# Provisional License Application

Superintendent, Director, Headmaster of an independent school, or Career Technical Director submits application to AOE

```
Name of school where teaching → Provide proof of advertising → Provide a list of candidates → Provide a plan for mentoring → Provide a plan for supervision → Provide current resume → Provide contract start date → Upload official transcripts
```

*Mentor to include a licensed educator in the same endorsement area or an Administrator.*

*BA or higher with major in content area of endorsement being sought\**

## Application is pre-approved by AOE and routed to educator to complete

```
Pay $50 non refundable application processing fee → Disclosure statement → Oath and statement of good standing → Consent to release registry info → Complete and upload 2 year provisional plan → Other info as required* (CPR, AED, First Aid, Clinical license)
```

*If Yes, must supply written explanation*

**No** → **Application closed**

**Yes** → Pay $100 License Fee → Provisional License or endorsement shall expire on June 30 of the second school year for which it was granted.

Qualifications – Applicants for a Provisional License and/or endorsement shall possess a baccalaureate degree and meet at least one of the following criteria:
a) possess any valid professional educator license from Vermont or from another state;
b) possess any expired Vermont educator license or any expired educator license from another state, provided the license expired no fewer than two years and no longer than 10 years ago;
c) have a major or the equivalent in the content area of the provisional endorsement sought;
d) have successfully completed the licensure content assessment for the provisional endorsement sought;
e) *There are some exceptions depending on the endorsement.

**To be completed by:**

- Superintendent or Director of Independent School
- Applicant/Educator
- AOE Staff

VERMONT
AGENCY OF EDUCATION

5/14/18