

Updating Your Employment Details

The Vermont Online Licensing
System for Educators

Log onto the Vermont Online Licensing System (ALiS)

1. You must be registered in the Online Licensing System aka ALiS
2. To register go to [our website at: 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 SU and school information in the employment section of your profile. If you are not employed in a Vermont School please select “non-educational employment” or “other” and then complete the remaining details.
4. Choose Update Profile under “what do you want to do?”

Educator Profile

Personal Information

Last Name * BOLTE First Name * USAIN Middle Name L.
Suffix Maiden Names/Other First & Last Names ?
Gender * Male Ethnicity * Prefer not to answer
SSN * xxx-xx-0051 Educator ID ? 8012233
DOB * 01/01/1980 Race * Prefer not to answer

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 * United States
Street 1 * GGN Street 2
City * BRATTLEBORO State/Province * Vermont Zip * 05301
Phone # - Ext. * 111-111-1111 - Alternate Phone # - Ext. 111-111-1111 -
Preferred E-mail * rebecca.gile@vermont.g Alternate E-mail

Education Details Add | Delete

Employment Details Add | Delete

Employer Name	Start Date	End Date	% FTE	Continuing Employment	Employment Code
Chittenden South SU	08/04/2016		100	Yes	Teacher - Level I, Level II and Retired

License Information

License Type	Endorsement	Instructional Level	Subject Limit	Grade Limit	Status	Expiration Date	History
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- Click on Add in the Employment details. A pop-up window will open where you may enter your employment details.

Employment Details employed in a Supervisory Union...

- Correctly entering your employment will link you to an L/RSB and your Supervisory Union. If your employment is not linked with an L/RSB and SU your applications cannot be reviewed by the L/RSB and your Superintendent cannot access your License information or make temporary license requests for you.
- All fields with an * are required. If you are currently employed do NOT put an end date just check the continuing employment box. Do NOT choose the employment code “other” if you are working in a Vermont School.
- Click OK to Save your Employment Information

Employment Details

Supervisory Union *	Chittenden South SU		
Employer Name *	Chittenden South SU		
Employer City *	fh	Employer State *	Connecticut
Employer Country *	United States	Last Position Held	hfh
Total % FTE *	100 %	Employment Code *	Teacher - Level I, Level II and Retired
<input checked="" type="checkbox"/> Continuing Employment	Worked From *	08/04/2016	to

Subject and Grade

Subject Taught/Position Held *	% FTE *	Grade Limit
aaa	100	4th Grade

[Add](#) | [Delete](#)

Employment Details NOT employed in a Supervisory Union...

- To renew or reinstate your license you must include employment details. If you are not employed in a Vermont Supervisory Union – choose “other” in the Supervisory Union drop down.
- Complete every text box, and choose “other” in the employment code. Subject and Grade are not required.

Employment Details

Employment Details	
Supervisory Union *	Other
Employer Name *	Other
Employer City *	West lebanon
Employer Country *	United States
Total % FTE *	100 %
<input checked="" type="checkbox"/> Continuing Employment	Worked From * 02/09/2011 to
	Private School
	School Name
	Employer State * New Hampshire
	Last Position Held Teacher
	Employment Code * Other Teacher

Subject and Grade Add | Delete

OK

No Change-Close

Employment Details Continued...

- After you Save your Employment Details you will return to the main Profile screen. You may view all Employment Details entered and by clicking on the Blue Employer Name. You may edit saved Employment Details any time.
- **Once you have entered all your Employment Details you MUST click SAVE at the bottom of your profile page for the information entered to be saved and retained!**

Employment Details						Add Delete
Employer Name	Start Date	End Date	% FTE	Continuing Employment	Employment Code	
Chittenden South SU	08/04/2016		100	Yes	Teacher - Level I, Level II and Retired	