



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1700 | (f) 802-479-1835

MEMORANDUM

TO: Licensed Vermont Educators & Educators seeking Vermont Licensure
FROM: Debi Price, Director of Educator Quality
SUBJECT: Acceptance of Official College Transcripts
DATE: 6/24/2016 - Revised January 6, 2017

In our continuing efforts for greater efficiency in the application process, the Licensing Office has revised its practice related to acceptance of official College transcripts. Please note changes below that are effective July 1, 2016.

Practice to June 30, 2016: Official Transcripts must be sent directly to Agency of Education from Institution of Higher Education in a sealed envelope directly or to AOE transcript email.

Change in Practice – effective July 1, 2016: Official Transcripts may be scanned and uploaded into an application by an applicant.

Official Transcripts include

- The seal of the college or university
- Visible signature of the Registrar
- Visible confer date of degree
- Recommendation for licensure
- Visible transcript key/guide
- All pages (front and back)

A transcript with the Registrar's seal and stamped "Issued to Student" may be used.

**Please note that the Agency of Education reserves the right to request an official transcript from an Institution of Higher Education at the educators/applicants expense at any time.*

EXCEPTIONS: Applicants/Candidates applying through Peer Review will continue to request an official transcript through their college or university to be sent in a sealed envelope directly to the Agency of Education Licensing Office, or to the AOE transcript email.