

Issue Date: January 2023

Educator Responsibilities

Important – Please Read

It is the responsibility of the Educator to maintain a license, an endorsement(s), and any other license or credential required by these rules or by the applicable endorsement throughout the period of service, to attend to all renewal requirements, and to seek renewal in a timely manner.

(Vermont Educator Licensing Rule – 5220.6)

It is your responsibility to:

- **Maintain** your license in good standing throughout your employment.
- **Review** your contact information annually to ensure it is accurate. Your employment section of your profile connects you to your SU/SD and to your Local or Regional Standards Board. (L/RSB).
- **Update** your contact information, employment, and preferred email address immediately whenever there is a change.
- **Contact** your L/RSB within the first six months of employment if employed by a school served by a Local or Regional Standards Board (sooner if your license is due to expire on June 30th). Contact your administrator if you have questions.
- **Know** the expiration date of your license(s)/endorsement(s). The expiration date of any license is clearly listed on the license. Check any renewed, reinstated license or when an endorsement is added for accuracy upon receipt of license/endorsement.
- **Submit** all professional learning activities for review to your L/RSB over the cycle of the license(s).
- **Submit** renewal applications to your L/RSB as soon as possible after renewals are released. Although the expiration date is June 30th, the AOE recommends you submit your renewal application to the AOE (*this is not the same as submitting an application to an L/RSB*) by April 1st of your expiration year to help ensure you are licensed by July 1st.
- **Know** the renewal process/requirements for your specific license/endorsement. All applications are submitted to the AOE by the individual educator not by L/RSBs. All renewal applications must be received by the AOE before or on June 30th of the expiration year in order to be processed.



Code or Professional Ethics and Rules of Professional Conduct for Vermont Educators:

(Vermont Educator Licensing Rules -5500)

[Rules Governing the Licensing of Educators and the Preparation of Educational Professionals | Agency of Education \(vermont.gov\)](#)