

**TO:** VSBPE Licensure Committee

**SUBMITTED BY:** Deb Giles and Ron Ryan

**ITEMS FOR DISCUSSION:** New Policy Regarding Auditing College Courses

**BACKGROUND:**

In June 2018, the VSBPE approved the Rules revisions that will go into effect in August 2018.

On occasion, the Office receives questions regarding the use of auditing college course work for relicensure hours. With the requirement of a B or better for relicensure credit and from comments and questions from the 2018 L/RSB Conferences, the Office thought that a Policy on requirements for Auditing College Courses would be beneficial. This new policy would offer consistency and clarity for all Local and Regional Standards Boards, the Office, and educators to use and still allow the few educators who wished to engage in this activity to continue to do so.

It was not felt that this question arises frequently enough to include adding auditing as another category in Policy H2 – *Activities that Qualify for Professional Learning Credit*.

**For Discussion:**

- **Draft Policy H5 – Relicensure Hours for Auditing College Courses**

**Type of documentation required on official College/University Letterhead:**

- 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
- Signature on document

**Included:**

- **Draft Policy H5 – Relicensure Hours for Auditing College Course**

## **POLICY H5**

### **Auditing a College Course for Relicensure Hours**

The Vermont Standards Board for Professional Educators has established this policy to address educators who want to audit a college course for relicensure hours.

Requirements for such an activity include:

#### **Documentation:**

- 1) Letter on college/university letterhead signed by the professor/instructor presenting the course.
- 2) Letter to include:
  - 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

#### **Limitations:**

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

#### **Additional Requirements:**

- 1) An educator will complete the VSBPE approved guidelines for professional learning for such an activity.