

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 (*specific to the endorsement area being renewed, reinstated, or applying for a Retired ED License*) 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 (1) 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.

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 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.

Reinstating a lapsed seven (7) year Level II License, an educator 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.

- 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.
- 8) All documentation must be on official organization stationery, include educator's name, activity content, hours and dates associated with the activity.

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 (<i>Grade of B or better</i>) 	<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.
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, contact hours and dates. E.g. organization 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
4. Designing, Developing and Teaching Courses or Workshops – developed for educators or for a college/university in the presenter’s endorsement area or educational pedagogy	<ul style="list-style-type: none"> • Course or workshop syllabus • Verification by institution or organization on official stationery that course/workshop was held and dates 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Description of job/position, educational travel, or volunteer service • Employer or sponsor verification of experience or service on official stationery, including number of hours or weeks including dates 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
6. Local School/District Initiatives or Action Research/Reform Projects	<ul style="list-style-type: none"> • Brief description of goals and outcome of initiative/research/reform/project • Verification by project/initiative convener on official stationery of <ul style="list-style-type: none"> - participant's role - number of contact hours and dates 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
7. 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 on official stationery of <ul style="list-style-type: none"> - participant's role - number of contact hours and dates 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
8. 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 on official stationery of <ul style="list-style-type: none"> - participant's role - number of contact hours and dates 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
9. 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 on official stationery and dates 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement

Name of Category:	Documentation Shall Include:	Limitations :
10. 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 earned 	<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
11. 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
12. Peace Corps/AmeriCorps Experience	<ul style="list-style-type: none"> • Verification by the organization director (or equivalent) of participant's role on official stationery and number of months of participation and dates 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
13. 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 on official stationery of <ul style="list-style-type: none"> - participant's role - number of contact hours and dates 	<ul style="list-style-type: none"> • Limited to 45 hours per endorsement
14. 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 on official stationery by mentor of mentee's role accompanied by number of hours and dates • 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 on official stationery including dates 	<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

Revised and approved by VSBPE on March 9, 2022