificates (Associate School Nurse)
- School Nurse Orientation Training Certificate (Associate School Nurse & School Nurse)
- Vermont Clinical License (SLP, Associate School Nurse & School Nurse)

## Checklist for applicants adding an endorsement to a current Vermont Educator License.

### [Transcript Review Add an Endorsement](#) or [Expanding your Instructional Level](#)

Please make sure the following documents are uploaded to your account prior to submitting your application. An incomplete application will be closed and you will need to reapply with another non-refundable \$50 application processing fee and \$12 Criminal Record fee. *Please review the links provided for additional information.*

- License Application** – complete all sections of the application
- [Official College/University Transcripts](#) may include a recommendation for licensure
- [Verification of Practicum](#)
- [Testing](#)

Praxis II tests must be sent from ETS. Prior to applying make sure that you have “ordered” the test results to be sent to the Vermont Agency of Education. On average it takes 6 weeks for the results to reach our office after you have taken the test. It is always better to contact ETS to confirm the test results have been sent prior to submitting your application.

- Notarized Request** (paid the \$12 Dept. of Public Safety Fee)

This completed, notarized form must be sent to the Vermont Agency of Education via US Mail. **Do not upload this document to your account.**

#### **Additional Credentials**

- Certified DMV driving record (Drivers Ed endorsement)
- Valid/Current First Aid and CPR/AED certificates (PE)
- School Nurse Orientation Training Certificate (Associate School Nurse & School Nurse)
- Vermont Clinical License (SLP, Associate School Nurse & School Nurse)