

L/RSB Retired Educator Application

The Vermont Online Licensing
System for Educators

Resources and Information

- A retired educator license is only available to those that meet the following requirements:
 - Valid Level II License
 - 15 years licensed experience
 - Withdrawn from active service or will withdraw from active service within six months
 - Receiving or will receive within six months any Educator's Retirement Allowance
 - Completed three professional development credits (45 hours), in each endorsement area, within three years of application
- *Do not use Safari to access the system and apply for a license. It is NOT compatible and will not work.*

Before you start....

1. You must be registered in the Online Licensing System aka ALiS
2. To register go to [our website and Click 'Register Here'](#). For more information on Registering Please view the [Registering in ALiS tutorial](#).
3. You need to update your profile information with:
 - Personal & Contact Information
 - [Current Employment](#) - This is critical as your employment will link you with the correct Local Standards Board or the AOE for approval. Make sure that you select the correct Supervisory Union and school information in the employment section of your profile. If you are not employed in a Vermont School please select “other” and then complete the remaining details.
 - Education Details
4. You will need a credit card or checking account to complete the application process.

Additional requirements

Self-Assessment:

- Required if currently practicing under the endorsement to be reinstated.

Pension Allowance Verification:

- Document are receiving or will be receiving a retirement allowance from service as an educator

Any additional documentation required by endorsement:

- School Nurses
 - Valid VT RN License
 - Valid CPR-AED & First Aid
- Physical Education teachers
 - Valid CPR-AED & First Aid
- Health Education teachers
 - Valid CPR-AED
- Driver Education teachers
 - Certified DMV Driving History

Begin the application

- To apply for a retired license an educator will select from What Do You Want to Do?
- The answer to the second and third questions must be yes in order to apply

WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Update Profile

Renew License(s)

Add New Endorsement

Reinstatement License(s)

Print License Details

Apply For Retired License

Apply for New License

Change Password

PL Activity

Retired Application Preliminary Question(s)

Fields marked with asterisk (*) are required

Retired License Application Preliminary Question(s)

If you have any questions regarding Retired Licensure please contact the Agency of Education at 802-479-1700

Per federal regulations regarding Criminal Record Checks (CRC); all applicants for Licensure in Vermont need to complete a fingerprint supported CRC conducted for the Agency of Education. Printable forms will appear in your application checklist at the time of submittal. The cost is \$13.25.

OK

Do you have at least 15 years of licensed teaching experience?

Yes No

Are you or will you be receiving a pension from an educator retirement system within the next six months OR have you withdrawn from active service at a Private school that does not offer a retirement allowance?

Yes No

Criminal Record Check Application

- You will be directed to have a complete fingerprint supported criminal record separately from your Retired application **IF** our records indicate that you need an updated CRC or that you have not completed a CRC after July 1, 1998 per [Vermont Statute](#).
- A non-refundable fee of \$13.25 will be required. Review our directions: [Criminal Record Check](#)
- Within your checklist at the submission of your application - Print the form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC). (You may access this form immediately when submitting your CRC application)
- **Do not call and make your fingerprinting appointment until the Renewal Application has been submitted to the Agency of Education**
- **The Agency of Education cannot accept CRC Applications without a corresponding Application for licensure.**

Criminal Record Check Continued

- Complete the CRC information, and check the attestation. Submit to AOE and pay the required fee

Criminal Record Check

Fields marked with asterisk (*) are required

PERSONAL & CONTACT
INFORMATION

CRC
INFORMATION

ATTESTATION

CRC Information

Per federal regulations regarding Criminal Record Checks (CRC); all applicants for Licensure in Vermont need to complete a fingerprint supported CRC conducted for the Agency of Education. Printable forms will appear in your application checklist at the time of submittal. The cost is \$13.25.

OK

Place of Birth

City/Town *

Country *

State *

Additional state(s) where I have resided or been employed?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Montana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> New Hampshire | |

Reset

Save & Logout

Save & Go to Next Step

Attestation and Payment for CRC

- Within your checklist at the submission of your application - Print the form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC). (You may access this form immediately when submitting your CRC application)
- **Do not call and make your fingerprinting appointment until the Renewal Application has been submitted to the Agency of Education**
- **The Agency of Education cannot accept CRC Applications without a corresponding Application for licensure.**

Confirmation

Thank you for using our online services. Your Criminal Record Check application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 22620. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your payment receipt [click here](#). Or view the payment history section via your home menu. If you would like to print your online application summary [click here](#)

Checklist

Item #	Item	View/Attach	Item Status
1	Receipt received from fingerprinting center, when fingerprinting is complete upload to checklist.	Documents (0) Please click here to print the form you need to take to a fingerprinting center. Click here to view the Vermont Criminal Records Check packet that contains information about Vermont Fingerprint Identification Centers and instructions for out-of-state/country applicants.	Pending
2	Vermont Criminal Information Center, Fingerprint Authorization Certificate.	Documents (0)	Pending
3	Others	Documents (0)	N/A

Personal Information Tab

- Once the CRC application has been completed and submitted, you will be redirected to the home menu. Select Apply for Retired License from the What Do You Want to Do
- Personal Information and Contact Information screen will open and educator may review and edit.
- If all is accurate – SAVE & Go to Next Step.
- Do not toggle between the tabs in the application, your information will not save.

Online Reinstatement Application

Fields marked with asterisk (*) are required.



Please Review PERSONAL Information for accuracy.

Personal Information

Last Name *	<input type="text" value="BOLTE"/>	First Name *	<input type="text" value="USAIN"/>	Middle Name	<input type="text" value="L."/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-0051"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05301"/>
Street 1 *	<input type="text" value="GGN"/>	State/Province *	<input type="text" value="Vermont"/>		
City *	<input type="text" value="BRATTLEBORO"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="111-111-1111"/>	Alternate E-mail	<input type="text"/>		
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont."/>				

Reset

Save & Logout

Save & Go to Next Step

License Information Tab

- License Information screen will appear.
- Educator will select Requested Action for endorsement(s)
- For multiple endorsements may choose which endorsements to retire



Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
II	0-36 (Early Childhood Education, Birth through Grade 3)	None	None	06/30/2018
	8-82 (Special Educator, Grades K-8)	None	None	06/30/2018

License(s)/Endorsement(s) that can be retired

License Type	Endorsement	Subject Limit	Grade Limit	Restriction Label	Expiration Date	Requested Action
II	0-36 (Early Childhood Education, Birth through Grade 3)	None	None	None	6/30/2018	Retire <input type="button" value="v"/>
	8-82 (Special Educator, Grades K-8)	None	None	None	6/30/2018	Do Not Retire <input type="button" value="v"/>

Employment Details and Professional Learning Tab

- Educator verifies the info is correct – do not enter an end date. [Please see our tutorial on adding employment.](#)
- Professional Learning also appears and educator has option to select:
 - YES - PL has been submitted to L/RSB
 - No – PL has not been submitted to L/RSB – must then enter PL activities. [View an additional tutorial on adding PL.](#)
- Has option to add more PL if needed, even if Yes selected.
- Current L/RSB is listed at the bottom of this section

Professional Learning for Level II Retired:

- 45 hours of new learning per endorsement
- 15 hours of new learning specific to the endorsement being reinstated
- All professional learning within three years preceding the retired application

Employment Details and Professional Learning Screenshot

Online Retired Application

Fields marked with asterisk (*) are required



Employment Detail Add Employment | Delete Employment

Enter current employer – do NOT enter end date (for current employment outside VT School choose "Other"). List previous educational employment only for previous 3 years.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code
Franklin Northwest SU	08/01/2011		100	Yes	Teacher - Level I, Level II and Retired

Professional Learning Activities Add Activity | Delete Activity

List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? *

Yes No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)
ProFile Seminar	05/14/2015	05/16/2015	16	This seminar is taken at the start of the program and is a prerequisite for admission into the graduate program. Students will utilize activities as self-assessment tools to reflect on their personal and professional growth objectives and envision the educator they hope to become in the future.	Upload online	Documents (0)
Dimensions in Teaching Education Technology	08/10/2015	08/14/2015	45	This first teaching and instructional technology course that explores various technology tools and methods.	Upload online	Documents (0)

Your current L/RSB: Franklin Northwest

Activity Detail Screen

- Educator completes Activity Details
 - If activity applies specifically to endorsement – selects the endorsement to which it applies
 - Checks applicable teaching/leadership standards.
- Fields marked with asterisk (*) are required.

Activity Details

Activity Details

Completion of a minimum of 3 credits or 45 hours of professional learning.
Completion of a minimum of 6 credits or 90 hours of professional learning.
Completion of a minimum of 9 credits or 135 hours of professional learning.
1 credit of professional learning is equal to 15 hours.

Activity Type *

Of Hours *

How will you send Document(s)? *

Description *

Expected or Actual Impact *

Completed? *

Activity Name *

Start Date *

End Date

Related Endorsement

Related endorsement(s): If this goal is related to one or more endorsement, please select those endorsement(s).

1 -00 (Elementary Education, Grades K-6)

3 -85 (Consulting Teacher, Grades PK-12)

Core Teaching Standards

[Click here](#) to view the Vermont Core Teaching Standards.

The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibility
<input type="checkbox"/> Learner Development	<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Assessment	<input type="checkbox"/> Professional Learning and Ethical Practice
<input type="checkbox"/> Learning Differences	<input type="checkbox"/> Application of Content	<input type="checkbox"/> Planning for Instruction	<input type="checkbox"/> Leadership and Collaboration
<input type="checkbox"/> Learning Environment		<input type="checkbox"/> Instructional Strategies	

Submission to L/RSB

- You may upload your certificates in the 'documents' window
- Select submit to L/RSB

Professional Learning Activities Add Activity | Delete Activity

List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? * Yes No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)
TEST	08/02/2016	08/09/2016	45	TEST	Upload online	Documents (0)

Your current L/RSB: Chittenden South

Reset

Save & Logout

Submit to L/RSB

Payment Screen

- Choose 'pay now' on the fee details screen, submit payment using a credit card or electronic check.
- Your retired application has been submitted to the L/RSB for review.

Fee Detail

Fee Details

Additional licensing fees will be requested when application review is completed.

Application Processing Fee	\$50.00
----------------------------	---------

Total Fee	\$50.00
------------------	----------------

Edit Application

Pay Now

Checklist Screen

Retired Confirmation list:

- L/RSB name
- Transaction number

Educator can now upload:

- Document of self-assessment or
- Addition PL documentation or
- Any other relevant documentation

Online Retired Application Submitted

Confirmation

Thank you for using our online services. Your retired license application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 22363. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your payment receipt [click here](#). Or view the payment history section via your home menu. If you would like to print your online application summary [click here](#)

Checklist

Item #	Item	View/Attach	Item Status
1	Verification of Self-Assessment on Teaching and/or Leadership Practice Form- education.vermont.gov/licensing/licensed-educators/renew-license	Documents (0)	Pending
2	Professional Learning Activities Review	Documents (0)	Pending
3	Review Good Standing Declaration. (AOE staff only)	Documents (0)	Pending
4	Review Disclosure form. (AOE staff only)	Documents (0)	Pending
5	Verification of pension	Documents (0)	Pending
6	Others	Documents (0)	N/A

L/RSB Review

- Educator's part is now done, so it is time for the L/RSB to review the reinstatement application.
- Once your L/RSB or the AOE reviews your retired application, you will receive a notification email prompting you to log back in and complete the legal forms.
- Log into your account and select View Pending Online Applications. Click the green complete application button.

Pending Online Application(s)					
Application Type	Transaction #	Date	Current Step	Application Summary	View Details
Online Retired Application	22363	02/15/2018	Initial Application (Retired) License Request Review by AOE	Application Summary	View Details
Criminal Record Check	22362	02/15/2018	CRC Request Review by AOE	Application Summary	View Details

Good Standing Declaration Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, 'Save & Go to Next Step'

Online Reinstatement Application

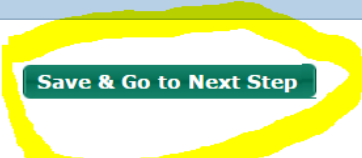
Fields marked with asterisk (*) are required.

PERSONAL INFORMATION — LICENSE INFORMATION — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — **GOOD STANDING DECLARATION** — DISCLOSURE FORM — ATTESTATION

Good Standing Declarations

<p>Child Support (You MUST check one:)</p> <p><input type="checkbox"/> I am not subject to a child support order; Or</p> <p><input type="radio"/> I am subject to a child support order and I am in good standing or in full compliance; Or</p> <p><input type="radio"/> I am not in good standing or in full compliance</p>	<p>Taxes (You MUST check one:)</p> <p><input type="radio"/> I am in good standing in regards to my Vermont Taxes (all returns are filed and paid); Or</p> <p><input type="radio"/> I have never lived or worked in Vermont and do not owe Vermont taxes; Or</p> <p><input type="radio"/> The liability for any Vermont taxes due and payable is on appeal; Or</p> <p><input type="radio"/> I am in compliance with a payment plan approved by Vermont Department of Taxes; Or</p> <p><input type="radio"/> I am not in good standing in regards to my Vermont taxes</p>
<p>Unemployment Compensation (You MUST check one:)</p> <p><input type="radio"/> This does not apply to me because I have never been an employer in Vermont; Or</p> <p><input type="radio"/> No contributions or payments in lieu of contributions are due and payable; Or</p> <p><input type="radio"/> The liability for any contributions or payments due and payable is on appeal; Or</p> <p><input type="radio"/> I am in compliance with a payment plan approved by the commissioner; Or</p> <p><input type="radio"/> I am not in good standing in regards to unemployment compensation</p>	<p>District Court Fines / Judicial Bureau Fines (You MUST check one:)</p> <p><input type="radio"/> I do not have any unpaid judgments; Or</p> <p><input type="radio"/> I am in good standing with respect to any unpaid judgments; Or</p> <p><input type="radio"/> I am not in good standing in regards to unpaid District Court or Judicial Bureau fines</p>

[Reset](#) [Save & Logout](#) [Save & Go to Next Step](#)



Disclosure Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, 'Save & Go to Next Step'

Online Reinstatement Application

Fields marked with asterisk (*) are required

PERSONAL INFORMATION — LICENSE INFORMATION — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — **DISCLOSURE FORM** — ATTESTATION

Disclosure Questions

If the answer to any of the questions "A" through "I" is "yes", you must provide a complete explanation. A "yes" answer to any of those questions is not an automatic denial of licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Agency of Education, please indicate so.

	Question	Response
A.	Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of nolo contendere counts as a conviction of a criminal offense.	<input type="radio"/> Yes <input type="radio"/> No
B.	Do you have any pending criminal charges? If yes, please provide a written explanation and specify the court that has jurisdiction of the charges.	<input type="radio"/> Yes <input type="radio"/> No
C.	Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation.	<input type="radio"/> Yes <input type="radio"/> No
D.	Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?	<input type="radio"/> Yes <input type="radio"/> No
E.	Is there any adverse action now pending against you in any state by any professional licensing agency or have you been notified of any ongoing or potential investigation or inquiry regarding any professional license?	<input type="radio"/> Yes <input type="radio"/> No
F.	Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct or incompetence?	<input type="radio"/> Yes <input type="radio"/> No
G.	Have you ever been disciplined, reprimanded, suspended, removed or discharged from employment or student teaching because of allegations of misconduct or incompetence?	<input type="radio"/> Yes <input type="radio"/> No
H.	Are you now, or have you ever been, required to register as a sex offender in any jurisdiction of the United States, including any state, territory, commonwealth, the District of Columbia, or military, federal, or tribal jurisdiction?	<input type="radio"/> Yes <input type="radio"/> No
I.	I acknowledge that the Vermont Agency of Education may receive updates to my criminal conviction record via VCCRIS (Vermont Criminal Conviction Record Internet Service) and may use this information to verify my answers to the above questions. I understand that this information will be used for reviewing my suitability for licensure. I further understand that within 30 days of receiving the results of the record check or update, I have the right to appeal the findings in writing to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont 05671-2101.	<input type="radio"/> Yes

Reset **Save & Logout** **Save & Go to Next Step**

RMONT
OF EDUCATION

Attestation Form

- You **MUST** check the Attestation to submit your application. This is your form of electronic signature.
- Click **SUBMIT TO AOE** to submit your application for final review.

Online Reinstatement Application

Fields marked with asterisk (*) are required.

PERSONAL INFORMATION — LICENSE INFORMATION — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — DISCLOSURE FORM — **ATTESTATION**

Consent of Release of Information

Place of Birth

City/Town *

Country *

State *

You must check the following:

- I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education.

Attestation

You must check the following:

- I certify that I have completed a Self-Assessment of my teaching and/or leadership practice or have not been practicing under this endorsement and therefore are not required to complete a Self-Assessment.
- I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.
- I certify that I will complete the criminal record check process. Failure to do so could result in a licensing action pursuant to 16 V.S.A 1698(1)(F)

Submit to AOE

Final Payment

- Once an AOE specialist reviews your application, and approves it, you will receive a notification email prompting you to log back into your account and complete the final payment. Click the green pay now button.

Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Retired Application	22363	02/15/2018	Initial Application (Retired) License Request Review by AOE	Application Summary	View Details	Pay Now

- You will then choose whether you would like to receive a formal copy of your license (additional fee of \$10). Choose yes or no then click pay now.

Fields marked with asterisk (*) are required

LICENSE INFORMATION

License Type	Endorsement	Grade Limit	Subject Limit	Issue Official Copy of License *
Professional Educator License (Level I)	1 -00 (Elementary Education, Grades K-6)	None	None	Yes
Professional Educator License (Level II)	3 -85 (Consulting Teacher, Grades PK-12)	None	None	No

[Back](#)

[Pay Now](#)

Final Approval

- Proceed through the payment screens to submit your final payment.
- You will receive a payment receipt confirmation via email.
- An AOE specialist will now approve your reinstatement when payment is received. You will receive an email confirmation that your reinstatement is approved. You may then login to your account and print your license details.
[Tutorial here.](#)