

Relicensing Process for Vermont Educators



Vermont Agency of Education
219 N. Main St.
Suite 402
Barre, VT 05641

Approved by the Vermont Standards Board for Professional Educators
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Vermont Agency of Education

Rebecca Holcombe, Secretary of Education
Amy Fowler, Deputy Secretary of Education
Debora Price, Director of Educator Quality

Vermont Standards Board for Professional Educators

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The Relicensing Process for Vermont Educators was developed by the Vermont Standards Board for Professional Educators (VSBPE) and members of the Educator Quality Division staff of the Vermont Agency of Education to guide Level I, Level II, Reinstating, and Retired Vermont educators through the relicensing 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 their licenses through the Agency.

*Highly-skilled & Effective Educators
Foster
Student Growth & Learning*

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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 5410, 5420, 5424, 5431, 5432, and 5433). 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 their licenses and the RSBs are responsible for assisting administrators. LSBs and RSBs recommend educators to the Licensing Office for license renewal once the educator has successfully completed all requirements. With new consolidated districts being formed, the number of boards may change in the future.

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 the self-assessment required for license renewal.

Educators practicing in a school not served by an L/RSB or who are not currently teaching can renew 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 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.

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

- The Learner and Learning

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).

- Content Knowledge and Skills
- Instructional Practice
- Professional Responsibility.

Educators renewing 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 six Core Leadership Standards are interrelated and overlap significantly. The relationship between and among standards means that work addressing a standard cannot be carried out in isolation. The “functions” beneath each standard further define the work of strong school leaders.

Both the Core Teaching and Core Leadership Standards have accompanying performance and knowledge 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.

To support educators in working with the Core Teaching Standards the VSBPE has also adopted the InTASC Learning Progressions which provide a continuum of the three developmental levels of the Core Teaching Standards. They describe effective teaching, identify how instruction can be improved, and offer examples of professional learning.

The Progressions, aligned with the Core Teaching Standards, describe a formative and supportive professional self-improvement process to help teachers become more effective. The Progressions include a self-assessment (approved by the VSBPE) that practicing teachers will complete as part of the renewal process. A similar self-assessment aligned with the Core Leadership Standards (approved by the VSBPE) will be completed by practicing administrators as part of the renewal process.

VSBPE also adopted the 2011 Learning Forward *Standards for Professional Learning*, to guide the learning, facilitation, implementation, and evaluation of professional learning for Vermont educators. These standards describe a set of expectations for effective professional learning to ensure equity and excellence in educator learning that also relates to successful student learning.

In 2015, educators may opt to renew their Level I, Level II or Retired license in one of two ways: using traditional paper applications or a digital renewal application in the Vermont Online Licensing System for Educators.

Renewing using paper applications:

Educators renewing their license using paper will be sent their renewal application, instructions, and links to required forms and resources. Educators will be expected to print all required forms from the Agency of Education website.

Renewing using the Online System:

Educators renewing their license using digital applications in the Online System will be notified via the email on record when their application is available. It is imperative that educators planning to renew their license in the Online System, 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.

Please note: Beginning in the fall of 2015, all license application processes will be completed using the *Vermont Online Licensing System for Educators*; **paper applications will not be available.**

Renewable License Types

- **Level I License:** A three (3) year educator 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 educator license. See rules 5420 and 5432 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.
- **Retired:** A five (5) year educator license. See rules 5424 and 5433 of the *Rules Governing Licensing of Educators and the Preparation of Educational Professionals*.

Requirements for License Renewal

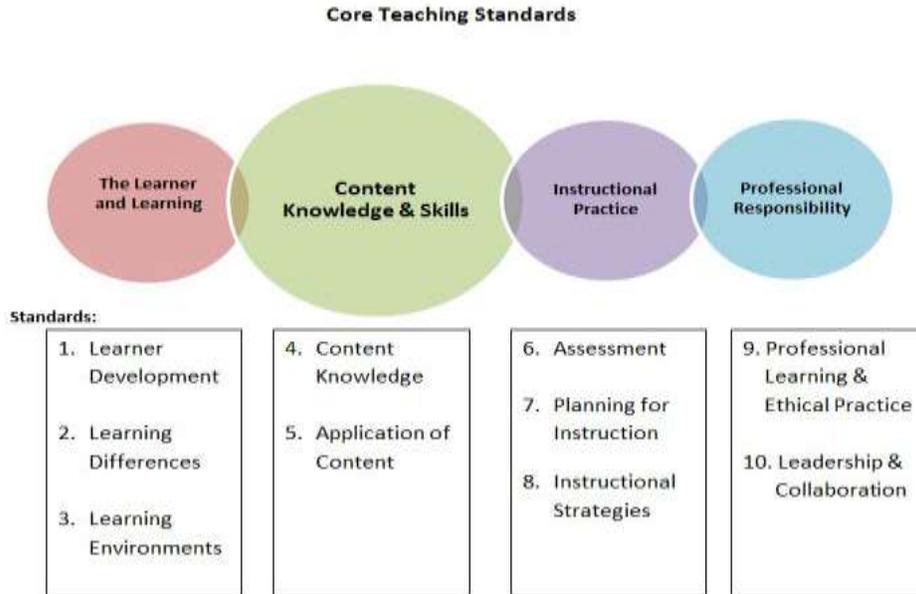
Professional Learning: In accordance with the *Rules Governing Licensing of Educators and the Preparation of Education Professionals*, to renew an educator license, educators must complete a prescribed number of professional learning hours or credits that relates to the Core Teaching or Leadership Standards,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

Renewal Year	Level I Renewal	Level II Renewal	Retired Renewal
2015	3 credits/45 hrs.	9 credits/135 hrs.	3 credits/45 hrs.
2016	3 credits/45 hrs.	9 credits/135 hrs.	3 credits/45 hrs.
2017	3 credits/45 hrs.	9 credits/135 hrs.	3 credits/45 hrs.
2018	3 credits/45 hrs.	9 credits/135 hrs.	3 credits/45 hrs.
2019	3 credits/45 hrs.	9 credits/135 hrs.	3 credits/45 hrs.
2020	3 credits/45 hrs.	9 credits/135 hrs. or 6 credits/90 hrs.	3 credits/45 hrs.
2021	3 credits/45 hrs.	9 credits/135 hrs. or 6 credits/90 hrs.	3 credits/45 hrs.
2022	3 credits/45 hrs.	6 credits/90 hrs.	3 credits/45 hrs.
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.

Self-Assessment: For endorsements under which the educator is practicing, educators transitioning an endorsement (s) from a Level I to a Level II license, renewing a Level I or Level II endorsement, or applying for or renewing a Retired License must complete a self-assessment in relation to the Core Teaching Standards and/or the Core Leadership Standards. Appendix A and B includes self-assessments and the verification forms. Those approving renewal applications (L/RSBs or AOE Licensing staff) **do not** need to see the self-assessment profile. Educators must sign and submit a verification form indicating they have completed the self-assessment.

The Core Teaching Standards

Figure 1: Core Teaching Standards for Vermont Educators



Core Leadership Standards

Figure 2: Core Leadership Standards for Vermont Educators



Relicensure Types

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

- Verification, for the endorsement(s) under which the educator is practicing, that a self-assessment has been completed in relation to the Core Teaching Standards and Progressions or Core Leadership Standards.
- 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 aligned with the Core Teaching or Leadership Standards.
- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Level I to Level II License Renewal: 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 Vermont in an endorsement area for three (3) years under a Level I license or practiced in another state under a valid license of that state in the endorsement area and is currently practicing and licensed in Vermont. Additionally, the educator must provide:

- Verification from their current administrator that they are performing at a professional level (using the Transition Form provided by the Agency).
- Verification, for the endorsement(s) under which the educator is practicing, that a self-assessment has been completed in relation to the Core Teaching Standards and Progressions or Core Leadership Standards.
- Documentation of three (3) credits or 45 hours of professional learning per endorsement over the closing three (3) year licensing cycle. 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: In accordance with rule 5432 of the *Rules Governing the Licensure of Educators*, educators renewing an expiring seven (7) year Level II license need to document nine (9) credits or 135 hours of professional learning per endorsement over the seven (7) year licensing cycle. Three (3) credits or 45 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.

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.

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

- Verification, for the endorsement(s) under which the educator is practicing, that a self-assessment has been completed in relation to the Core Teaching Standards and Progressions or Core Leadership Standards.
- 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 last three years. 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.
- Verification, for the endorsement(s) under which the educator is practicing, that a self-assessment has been completed in relation to the Core Teaching Standards and Progressions or Core Leadership Standards.
- Documentation of any valid licenses or credentials that are required by the endorsement sought.

Retired to Retired Educator License Renewal: In accordance with rule 5433 of the *Rules Governing the Licensure of Educators*, educators who wish to renew a Retired License must meet the following requirements:

- Verification, for the endorsement(s) under which the educator is practicing, that a self-assessment has been completed in relation to the Core Teaching Standards and Progressions or Core Leadership Standards.
- Documentation of three (3) credits or 45 hours per endorsement of professional learning within the last three years of the 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.
- 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).

Effective Professional Learning



Activities that Qualify for Professional Learning Credit

These activities meet state professional learning requirements for relicensure or reinstatement of a lapsed license and shall be approved 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.)

RELICENSURE FORMS AND MATERIALS

Professional Learning Activity Approval Form: This form is used by educators seeking approval of professional learning activities from L/RSBs or the Agency of Education. The form can be accessed from the Vermont Agency of Education website or with individual L/RSBs.

Self-Assessment on Teaching Practice: This self-assessment is used by teachers to gain an accurate picture of their current practices, set appropriate and reasonable professional improvement goals, and help educators decide on professional learning activities that will improve their practice.

Self-Assessment on Leadership Practice: This self-assessment is used by administrators to gain an accurate picture of their current practices, set appropriate and reasonable professional improvement goals, and help educators decide on professional learning activities that will improve their practice.

Transition from Level I to Level II License Form: This form is used by a current administrator to verify readiness to move from a Level I endorsement to Level II. The Agency gives this form to L/RSBs to use in the renewal process. Educators renewing their license through the AOE need to request the form from Agency Licensing staff.

Drop an Endorsement Form: This form is completed by the educator and the L/RSB when an educator chooses to drop an endorsement from a Level I or Level II License.

Verification of Self-Assessment based on Core Teaching and Leadership Standards: This form is used by L/RSBs and Agency staff to verify that an educator has completed a self-assessment considering the endorsement(s) under which they are practicing.

Consent for Release of Registry Information: A legal form that must be completed each renewal cycle.

Mandatory Good Standing Declarations Form: A legal form that must be completed each renewal cycle.

Vermont Agency of Education Disclosure Form: A legal form that must be completed each renewal cycle.

Criminal Background Check application: Required if an educator has not completed a fingerprint supported criminal background check since 1998 and had the results reported to the Vermont Agency of Education.

DEFINITION OF TERMS

Core Teaching Standards (CTS): Core Teaching Standards for Vermont Educators were adopted by the VSBPE 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 VSBPE Fall, 2011. These standards define what 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 planned and organized processes that actively engage educators in the cycles of continuous improvement guided by the use of data and active inquiry around authentic problems and instructional practices. Professional learning is typically collaborative and embedded in educators' work over time.

Professional Learning Standards (PLS): Professional Learning Standards for Vermont Educators were adopted by VSBPE in November, 2012 to replace the VSBPE Standards for Staff Development. These standards define effective professional learning for educators.

[InTASC Professional Learning Progressions](#): The progressions are a support tool to promote and improve teacher effectiveness and growth. They describe the increasing complexity and sophistication of teaching practice for each Model Core Teaching Standard across three developmental levels so teacher candidates, practicing teachers, and other educators can see what increasingly effective practice looks like.

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*.

Self-assessment: A tool for educators to examine their practice using the Core Teaching Standards and Progressions or Core Leadership Standards.

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. [InTASC Model Core Teaching Standards and Learning Progressions for Teachers 1.0](#)
5. [Knowledge and Performance Standards of Endorsements for Vermont Educators](#)
6. [Professional Learning Standards](#)

REFERENCES

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