

PLAN TO OBTAIN A VERMONT PROFESSIONAL TEACHING LICENSE WHILE TEACHING UNDER A TEMPORARY LICENSE

A Provisional License is a two school-year temporary teaching license; it is *not a professional teaching license*. In the space below, write a plan that describes the step-by-step process you will follow to obtain your professional Vermont teacher license in the endorsement area requested in this provisional application.

This is a two-school-year plan. An application is NOT COMPLETE without **YEAR ONE** and **YEAR TWO** if necessary, found below. **Once you have completed this plan, you must upload this form to your online ALiS educator account, in checklist item 'Others' document section.**

Resources:

- [If you do not hold a Vermont Professional License](#): Review information on eligibility requirements and routes for pursuing your Initial VT Educator License.
- If you **currently** hold a Vermont Professional License and are adding an endorsement: Review [Transcript Review](#) and [Peer Review](#) for information on adding an endorsement.

Educator:
Temporary Endorsement requested:
Supervisory Union:
School:
Superintendent:

YEAR ONE: These are the detailed and achievable steps I will take in Year One of my Temporary teaching license **to meet** the requirements for a Professional Teaching License in the endorsement area identified above.

A passing score on the [Praxis Core Exam](#)

A passing score on applicable Praxis II endorsements

Steps I need and dates

- 1.
- 2.
- 3.
- 4.

YEAR TWO: These are the detailed and achievable steps I will take in Year Two of my Temporary teaching license *to meet* the requirements for a Professional Teaching License in the endorsement area identified above.

A passing score on the [Praxis Core Exam](#)

A passing score on applicable Praxis II endorsements

Steps I need and dates

- 1.
- 2.
- 3.
- 4.

PLEASE SEE EXAMPLES BELOW

If you are applying for licensure through the Traditional Route, and you have an Out-of-State Teaching License that is eligible for Reciprocity: Please apply online for an Initial License – The Provisional License is not needed. Vermont currently has [educator reciprocity](#) with all states.

EXAMPLES OF PROVISIONAL PLANS TO OBTAIN LICENSURE

Traditional Route – You do not have an Out-of-State Educator License:

Steps I need	Date
Praxis II exam (if needed) and have scores submitted to AOE	
Praxis Core or have qualifying SAT, GRE, ACT scores sent to AOE	
Submit Initial Application (if ALL testing is passed and submitted)	
Upload Official College transcripts to application checklist	
Upload any additional endorsement requirements to application checklist (<i>cpr/aed, first aid, clinical, etc.</i>)	
Complete a new fingerprint supported Vermont Criminal Record Check through the Vermont Agency of Education	
LICENSED by	

Transcript Review - Adding a New Endorsement to a current Vermont Educator License: The Transcript Review process may also be used to apply for Initial Licensure for specific endorsements.

Steps I need	Date
Pass Praxis II exam (if applicable)	
Pass Praxis Core exam or the equivalent (if applicable)	
Complete any additional endorsement requirements	
Submit Initial - Transcript Review Application	
Complete any additional coursework as determined in the Transcript Review	
Submit new Transcript Review application with final documentation that requirements have been met to add the new endorsement	
Once a determination letter states that you are recommended for Licensure, make necessary payment to AOE.	

Peer Review (License by Evaluation) – Alternate Route to Licensure:

Steps I need	Date
Attend Peer Review Clinic	
Submit Official Transcripts to the AOE	
Submit passed Praxis Core exam (or alternative) and passed Praxis II exam (if required) to AOE	
If needed, take necessary Praxis testing	
Apply to Peer Review program	
Complete Portfolio	
Submit Portfolio	
Peer Review Interview	
Complete additional requirements as outlined in Peer Review letter – if needed	
Once approved through Peer Review- Apply for initial Licensure depending on approval	
Complete a new fingerprint supported Vermont Criminal Record Check through the VT Agency of Education	
LICENSED by	

Provisional License Action Steps

Congratulations! You just received a Provisional license. Now what should you do? This page gives you valuable information about steps you should take **NOW** to make sure you will be able to qualify for the license when your Provisional expires. It is important to note that your Provisional Plan is NOT an approved route to the license, and may not be adequate to qualify for the license you are seeking. You may decide to change your plan once you follow the steps on this page.

1. Check out the requirements for the license. If your Provisional is for an initial license, you will need to meet the [Core Teaching Standards](#) as well as the specific [endorsement requirements](#) (scroll to the bottom of the linked page to see all endorsements). If you already hold a teaching license and your Provisional is only for a new endorsement, you just need to meet the specific endorsement requirements.
2. [Traditional Route](#), [Peer Review](#) or [Transcript Review](#)? Once you look over the requirements for the license you are seeking, you need to figure out what you still need in order to qualify. If you don't already hold a Level I or Level II license, you will most likely need to get a recommendation from an approved Educator Preparation Program (see next page), or apply for a Peer Review. There are a few endorsements where you can apply for an initial license through Transcript Review – you can see that list [here](#). If most of your evidence for meeting the requirements is coursework on a transcript, you will likely want to choose the traditional route (Educator Preparation Program) for getting an initial license, or Transcript Review for adding an endorsement. If more of your evidence is life experience or professional learning that is not on a transcript, Peer Review may be your better option. Consider that there is a \$50 application fee for Transcript Review and a \$1200 fee for Peer Review.
3. Make your plan for how you will meet the remaining competencies. The easiest path may be to work with one of the programs in Vermont that is approved to recommend you for the license. Not all programs are approved to recommend for all endorsements; you can see the full list of postbac and graduate programs on the next page. The [Teacher Apprenticeship Program](#) (TAP) at Champlain College and [Vermont Higher Education Collaborative](#) (HEC) have developed programs to support people who are teaching under Provisional licenses in some endorsements.
4. If you're not sure about which competencies you've already met, you can apply for a Course Audit. This is the same process as applying for a Transcript Review. You will apply in ALiS, pay the \$50 fee, and upload a completed Transcript Review worksheet, transcripts, syllabi, and other required documentation, depending on the endorsement. A specialist will then review your application and send you a determination letter letting you know what competencies you still need to meet. When you have met those competencies and reapply for the endorsement later, you won't have to resubmit all of the evidence you uploaded to your initial application – just the evidence of how you met the remaining competencies. If you choose this option, you will also have the opportunity to have prospective course syllabi pre-approved for your remaining competencies.

5. If you have questions:
Transcript Review: [Cathy Wilkins](#)
Peer Review [Coordinator](#)
Approved Educator Preparation Programs: [Ellen Cairns](#)
Temporary Licenses: [Ron Ryan](#) or [Jessica Monahan](#)

Approved Postbac and Graduate Programs in Vermont

Castleton - Principal

HEC – Additional endorsements only in Early Childhood, Early Childhood Special Ed, Special Education.

Northern Vermont University (NVU) – Art, Dance, Early Childhood, Elementary, English, Math, Middle Grades – all, Music, School Counselor, Science, Social Studies, Special Education, Theater Arts

Saint Michael's – Art, Director of Curriculum, Director of Special Education, Early Childhood, Elementary, English, English Language Learner, Math, Middle Grades – all, Modern and Classical Languages – French, Latin, Spanish, Principal, Science, Social Studies, Special Education, Special Education Consulting Teacher, Specialized Literacy (formerly Reading Specialist), Theater Arts

Spark – Elementary, English, Math, Middle Grades – all, Science, Social Studies

TAP – Art, Business, Ed Tech Specialist, English, English Language Learner, Family and Consumer Science, Health, Math, Middle Grades – all, Modern and Classical Languages – all except ASL, Music, Physical Education, Science, Social Studies, Theater Arts

UVM – Art, Computer Science, Early Childhood, Early Childhood Special Ed, Educational SLP, Elementary, English, Intensive Special Needs, Math, Middle Grades – all, Modern and Classical Languages – all but ASL, Greek, Russian, Music, Physical Education, School Counselor, Science, Social Studies, Special Ed, Special Ed Consulting Teacher

Upper Valley Educator Institute (UVEI) – Director of Curriculum, Principal, Specialized Literacy (formerly Reading Specialist)

Vermont Technical (VTC) – Career and Technical Education