



HANDBOOK

Relicensing Process for Vermont Educators

February 9, 2023

Issued by the Vermont Agency of Education

Approved by the Vermont Standards Board for Professional Educators

State of Vermont

Agency of Education

Governor: **Phillip B. Scott**

Secretary of Education: **Daniel French, Ed.D.**

Chief Financial Officer: **William T. Bates**

1 National Life Drive
Montpelier, VT 05620-2501
education.vermont.gov
(802) 828-1130

Relicensing Process for Vermont Educators

This Document Issued by the Vermont Standards Board for Professional Educators

Amy Minor, Chair	Amy Flannery
Christine Kurucz, Vice Chair	Kate Fay
Amanda Garces, Secretary	Bill Lucci
Bill Clark	Shelby Quinn
Bernadette Cleland	Katie Revelle
Jennifer Clement	Brenda Seit
Ellen Emery	

In collaboration with the AOE Education Quality Division, Josh Souliere, Director

Revision Log

This document replaces the version issued January 3, 2019



Executive Summary

The Relicensing Process for Vermont Educators was developed by the Vermont Standards Board for Professional Educators (VSBPE) and members of the Education Quality Division licensing staff of the Vermont Agency of Education (AOE) to guide Level I, Level II, Reinstating, and Retired Vermont educators through the relicensing (renewing/reinstating) process as set forth in the *Rules Governing the Licensing of Educators and the Preparation of Professionals*. This document is also meant to guide Local or Regional Standards Boards in the relicensure process and educators renewing/reinstating their licenses through the AOE.



Table of Contents

Executive Summary	2
Table of Contents	4
Introduction	5
Renewing/Reinstating using the VT Online Licensing System for Educators (ALiS)	6
The Core Teaching Standards	8
Core Leadership Standards	9
Relicensure Types	10
Effective Professional Learning	13
Relicensure Forms and Materials	14
Definition of Terms	14
Resource List	15
References	15

Introduction

The Vermont relicensure process is designed to ensure that educators continually update their professional knowledge and skills for the purpose of supporting student growth and learning. License holders are responsible for satisfying license renewal requirements as set forth in the *Rules Governing the Licensing of Educators and the Preparation of Educational Professionals* (Rules Sections 5220.6, 5410, 5420, 5424, 5431, 5432, 5433, and 5435). These rules are designed to support educators in reflecting on their work in light of current best practice and in establishing goals for working with students and colleagues in the future.

In the early 1990s, the Vermont Standards Board for Professional Educators (VSBPE) established local (LSB) and regional (RSB) standards boards throughout the state. Within guidelines established by the VSBPE, the LSBs are responsible for assisting teachers through the process of renewing/reinstating their licenses and the RSBs are responsible for assisting administrators. LSBs and RSBs recommend educators to the Licensing Office for license renewal/reinstatement once the educator has successfully completed all requirements.

It is important to note that neither the LSBs nor the RSBs were established to evaluate educators. These boards, instead, examine the educational experience documentation of educators, verify that the experiences are germane to the licensure area and the standards, and verify that educators have completed all requirements established by the VSBPE and Vermont Statute for renewal/reinstatement of a Vermont Educator's License.

Educators practicing in a school not served by an L/RSB or who are not currently teaching can renew/reinstate their endorsement(s) through the Vermont Agency of Education following the same procedures.

Core Teaching and Leading Standards

The Vermont Standards Board for Professional Educators (VSBPE) adopted the Core Teaching Standards, or the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards, and the Core Leadership Standards, or the

Creating and supporting safe, productive learning environments that result in learners achieving at the highest levels is a teacher's primary responsibility. To do this well, teachers must engage in meaningful and intensive professional learning and self-renewal by regularly examining practice through ongoing study, self-reflection, and collaboration.

Council of Chief State School Officers, (2011, April).

Interstate School Leaders Licensure Consortium (ISLLC) Standards in 2011 as part of its efforts to ensure high standards for all educators completing the relicensure process. In November 2016, The VSBPE adopted the 2015 Professional Standards for Educational Leaders (PSEL) to update the Core Leadership Standards.

The ten Core Teaching Standards have been grouped into four general categories:

- The Learner and Learning
- Content Knowledge and Skills
- Instructional Practice
- Professional Responsibility

Educators renewing/reinstating their license should keep in mind that while each standard depicts a discrete aspect of teaching or leading, the actual practice of education incorporates many standards simultaneously.

The ten Core Leadership Standards are grouped in clusters and interrelated. The relationship between and among standards means that work addressing a standard cannot be carried out in isolation.

The Core Teaching and Core Leadership Standards have accompanying indicators that can provide additional guidance to educators completing the relicensure process. These indicators are not intended to be checklists, but instead provide ways to picture what the standard means.

Renewing/Reinstating using the Vermont Online Licensing System for Educators (ALiS)

Educators renewing/reinstating their license must use the Vermont Online Licensing System for Educators. They will be notified via the **preferred** email on record when their renewal application is available. **It is imperative that educators planning to renew/reinstate their license, register in the system, update their profiles, and especially important, enter their employment details.** Educators that fail to update their profiles and employment may not receive their renewal application or be linked to their L/RSB. This could result in major delays and/or a lapse in licensure.

License Types that can be Renewed/Reinstated

- **Level I License:** A three (3) year educator license. See rules 5410, 5431, and 5435 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.
- **Level II License:** A five (5) year educator license. See rules 5420, 5432, and 5435 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.

- **Retired:** A five (5) year educator license. See rules 5424, 5433, and 5435 of the Rules Governing Licensing of Educators and the Preparation of Educational Professionals.

Requirements for License Renewal/Reinstatement

Professional Learning: In accordance with the *Rules Governing Licensing of Educators and the Preparation of Education Professionals*, to renew/reinstate an educator license, educators must complete a prescribed number of professional learning hours or credits that relates to the Core Teaching or Leadership Standards, the endorsement(s) held, and aimed towards improving an educator’s professional practice.

Renewal/ Reinstatement Year	Level I Renewal	Level II Renewal	Retired Renewal
2023	3 credits/45 hrs.	6 credits/90 hrs.	3 credits/45 hrs.
2024	3 credits/45 hrs.	6 credits/90 hrs.	3 credits/45 hrs.
2025	3 credits/45 hrs.	6 credits/90 hrs.	3 credits/45 hrs.

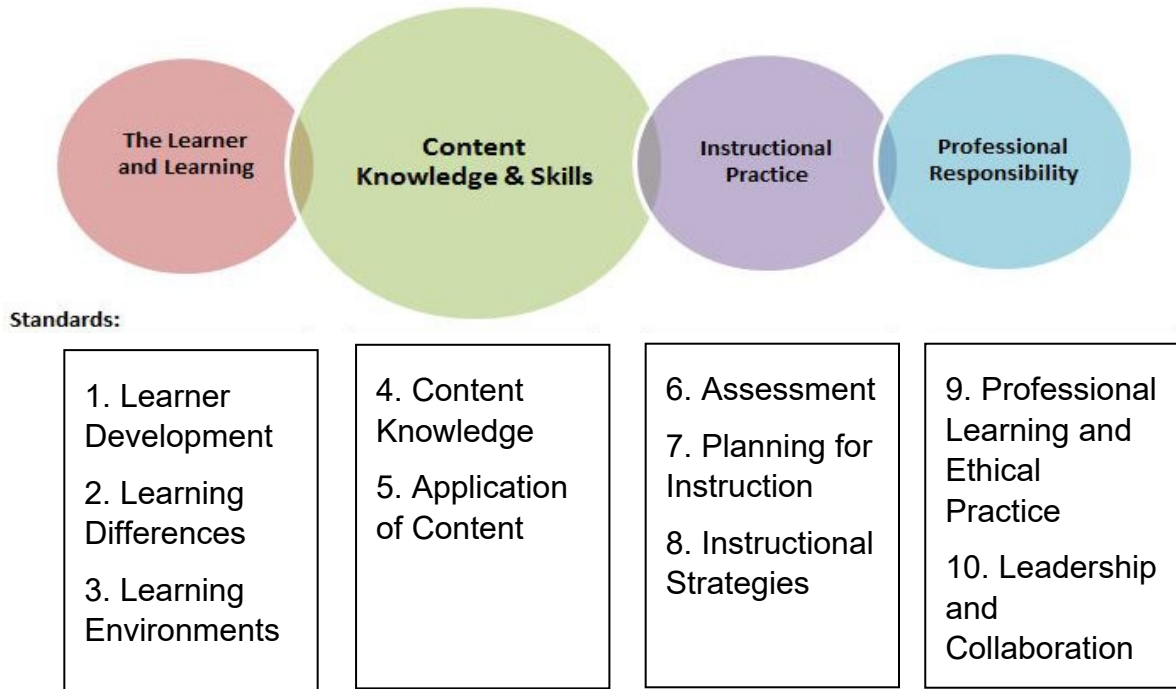
Exceptions

Educators wishing to reinstate a lapsed Level I which has lapsed 10 or more years must show recency of study (VSBPE Policy F2) unless the educator holds a valid Vermont Level II/Retired Educator License. Recency of Study: Document 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. All professional learning must be accrued in the five (5) years immediately preceding the reinstatement application.

Educators wishing to reinstate a lapsed seven (7) year Level II License would need to document 135 hours of new professional learning in the endorsement area. Three of the nine credits (45 hours) must align with the knowledge and performance standards of the endorsements. All professional learning must be accrued in the seven (7) years immediately preceding the reinstatement application. Upon approval the educator will be granted a five-year Level II License. (VSBPE Policy H2)

The Core Teaching Standards

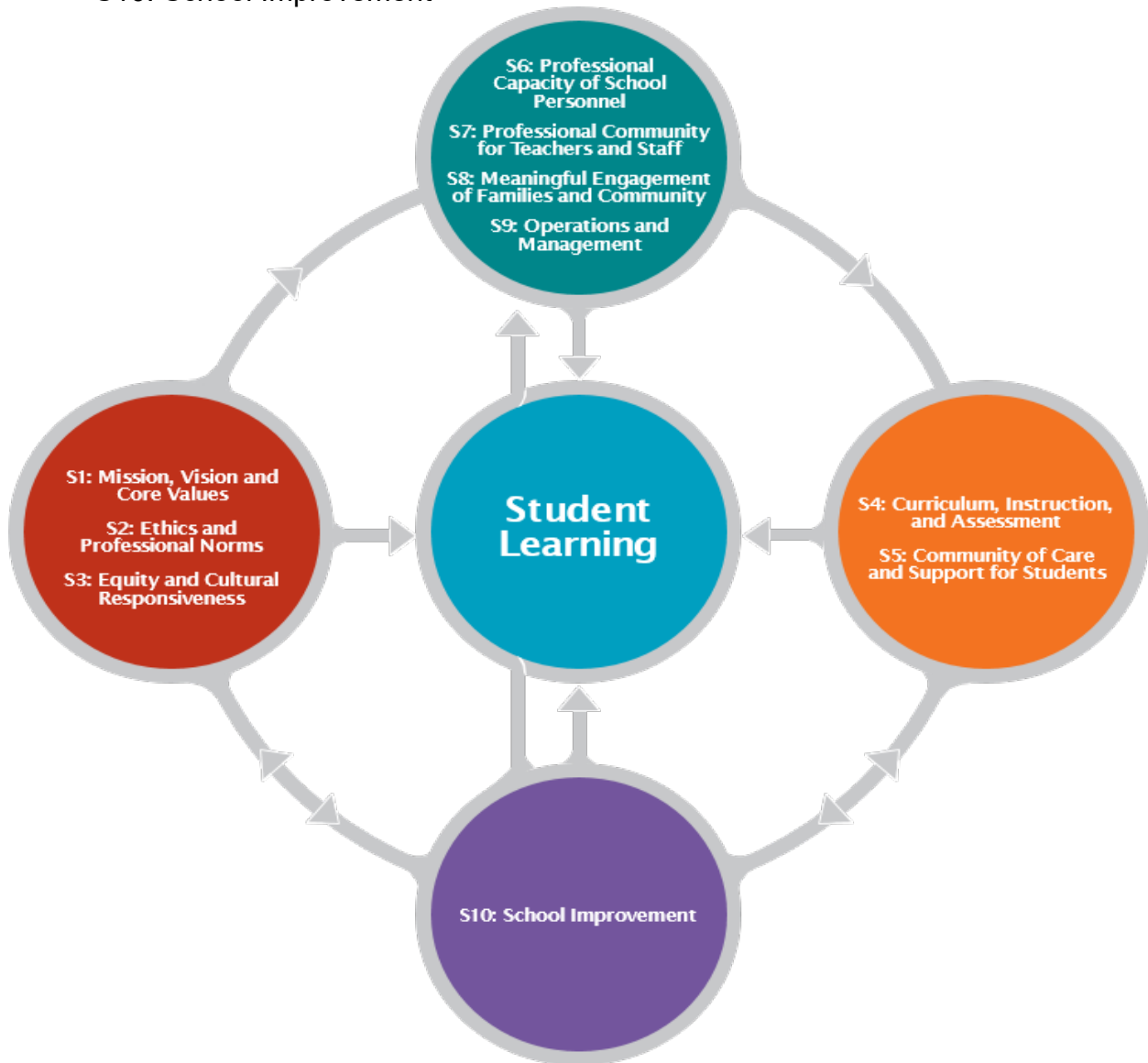
Figure 1: [Core Teaching Standards for Vermont Educators](#)



Core Leadership Standards

Figure 2: Core Leadership Standards for Vermont Educators

- S1: Mission, Vision and Core Values; S2: Ethics and Professional Norms; S3: Equity and Cultural Responsiveness
- S4: Curriculum, Instruction, and Assessment; S5: Community of Care and Support for Students
- S6: Professional Capacity of School Personnel; S7: Professional Community for Teachers and Staff; S8: Meaningful Engagement of Families and Community; S9: Operations and Management
- S10: School Improvement



Relicensure Types

Level I to Level I License Renewal/Reinstatement: In accordance with rule 5431/5435 of the *Rules Governing the Licensure of Educators*, educators who are renewing/reinstating a Level I License must meet the following requirements:

- Documentation of three (3) credits or 45 hours of professional learning per endorsement over the three (3) year licensing cycle. One (1) credit or 15 hours shall address the specific knowledge and performance standards of the renewing endorsement(s). The remaining hours of professional learning must align with the Core Teaching or Leadership Standards.
- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Exception

Educators wishing to reinstate a lapsed Level I which has lapsed 10 or more years must show recency of study (VSBPE Policy F2) unless the educator holds a valid Vermont Level II/Retired Educator License. Recency of Study: Document 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. All professional learning must be accrued in the five (5) years immediately preceding the reinstatement application.

Level I to Level II License Renewal ONLY: In accordance with rules 5421 of the *Rules Governing the Licensure of Educators*, a Level II Professional Educator's License shall be issued, upon recommendation of a Local/Regional Standards Board, or the Agency of Education if the educator is not employed by an entity served by a local standards board. To move to a Level II license, the educator must have practiced in an approved or recognized Vermont school in an endorsement area for three (3) years under a Level I license. Additionally, the educator must provide:

- Verification from their current administrator that they are performing at a professional level while working under the endorsement to be transitioned at the time of transition/license renewal. Level I Superintendents transitioning to a Level II must have the Chair of the Supervisory Union/Supervisory District Board sign the Transition form. Private school (an approved or recognized Vermont school) educators without a licensed administrator may have the Headmaster/Head of School sign the verification form. (All transition forms are provided by the Agency to L/RSBs).
- Documentation of three (3) credits or 45 hours of professional learning per endorsement. At least one (1) credit or 15 hours shall address the specific knowledge and/or performance standards of the endorsement(s) being renewed.

The remaining hours of professional learning must align with the Core Teaching or Leadership Standards.

- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Level II to Level II License Renewal/Reinstatement

In accordance with Rule 5432/5435 of the *Rules Governing the Licensure of Educators*, educators renewing a five (5) year Level II license need to document six (6) credits or 90 hours of professional learning per endorsement over the five (5) year licensing cycle. Two (2) credits or 30 hours shall address the specific knowledge and performance standards of the renewing endorsement(s). The remaining hours of professional learning must align with the Core Teaching or Leadership Standards.

To reinstate a five-year Level II endorsement the professional learning hours must have occurred in the five years directly preceding the reinstatement application. Two (2) credits or 30 hours shall address the specific knowledge and performance standards of the renewing/reinstating endorsement(s). The remaining hours of professional learning must align with the Core Teaching or Leadership Standards.

Exception

Educators wishing to reinstate a lapsed seven (7) year Level II License would need to document 135 hours of new professional learning in the endorsement area. Three of the nine credits (45 hours) must align with the knowledge and performance standards of the endorsements. All professional learning must be accrued in the seven (7) years immediately preceding the reinstatement application. Upon approval the educator will be granted a five-year Level II License. (VSBPE Policy H2)

Vermont's relicensing process for educators that hold a Level II endorsement requires:

- Documentation of professional learning activities per endorsement as described above. Certain professional learning activities may apply to more than one endorsement.
- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Level II to Retired Educator License

In accordance with rule 5424 of the *Rules Governing the Licensure of Educators*, educators who currently hold a valid Level II endorsement and who meet the following requirements may apply for a Retired Educator License if the educator has:

- Documentation of 15 years of experience as a licensed educator.

- Verification that he/she has or will within the next six months withdraw from active service and receive a retirement allowance from service as an educator.
- Documentation of at least three (3) credits or 45 hours of professional learning per endorsement completed within the three years preceding the Retired Educator Application. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s). The remaining hours of professional learning must align with the Core Teaching or Leadership Standards.
- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Retired to Retired Educator License Renewal/Reinstatement

In accordance with Rule 5433/5435 of the *Rules Governing the Licensure of Educators*, educators who wish to renew/reinstate a Retired License must meet the following requirements:

- Documentation of three (3) credits or 45 hours per endorsement of professional learning within the last three years of the licensing cycle (for reinstatements – the three years preceding the reinstatement application). One (1) credit or 15 hours shall address the specific knowledge and performance standards of the renewing endorsement(s). The remaining hours of professional learning must align with the Core Teaching or Leadership Standards.
- Verification of continued pension benefits from service as an educator.
- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Educators who return to teaching full time must reinstate their Level II license if their earnings exceed the cap determined by the Vermont State Teachers Retirement System (VSTRS).

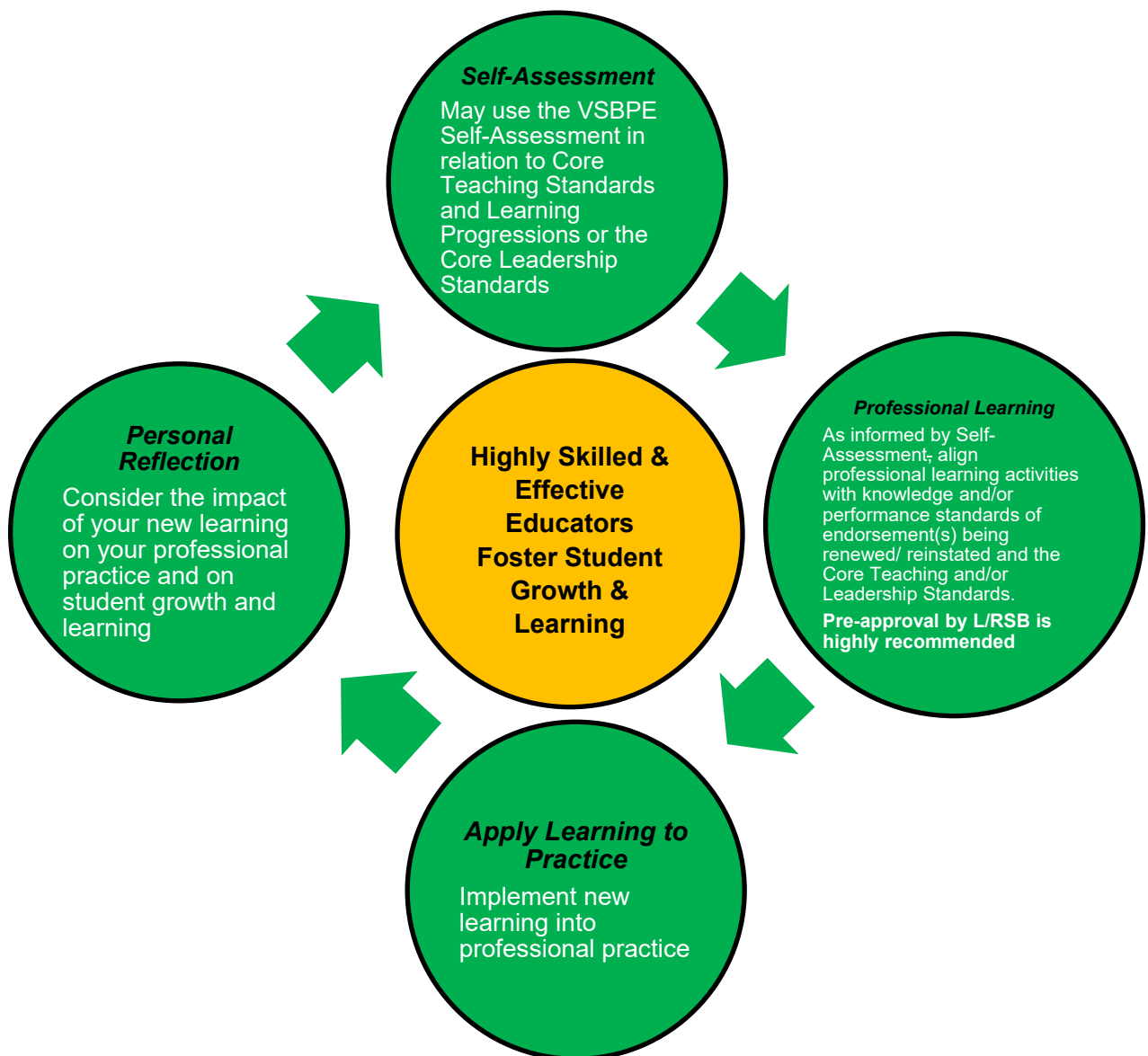
All renewing/reinstating educators MUST use the VSBPE Guidelines for Professional Learning Statements.

[Guidelines for Professional Learning for Teachers](#)

[Guidelines for Professional Learning for Administrators](#)

Effective Professional Learning

Activities that Qualify for Professional Learning Credit: These activities meet state professional learning requirements for renewal or reinstatement of a lapsed license and shall be approved by L/RSBs or the Licensing Office when the activities meet the requirements 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.)



Relicensure Forms and Materials

Transition from Level I to Level II License Form: Eligible educators renewing their license through an L/RSB should request the form from the L/RSB. Educators renewing their license through the AOE should contact the AOE to determine if eligible to transition.

VSBE Guidelines for Professional Learning: Guidelines that ensure that all renewing/reinstating educators respond to the same expectations for professional learning description and impact statements.

[Guidelines for Professional Learning for Teachers](#)

[Guidelines for Professional Learning for Administrators](#)

Definition of Terms

Core Teaching Standards (CTS): Core Teaching Standards for Vermont Educators were adopted by the VSBE in June 2011 to replace the Five Standards and 16 Principles for Vermont Educators. These standards define what Vermont teachers need to know and be able to do.

Core Leadership Standards (CLS): Core Leadership Standards for Vermont Educators were adopted by the VSBE Fall, 2016. These standards define what effective Vermont administrators need to know and be able to do.

Level I License: A three (3) year teaching/administrator license. See rules 5410 and 5431 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.

Level II License: A five (5) year teaching/administrator license. See rules 5420 and 5432 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.

Professional Learning: Professional Learning refers to ongoing continuous new learning aligning with the Core Teaching Standards and the educator's specific endorsement(s) area. A specific number of hours are required for renewal and reinstatements depending on the license and endorsements held.

Retired License: A five (5) year teaching/administrator license. See rules 5424 and 5433 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.

VSBE Professional Learning Guidelines: Guideline questions to assist educators when submitting professional learning activities for approval to Local/Regional Standards Boards or to the AOE. Note: There are separate guidelines for practicing

administrators and practicing teachers regardless of endorsements being renewed or reinstated.

Resource List

To access the current publications of the following resources please visit the

[Vermont Agency of Education Educator Licensing webpage](#)

1. [Rules Governing the Licensing of Educators and the Preparation of Educational Professionals](#)
2. [A Vision for Teaching, Leading, and Learning: Core Teaching and Leadership Standards for Vermont Educators](#)
3. [Activities that Qualify for Professional Learning Credit](#)
4. [Endorsements for Vermont Educators](#)
5. VSBPE Guidelines for Professional Learning Statements
 - a. [Guidelines for Professional Learning for Teachers](#)
 - b. [Guidelines for Professional Learning for Administrators](#)

References

Council of Chief State School Officers. (2011, April). Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards: A Resource for State Dialogue. Washington, DC: Author.

National Policy Board for Educational Administration (2015). Professional Standards for Educational Leaders 2015. Reston, VA: Author