Reinstating a VT Educator License

The Vermont Online Licensing System for Educators



Resources and Information

- The Reinstatement process is for educators who wish to activate an endorsement that has expired.
- An Educator may reinstate any endorsement that they
 previously held regardless how long ago the license expired.
 You are required to reinstate an endorsement at the level in
 which it lapsed.
- Link to online system
- Activities that meet professional learning requirements
- Questions and Assistance: <u>aoe.licensinginfo@vermont.gov</u>
- Do not use Safari to access the system and apply for a license. It is NOT compatible and will not work.



Before you start....

- 1. You must be registered in the Online Licensing System aka ALiS
- 2. To register go to <u>our website and Click 'Register Here'.</u> For more information on Registering Please view the Registering in ALiS tutorial.
- 3. You need to update your profile information with:
 - Personal & Contact Information
 - <u>Current Employment</u> This is critical as your employment will link you with the correct Local Standards Board or the AOE for approval. Make sure that you select the correct SU and school information in the employment section of your profile. If you are not employed in a Vermont School please select "non-educational employment" or "other" and then complete the remaining details.
 - Education Details
- 4. You will need a credit card or checking account to complete the application process.



Professional Learning

Professional Learning for Level I Reinstatements:

- 45 hours of new learning per endorsement
- 15 hours of new learning specific to the endorsement being reinstated
- All professional learning within the three years preceding the reinstatement application

Professional Learning for Level II Reinstatements:

- 135 hours of new learning per endorsement (lapsed seven (7) year license)
- 45 hours of new learning specific to the endorsement being reinstated
- All professional learning within the seven years preceding the reinstatement application
- This will change after 2020



Additional requirements

Any additional documentation required by endorsement:

- Nurses
- ☐ Valid VT RN License
- ☐ Valid CPR-AED & First Aid
- PE teachers
- Valid CPR-AED & First Aid
- Health teachers
- Valid CPR-AED
- Driver Ed teachers
- ☐ Certified DMV Driving History



Begin the application

 To reinstate a license/endorsement an educator will select from What Do You Want to Do?

WHAT DO YOU WANT TO DO?
View Pending Online Application(s)
Update Profile
Renew License(s)
Add New Endorsement
Reinstatement License(s)
Print License Details
Apply For Retired License
Apply for New License
Change Password
PL Activity



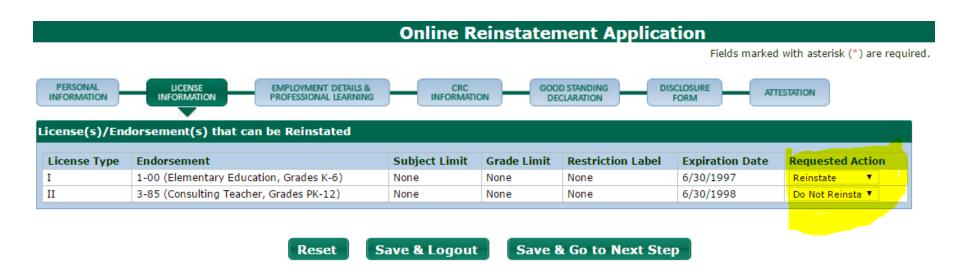
Personal Information Tab

- Personal Information and Contact Information screen will open and educator can review and edit.
- If all is accurate SAVE & Go to Next Step.
- Do not toggle between the tabs in the application, your information will not save.

Fields marked with asterisk (*) are required to the professional learning information Professional learning Professional l				Online Rein	statement Applic	cation	
Please review PERSONAL Information for accuracy. Personal Information Last Name * BOLTE					3		rked with asterisk (*) are requ
Last Name * BOLTE First Name * USAIN Middle Name L. Suffix Maiden Names/Other First & Last Names Gender * Male	INFORMATION	INFORMATION	PROFESSIONAL LEARNIN				ATTESTATION
Suffix Maiden Names/Other First & Last Names Gender * Male ▼ Ethnicity * Prefer not to answe ▼ Race * Prefer not to answe ▼ SSN * xxx-xx-0051 Contact Information Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer. Country * United States ▼ Street 1 * GGN Street 2 City * BRATTLEBORO State/Province * Vermont ▼ Zip * 05301 Phone # - Ext. * 111-111-1111 - Fax Alternate Phone # - Ext. 111-111-1111 - Fax	Personal Informat	tion					
Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer. Country * United States ▼ Street 1 * GGN Street 2 City * BRATTLEBORO State/Province * Vermont ▼ Zip * 05301 Phone # - Ext. * 111-111-1111 - Fax	Suffix Gender * Male	*	Maiden Names/Othe	r First & Last Names 🕡		DOB *	
Country * United States ▼ Street 1 * GGN Street 2 City * BRATTLEBORO State/Province * Vermont ▼ Zip * 05301 Phone # - Ext. * 111-111-1111 - Alternate Phone # - Ext. 111-111-1111 - Fax			ov email. Please give us	an email address you will ch	eck regularly, including during	the summer.	
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		BRATTLEBORO			Vermont ▼	· –	5301
			vermont.		111-111-1111 -	Fax	

License Information Tab

- License Information screen will appear.
- Educator will select Requested Action for endorsement wished to reinstate.
- For multiple endorsements may choose which endorsements to reinstate.



Employment Details and Professional Learning Tab

• Educator verifies the info is correct – do not enter an end date. <u>Please see our tutorial on adding employment</u>.

Professional Learning also appears and educator has option to select:

- YES PL has been submitted to L/RSB
- NO PL has not been submitted to L/RSB must then enter PL activities. <u>View an additional tutorial on adding PL</u>.
- Has option to add more PL if needed, even if Yes selected.
- Current L/RSB is listed at the bottom of this section



Employment Details and Professional Learning Screenshot

Online Reinstatement Application Fields marked with asterisk (*) are required. PERSONAL DISCLOSURE EMPLOYMENT DETAILS & GOOD STANDING LICENSE ATTESTATION INFORMATION INFORMATION PROFESSIONAL LEARNING INFORMATION DECLARATION **FORM Employment Detail Add Employment | Delete Employment** Enter current employer - do NOT enter end date (for current employment outside VT School choose "Other"). List previous educational employment only for previous 3 years. **Employer Name** Start Date Continuing Employment **Employment Code End Date** %FTE Essex North SU Teacher - Level I, Level II and Retired 01/01/2013 100 Yes **Professional Learning Activities** Add Activity | Delete Activity List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities. Have you provided the professional learning activities to your L/RSB? * O Yes () No End # of **How You Will Send Activity Name** Start Date Description Document(s) Date Hours **Documents** Documents Coursework 01/01/2015 45 Coursework... Upload online (0)Your current L/RSB: Essex North Save & Logout **Submit to L/RSB**

Reset



Professional Learning – Add Activity

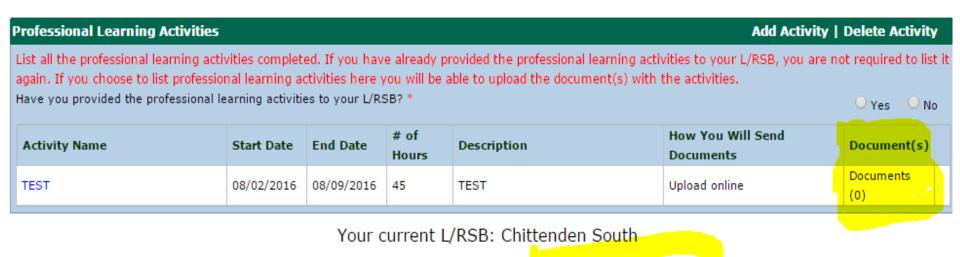
Educator completes Activity Details, if activity applies specifically to endorsement – selects the endorsement to which it applies

Activity Details				
All educators must use the VSBPE ap Completion of a minimum of 3 credits Completion of a minimum of 6 credits Completion of a minimum of 9 credits 1 credit of professional learning is equ	or 45 hours of professional learning. or 90 hours of professional learning. or 135 hours of professional learning.		ninistrators	
Activity Type * # Of Hours * How will you send Document(s)? * Description *	Choose One ▼	v	Activity Name * Start Date * End Date	
Expected or Actual Impact * Completed? *	Choose One ▼			
All educators must use the VSBPE ap	pproved guidelines for submitting Pr	ofessional Learning for Teachers or Adm	ninistrators	
Related Endorsement				
Related endorsement(s): If this g 2 -05 (English, Grades 7-12)	oal is related to one or more endors	sement, please select those endorsemer	nt(s).	
Core Teaching Standards				
<u>Click here</u> to view the Vermont Core	Teaching Standards.			
The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibilit	у
 Learner Development 	Content Knowlege	Assessment	Professional Learning an	d Ethical Practice

Submission to L/RSB

- You may upload your certificates in the 'documents' window
- Select submit to L/RSB

Reset



Save & Logout

Submit to L/RSB

Payment Screen

- Choose 'pay now' on the fee details screen, submit the non-refundable \$50 processing fee using a credit card or electronic check.
- Your reinstatement application has been submitted to the L/RSB for review.

Fee Details Additional licensing fees will be requested when application review is completed. Application Processing Fee - Non-Refundable \$50.00

Total Fee

\$50.00

Fee Detail

Checklist Screen

Reinstatement Confirmation will list:

- L/RSB name
- Transaction number

Educator can now upload

- Addition PL documentation or
- Any other relevant documentation

Reinstatement Application Submitted

Confirmation

Thank you for using our online services. Your reinstatement application is being submitted to the Barre Board for further review. Your online transaction number is 46715. Please read the checklist section for the items that will be reviewed by your Local/Regional Standards Board. You may attach supporting documents with each item.

If you would like to print your payment receipt click here. Or view the payment history section via your home menu.

Checklist

Item	Item	View/Attach	Item Status
1	Professional Learning Activities Review	Documents (0)	Pending
2	Others	Documents (0)	N/A

L/RSB Review

- Educator's part is now done, so it is time for the L/RSB to review the reinstatement application.
- Once your L/RSB or the AOE reviews your reinstatement, you will receive a notification email prompting you to log back in and complete the criminal record check and legal forms.
- Log into your account and select View Pending Online Applications. Click the green complete application button.

Pending Online Application(s)

ending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Reinstatement Application	2163	08/15/2016	Complete Reinstatement Application by Candidate (Chittenden South)	N/A	View Details	Complete Application

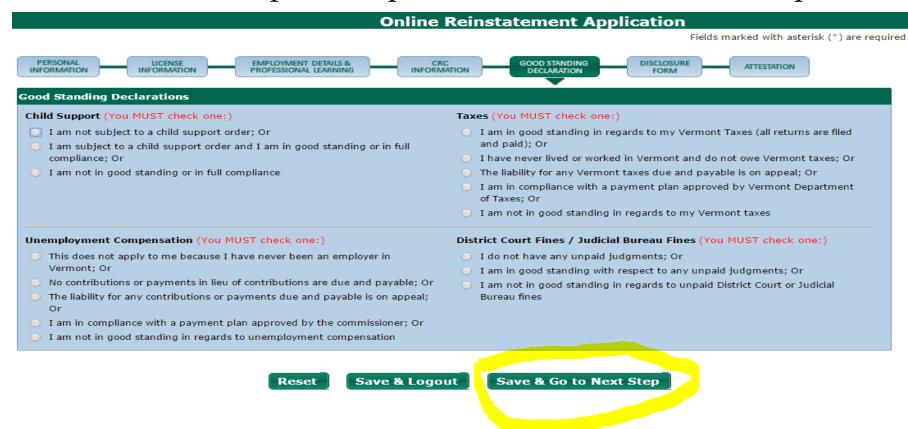
Criminal Record Check Tab

- Complete the criminal record check question, legal forms, and submit your application to the AOE for final review.
- The rest of the criminal record check process is completed via your 'checklist' when you submit your application. You will also pay the \$13.25 criminal record check fee when you submit your application.

		Online Reinstatement Application
		Fields marked with asterisk (*) are required
	MPLOYMENT DETAILS & CRC INFORMATION	GOOD STANDING DECLARATION DECLARATION FORM ATTESTATION
CRC Information		
		nsure in Vermont need to complete a fingerprint supported CRC OK checklist at the time of submittal. The cost is \$12.00.
Place of Birth	Additional state(s	s) where I have resided or been employed?
City/Town *	Colorado	☐ Mississippi ☐ Rhode Island
Country * United States	☐ Hawaii	☐ Montana ☐ Utah
State * Choose One	Illinois	☐ New Brunswick ☐ Wyoming
,	Massachusetts	s New Hampshire
	Reset Save & Logout	Save & Go to Next Step

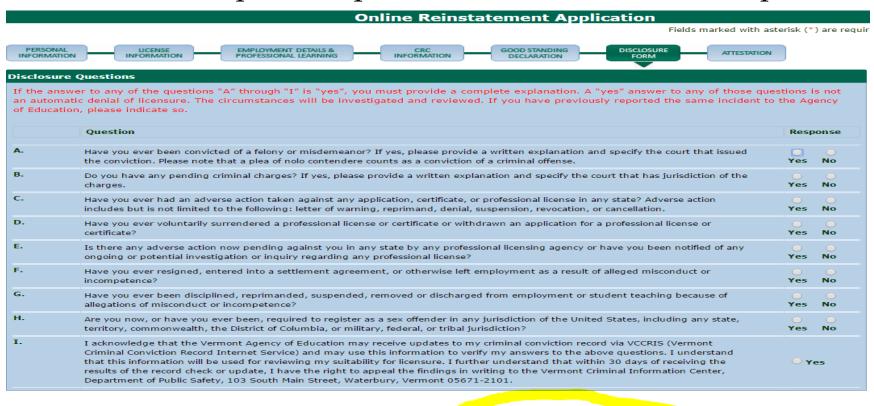
Good Standing Declaration Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, 'Save & Go to Next Step'



Disclosure Form

- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, 'Save & Go to Next Step'



Save & Go to Next Step

Save & Logout

Reset

Attestation Form

- You MUST check off the Attestation to be able to submit your application. This is your form of electronic signature.
- Click **SUBMIT TO AOE** to submit your application for final review.

Online Reinstatement Application Fields marked with asterisk (*) are required. LICENSE **EMPLOYMENT DETAILS &** GOOD STANDING DISCLOSURE ATTESTATION INFORMATION INFORMATION PROFESSIONAL LEARNING INFORMATION DECLARATION Consent of Release of Information Place of Birth City/Town 1 Berlin Country * United States State * Vermont You must check the following: I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education. Attestation You must check the following: I certify that I have completed a Self-Assessment of my teaching and/or leadership practice or have not been practicing under this endorsement and therefore are not required to complete a Self-Assessment. I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.



I certify that I will complete the criminal record check process. Failure to do so could result in a licensing action pursuant to 16 V.S.A 1698(1)(F)

Payment and Criminal Record Check

- If you need to have a criminal record check completed, you will be prompted to pay the \$13.25 fee, in addition to the \$50 non-refundable processing fee. The fee is paid to the VT Dept. of Public Safety and is not refundable.
- Fingerprint Authorization Certificate form will be downloaded from the checklist which appears at submission. For more information see our FAQs on CRCs.
- Upload receipt of fingerprinting within fifteen (15) calendar days from date application fee was paid. If a receipt is not uploaded into your application checklist within fifteen (15) calendar days from the date the application fee was paid, the application will be closed and you will need to re-apply and incur additional non-refundable fees.
- <u>Fees for Law Enforcement Agencies who do the fingerprinting</u> The law enforcement agency that does your fingerprinting may charge their own fee for fingerprinting. This is completely at the discretion of the law enforcement agency.

Fee Detail

	Fee Details	
	Criminal Record Check Fee - Non-Refundable	\$13.25
	Total Fee	\$13.25

Checklist

Upload your verification form and complete your CRC forms

Reinstatement Application Submitted

Confirmation

Thank you for using our online services. Your license reinstatement application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 46715. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your payment receipt <u>click here.</u> Or view the payment history section via your home menu. If you would like to print your online application summary <u>click here</u>

Checklist

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration	N/A	Pending
2	Review Disclosure form	N/A	Pending
3	Vermont Crime Information Center, Fingerprint Authorization Certificate.	Please click here to print the form you need to take to a fingerprinting center. Click here to view the Vermont Criminal Records Check packet that contains information about Vermont Fingerprint Identification Centers and instructions for out-of-state/country applicants.	Pending
4	Others	Documents (0)	N/A

Final Payment

Once an AOE specialist reviews your application, and approves it, you will
receive a notification email prompting you to log back into your account
and complete the final payment. Click the green pay now button.

Pending Online Application(s)

Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Reinstatement Application	2163	08/15/2016	Reinstatement Review and approval by AOE (Chittenden South)	Application Summary	View Details	Pay Now

• You will then choose whether you would like to receive a formal copy of your license (additional fee of \$10). Choose yes or no then click pay now.





Final Approval

- Proceed through the payment screens to submit your final payment.
- You will receive a payment receipt confirmation via email.
- An AOE specialist will now approve your reinstatement when payment is received. You will receive an email confirmation that your reinstatement is approved. You may then login to your account and print your license details. <u>Tutorial here</u>.

Fee Detail

Fee Details	
License Printing Fee Reinstatement - Level I License fee	\$10.00 \$150.00
Total Fee	\$160.00

Edit Application

Pay Now

