

# **Transcript Review for Initial Licensure**

The Vermont Online Licensing  
System for Educators (ALiS)

# Instructions

- You may apply for only 1 endorsement per application.
- Vermont currently has licensure reciprocity with all states except: New York, New Mexico, South Dakota, and Wisconsin. Educators who hold a current license or have a recommendation for licensure on their transcript from any of these states will need to apply for Initial License [through Transcript Review](#).
- The Transcript Review process may be used to apply for Initial Licensure for these **endorsement areas**:

20 Assistant Director for Adult Education	16 JROTC Education
03 Business Education	61 School Librarian
92 Career Technical Education Director	66 School Psychologist
87 Career Technical Education Special Needs Coordinator	54 School Social Worker
10 Design Technology Education	68 Teacher of the Deaf and Hard of Hearing
30 Driver and Traffic Safety Education (In-vehicle and Full endorsement)	67 Teacher of the Visually Impaired
84 Educational Speech Language Pathologist	60 Work-Based Learning Coordinator
42 Educational Technology Specialist	65 & 65A School Nurse / Associate School Nurse
09 Family and Consumer Sciences	16 Junior ROTC Instructor, Grades 9-12

# Begin your application

- [View our FAQs on Transcript Review](#)
- You must be registered in ALiS.
- To register [Login to an Existing Account](#) or [view our tutorials](#)
- Once registered, you will be brought to your Home Screen; click on 'Apply for New License' to start your application.
- Answer NO to all of these questions, this will prompt an Alternate Route box to appear at the bottom of the screen. Click on Apply using Transcript/Academic Review, then Click save and go to next step.

## Initial Licensure Application Preliminary Step

Fields marked with asterisk (\*) are re

### Initial Licensure Application Preliminary Question(s)

Have you received a contract offer to teach or lead in a Vermont School?

Yes  No

Have you completed a **Vermont State** approved educator preparation program at a college or university or alternative program through a bachelor, post-baccalaureate or master's degree program and received a recommendation for licensure at the time of graduation?

Yes  No

Do you have a current, comparable license (teacher or administrator) from a state that Vermont has signed the NASDTEC Interstate Agreement with and can provide a copy of this License?

Yes  No

Have you graduated from a state or CAEP approved educator preparation program in a state that Vermont has NOT signed the NASDTEC Interstate Agreement with (New York, New Mexico, South Dakota, Wisconsin)?

Yes  No

Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process [click here](#)

Yes  No

Do you have a current Vermont Clinical Speech Language Pathologist License, and have completed the transcript review for the Educational Speech Language Pathologist endorsement?

Yes  No

### Alternate Route to Licensure

Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)

Apply using Vermont Peer Review Process? To learn more details about the peer review Process [click here](#)

# Personal Information Tab

- The Personal Information and Contact Information screen will open, which an 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.

## Transcript Review Request

Fields marked with asterisk (\*) are required



### Personal Information

Last Name *	<input type="text" value="CURIE"/>	First Name *	<input type="text" value="MARIE"/>	Middle Name	<input type="text"/>
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="Female"/>	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-6531"/>				

### 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 1 *	<input type="text" value="GGN"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05401"/>
City *	<input type="text" value="BURLINGTON"/>	State/Province *	<input type="text" value="Vermont"/>	Phone # - Ext. *	<input type="text" value="111-111-1111"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>
Preferred E-mail *	<input type="text" value="a@a.com"/>	Alternate E-mail	<input type="text" value="a@a.com"/>				

# License Information

- Click 'Add' in the right corner of the 'What endorsement(s) are you seeking?' section.
- You will then select:
  - Endorsement category- Teacher or Administrator
  - [Endorsement](#)
  - Instructional Level (pop up window)
- Educators who hold an Out of State License from: New York, New Mexico, South Dakota or Wisconsin: select the teaching category and choose the endorsement labeled OOS - **Out Of State License** option. This applies to all OOS license endorsements requested. At submission, download the [endorsement worksheet](#) which corresponds with your OOS License.

## Transcript Review Request

Fields marked with asterisk (\*) are required.



### What endorsement(s) are you seeking?

Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Teaching ▼	OOS - Out of State License - all ends ▼		<a href="#">Instructional Level</a>		<input type="checkbox"/>

Reset

Save & Logout

Save & Go to Next Step

# Education Details

- Click 'Add Education Details' to Add a row for new education details.
- Enter your Education Details into the new row, completing all areas marked with a red asterisk
- Once you have entered all your education details move on to add your employment details.

Education Details								Add Education Details   Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major		
St. Michael's College x	Burlington	Vermont v	United Sta v	08/01/2012		MED	Educatic		
Castleton State College	Castleton	Vermont v	United Sta v	08/01/2008	05/10/2012	BS	Comput		

- If you have a current valid license in another State in the endorsement area you are seeking, click 'add current license' and upload a copy of your license.

Other State/Foreign Licensing Information	Add Current License   Delete Current License
If your license does not expire, then leave expiration field blank.	

# Employment Details

- Click 'Add Employment Details' to open a pop-up where you may add new employment details.
- Enter your Employment Details into the pop-up, completing all areas marked with a red asterisk. Once you are done Click OK to save the Details you have entered.
- [Please see our tutorial on adding employment.](#)
- Click save and go to next step

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	Is Continue	Employment Code	
Private School	01/01/2017		100	Yes	Teacher - Level I, Level II and Retired	<input type="checkbox"/>

Reset

Save & Logout

Save & Go to Next Step

# Attestation and Payment

- You **MUST** check the Attestation in order to submit your application.
- Click **Next** to be taken to the Electronic Payment Gateway

## Add new Endorsement to Transcript Review Request

Fields marked with asterisk (\*) are required



### Attestation

#### You must check the following:

- 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.

- First you will be taken to a summary of your charges. This should list the \$50.00 non-refundable application processing fee.
- When you are ready to pay click **'Pay Now.'**
- You will be re-directed to the AOE's secure Payment Gateway where you may pay by Credit Card Debit Card, or Electronic Check.
- You will be prompted to enter your Contact Information and account information like any other online payment
- Once complete Click **"Continue"** and your payment will be processed.
- Once processed you will be immediately taken to a Confirmation and Checklist Screen



# Checklist

- To access your checklist after your application has been submitted – choose View Pending Online Application(s) from your home menu
- Click View Details next to your Initial Application - Transcript Review
- To complete your application, download the [endorsement worksheet](#), and if applicable, the [Core Teaching Standards worksheet](#).
- You must also upload Syllabi for each course which include course descriptions and course objectives, and any additional items identified in the checklist as part of your complete application (Transcripts, Syllabi, Exam results, CPR/AED cards etc.).

## Checklist

Item #	Item	View/Attach
1	<a href="#">Transcript Review endorsement area competencies Worksheet</a> . Upload to checklist.	Documents (1)
2	Syllabi for each course which include course descriptions and course objectives.	Documents (0)
3	REQUIRED: Official undergraduate and graduate transcripts with the degree and date conferred. Educator may upload directly to checklist.	Documents (2)
4	<a href="#">Core Teaching Standards Worksheet</a> . NOT required for: School Psychologist, School Social Worker, School Nurse, Associate School Nurse, Junior ROTC Instructor, Work-Based Learning Coordinator. Upload to checklist.	Documents (0)
5	<a href="#">Review Exam Data</a>	Documents (0)
6	Resume	Documents (1)
7	Others	Documents (0)
8	Vermont Clinical SLP License	Documents (1)

# Transcript Review Worksheet

- To complete the Transcript Review Worksheet, you will need:
  - Official copies of transcripts which include coursework to be considered (only courses with a grade of “B” or better will be considered)
  - Syllabi for each course which include course descriptions and course objectives
  - Evidence you have met testing requirements. Praxis Core or the equivalent is only required if applying for initial licensure. See [Vermont’s Testing Requirements](#) for endorsements that require Praxis II testing.
  - Verification you have completed the required practicum.
- If you do not have coursework for a competency, include a course you would like to take to satisfy the competency. This coursework will be pre- approved or refused as part of your review.
- If an application is missing required acceptance materials, determination will be based on available materials, and marked as complete/closed

# Determinations

## **Additional coursework necessary**

Your Transcript review will be processed within 4-6 weeks. Once processed you will receive a determination.

If you need additional coursework, you are sent a determination letter outlining the additional requirements needed to qualify for the endorsement.

- If your determination letter states you are Not Recommended for Licensure, and additional coursework is necessary, you may request course pre-approval from the Agency
- If requesting pre-approval, you must submit course syllabi and course description(s) within 90 days of your determination letter date to [AOE.LicensingInfo@Vermont.gov](mailto:AOE.LicensingInfo@Vermont.gov)
- AOE determines course pre-approval, notifies the applicant, and then closes the application

# Approved to add endorsement to new Level I License

If you qualify to add the endorsement to a new Level I License, you will receive an email from the AOE which requests payment for a new Level I License.

Final Step to completion:

- Login and choose view pending online applications
- Complete all tabs within the Initial License Application ([See our full tutorial on completing an Initial License application](#))

## Initial License Application - Transcript Review Route

Fields marked with asterisk (\*) are required



Please review PERSONAL Information for accuracy.

### Personal Information

Last Name *	<input type="text" value="Buchanan"/>	First Name *	<input type="text" value="Beth"/>	Middle Name	<input type="text"/>
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="Other"/>	Race *	<input type="text" value="Asian"/>
SSN *	<input type="text" value="xxx-xx-6012"/>				

### 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 1 *	<input type="text" value="219 North Main Street"/>	Street 2	<input type="text" value="Suite 402"/>		
City *	<input type="text" value="Barre"/>	State/Province **	<input type="text" value="Vermont"/>		
Phone # - Ext. *	<input type="text" value="802-479-1700"/>	Alternate Phone # - Ext.	<input type="text"/>	Zip *	<input type="text" value="05641"/>
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont.g"/>	Alternate E-mail	<input type="text"/>		

Reset

Save & Logout

Save & Go to Next Step

# CRC Information

- Satisfactory results on a Nationwide fingerprint supported record check are a requirement for licensure. The VT Agency of Education cannot use fingerprint supported record check reports done for other states. The VT Agency of Education cannot use fingerprint supported record check reports done for employment, student teaching, or volunteering at Vermont schools.
- Applicants must complete the fingerprint supported record check process for the VT Agency of Education (AOE). This process can take up to 6-12 weeks.
- A “Fingerprint Authorization Certificate” form – will need to be downloaded from the checklist which appears at submission. Instructions are included on the form. For more information [see our FAQs on CRCs](#).

## Initial License Application - Transcript Review Route

Fields marked with asterisk (\*) are required



### 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 \$12.00.

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	

# Questions

- Please visit our website for additional information and resources, including [tutorials on completing the Transcript Review Process](#)
- If the Website and Tutorials do not answer your questions Contact the Licensing Office at: [aoe.licensinginfo@vermont.gov](mailto:aoe.licensinginfo@vermont.gov)