

VSBPE

Date: September 20, 2018

Item: Revision of VSBPE Policy H2 – *Activities that Qualify for Professional Learning Credit*

ITEM: Shall the VSBPE adopt the revised Policy H2 – *Activities that Qualify for Professional Learning Credit*?

AGENCY RECOMMENDED ACTION:

That the Vermont Standards Board for Professional Educators adopts the revised version of Policy H2 – *Activities that Qualify for Professional Learning Credit*. Said Policy should be used by all educators renewing/reinstating endorsements and by educators applying for the initial licensure when recency of study is necessary. Policy H2 (grid form) shall be posted on the AOE website and linked in renewal documents once the revised Rules go into effect.

BACKGROUND: In June 2018, the VSBPE approved the revised *Rules Governing the Licensing of Educators and the Preparation of Educational Professionals*. One of Rule changes from June 2018, reflected a change from C or better for Relicensure Credit to B or better for academic course credits. This change impacts all Rules where relicensure credit is mentioned.

RATIONALE: The change to revise Policy H2 to include (Grade of B or better) in the document section of Category #1 – Academic Courses was suggested at the 2018 Local & Regional Standards Board Conference to promote clarity for educators.

Attached:

- Draft Revision of Policy H2
- Draft Revision of Policy H2 (Grid)

ACTIVITIES THAT QUALIFY FOR PROFESSIONAL LEARNING CREDIT*

The following activities meet state professional learning requirements for relicensure or reinstatement of a lapsed license and shall be verified by L/RSBs and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits/hours that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 1) In order to be approved, professional learning activities submitted for license/endorsement renewal/reinstatement shall:
 - a) result in new learning and
 - b) relate directly to the knowledge and performance standards of the endorsement(s) being renewed/reinstated and/or to the *Core Teaching Standards for Vermont Educators and/or Core Leadership Standards for Vermont Educators*;
- 2) Professional learning credit/hours may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 3) A credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional learning is equivalent to one (1) credit. Credit applies equally toward relicensure/reinstatement requirements.
- 4) The minimum contact time required for relicensure credit to be accrued is one-half (½) hour.
- 5) Preapproval of professional learning activities is suggested but not required.
- 6) Level I renewals require three credits (45 hours) of professional learning in the endorsement area. One of the three credits (15 hours) must align with the knowledge and performance standards of the endorsement.

Level II seven (7) year renewals require nine credits (135 hours) of professional learning in the endorsement area. Three of the nine credits (45 hours) must align with the knowledge and performance standards of the endorsement.

Level II five (5) year renewals require six credits (90 hours) of professional learning in the endorsement area. Two of the six credits (30 hours) must align with the knowledge and performance standards of the endorsement.

- 7) Credits earned by an educator during a licensure cycle may be used if applicable to address professional learning requirements to renew multiple endorsements and also both Level I and Level II licenses.

Name of Category:	Documentation Shall Include:	Limitations :
1. Academic Courses for credit/grade (graduate, undergraduate)	<ul style="list-style-type: none"> • Official transcript or grade report (Grade of B or better) 	<ul style="list-style-type: none"> • Relicensure credits granted will equal the academic credits indicated on the transcript or grade report • No limit on number of required credits that may be earned in this manner
2. Academic Courses - Audit	<ul style="list-style-type: none"> • Letter on college/university letterhead signed by the professor/instructor presenting the course.- Letter to include: <ul style="list-style-type: none"> ➤ Name of Course ➤ Dates of Course ➤ Hours of attendance for educator ➤ Documentation from the educator on the work/assignments completed including professional reading completed during the participation in the course audit 	<ul style="list-style-type: none"> • A course audit may not exceed 45 hours per licensure cycle. • An educator may only audit one course per licensure cycle.

Name of Category:	Documentation Shall Include:	Limitations :
3. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, AOE, NBTS, etc.)	<ul style="list-style-type: none"> • Verification of participation, program content and contact hours. E.g. certificate of completion, letter on official letterhead of the organization signed by the presenter/instructor 	<ul style="list-style-type: none"> • No limit on number of required hours that may be earned in this manner
3. Designing, Developing and Teaching Courses or Workshops – for educators	<ul style="list-style-type: none"> • Course or workshop syllabus • Verification by institution or organization that course/workshop was held 	<ul style="list-style-type: none"> • Limited to initial offering or complete redesign of course/workshop • Limited to 45 hours per endorsement
4. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service	<ul style="list-style-type: none"> • Description of job/position, educational travel, or volunteer service • Employer or sponsor verification of experience or service, including number of hours or weeks of participation • Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.) 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
5. Local School/District Activities or Action Research/Reform Projects	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
6. State/National Education Activities or Reform Projects/Committees	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
7. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project/activity convener of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
8. Educational Research and Publication	<ul style="list-style-type: none"> • Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
9. National Board for Professional Teaching Standards (NBPTS) Certification	<ul style="list-style-type: none"> • Verification completion through NBPTS or VTNBCT Coordinator of any or all components or a copy of National Board Certificate 	<ul style="list-style-type: none"> • A NBTC may be submitted for each comparable endorsement for renewal only once unless the educator completes the certificate renewal process • In lieu of NBTC, 45 hours per component submitted to NB for each comparable endorsement
10. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons	<ul style="list-style-type: none"> • Official documentation of passage of the examination or receipt of the first CD 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement • Limited to first issuance of credential or CDL
11. Peace Corps/AmeriCorps Experience	<ul style="list-style-type: none"> • Verification by the organization director (or equivalent) of participant's role and number of months of participation 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
12. School-Business/Industry or School-Community Partnership Initiatives	<ul style="list-style-type: none"> • Brief description of goals and outcome of activity/project • Verification by project organizer of <ul style="list-style-type: none"> - participant's role - number of contact hours 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement

Name of Category:	Documentation Shall Include:	Limitations :
13. Participation in Mentoring Program as a Mentor or a Mentee of Education Professionals.	<ul style="list-style-type: none"> • Brief description and impact from mentoring program • Verification by mentor of mentee's role accompanied by number of hours • Verification by the school principal of assignment to this role of mentor, number of mentees mentored, and total number of mentor training and contact hours involved 	<ul style="list-style-type: none"> • Maximum of 45 hours may be awarded for participation in a Mentoring Program as a Mentor or Mentee of Educational Professionals

This revised draft approved by the VSBPE on January 9, 2018

Second revision with additions for VSBPE meeting September 20, 2018

DRAFT

POLICY H2

Activities That Qualify For Professional Learning Credit

The following activities meet state professional learning requirements for relicensure or reinstatement of a lapsed license and shall be verified by L/RSBs and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits/hours that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 8) In order to be approved, professional learning activities submitted for license/endorsement renewal/reinstatement shall:
 - a) result in new learning
 - b) relate directly to the knowledge and performance standards of the endorsement(s) being renewed/reinstated and/or to the *Core Teaching Standards for Vermont Educators* and/or *Core Leadership Standards for Vermont Educators*,
- 9) Professional learning credit/hours may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 10) A credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional learning is equivalent to one (1) relicensure credit. Credit applies equally toward relicensure/reinstatement requirements.
- 11) The minimum contact time required for relicensure credit to be accrued is one-half ($\frac{1}{2}$) hour.
- 12) Preapproval of professional learning activities is suggested but not required.
- 13) Level I renewals require three credits (45 hours) of professional learning in the endorsement area. One of the three credits (15 hours) must align with the knowledge and performance standards of the endorsement.

Level II seven (7) year renewals require nine credits (135 hours) of professional learning in the endorsement area. Three of the nine credits (45 hours) must align with the knowledge and performance standards of the endorsement.

Level II five (5) year renewals require six credits (90 hours) of professional learning in the endorsement area. Two of the six credits (30 hours) must align with the knowledge and performance standards of the endorsement.

- 14) Credits earned by an educator during a licensure cycle may be used if applicable to address professional learning requirements to renew multiple endorsements and also both Level I

and Level II licenses.

1. Academic Courses (graduate, undergraduate) for credit/grade

Documentation shall include:

- Official transcript or grade report (*Grade of B or better*)

Limitations:

- Relicensure credits granted will equal the academic credits indicated on the transcript or grade report
- No limit on number of required credits that may be earned in this manner

2. Academic Courses (graduate, undergraduate) audit

Documentation shall include

- Letter on college/university letterhead signed by the professor/instructor presenting the course.

Letter to include:

1. Name of Course
2. Dates of Course
3. Hours of attendance for educator
4. Documentation from the educator on the work/assignments completed including professional reading completed during the participation in the course audit

Limitations:

- A course audit may not exceed 45 hours per licensure cycle.
- An educator may only audit one course per licensure cycle.

3. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, AOE, NBTS, etc.)

Documentation shall include:

- Verification of participation, program content, and contact hours **E.g. certificate of completion, letter on official letterhead of the organization signed by the presenter/instructor**

Limitations:

- No limit on number of required hours that may be earned in this manner

4. Designing, Developing and Teaching Courses or Workshops – for educators

Documentation shall include:

- Course or workshop syllabus
- Verification by institution or organization that course/workshop was held

Limitations:

- Limited to initial offering or complete redesign of course/workshop
- Limited to 45 hours per endorsement

5. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service

Documentation shall include:

- Description of job/position, educational travel, or volunteer service
- Employer or sponsor verification of experience or service, including number of hours or weeks of participation
- Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.)

Limitations:

- Limited to 45 hours per endorsement

6. Local School/District Activities or Action Research/Reform Projects

Documentation shall include:

- Brief description of goals and outcome of activity/project
- Verification by project/activity convener of
 - participant's role
 - number of contact hours

Limitations:

- Limited to 45 hours per endorsement

7. State/National Education Activities or Reform Projects/Committees

Documentation shall include:

- Brief description of goals and outcome of activity/project
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 - participant's role
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Limitations:

- Limited to 45 hours per endorsement

8. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools

Documentation shall include:

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Limitations:

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9. Educational Research and Publication

Documentation shall include:

- Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research

Limitations:

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10. National Board for Professional Teaching Standards (NBPTS) Certification

Documentation shall include:

- Verification completion of any or all components through NBPTS or VTNBCT Coordinator or a copy of the National Board Certificate earned

Limitations:

- A NBTC may be substituted for each comparable endorsement for renewal only once unless the educator completes the certificate renewal process
- In lieu of NBTC, 45 hours per component submitted to NB for each comparable endorsement

11. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons

Documentation shall include:

- Official documentation of passage of the examination or receipt of the first CDL

Limitations:

- Limited to 45 hours per endorsement
- Limited to first issuance of credential or CDL

12. Peace Corps/AmeriCorps Experience

Documentation shall include:

- Verification by the organization director (or equivalent) of participant's role and number of months of participation

Limitations:

- Limited to 45 hours per endorsement

13. School-Business/Industry or School-Community Partnership Initiatives

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- Brief description and impact from mentoring program
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Adopted: 6/03/99; Revised: 10/19/11; 1/14/15; 6/16/16; 1/9/2018

Revisions for discussion VSBPE September 20, 2018

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