

# **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: [aoe.licensinginfo@vermont.gov](mailto:aoe.licensinginfo@vermont.gov)
- *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 [our website and Click 'Register Here'](#). For more information on Registering Please view the Registering in ALiS tutorial.
3. You need to update your profile information with:
  - Personal & Contact Information
  - [Current Employment](#) - 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.

## Online Reinstatement Application

Fields marked with asterisk (\*) are required.



Please Review PERSONAL Information for accuracy.

### Personal Information

Last Name *	<input type="text" value="BOLTE"/>	First Name *	<input type="text" value="USAIN"/>	Middle Name	<input type="text" value="L."/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names	<input type="text"/>	DOB *	<input type="text" value="01/01/1980"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="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 *	<input type="text" value="United States"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05301"/>
Street 1 *	<input type="text" value="GGN"/>	State/Province *	<input type="text" value="Vermont"/>	Alternate Phone # - Ext.	<input type="text" value="111-111-1111"/>
City *	<input type="text" value="BRATTLEBORO"/>	Alternate E-mail	<input type="text"/>	Fax	<input type="text"/>
Phone # - Ext. *	<input type="text" value="111-111-1111"/>				
Preferred E-mail *	<input type="text" value="rebecca.gile@vermont."/>				

Reset

Save & Logout

Save & Go to Next Step

# 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.

**Online Reinstatement Application**

Fields marked with asterisk (\*) are required.

PERSONAL INFORMATION — **LICENSE INFORMATION** — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — DISCLOSURE FORM — ATTESTATION

**License(s)/Endorsement(s) that can be Reinstated**

License Type	Endorsement	Subject Limit	Grade Limit	Restriction Label	Expiration Date	Requested Action
I	1-00 (Elementary Education, Grades K-6)	None	None	None	6/30/1997	Reinstate ▼
II	3-85 (Consulting Teacher, Grades PK-12)	None	None	None	6/30/1998	Do Not Reinsta ▼

**Reset**   **Save & Logout**   **Save & Go to Next Step**



# Employment Details and Professional Learning Tab

- Educator verifies the info is correct – do not enter an end date. [Please see our tutorial on adding employment.](#)

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. [View an additional tutorial on adding PL.](#)
- 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.



### 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	End Date	%FTE	Continuing Employment	Employment Code	
<a href="#">Essex North SU</a>	01/01/2013		100	Yes	Teacher - Level I, Level II and Retired	<input type="checkbox"/>

### 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? \*

Yes  No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)	
<a href="#">Coursework</a>	01/01/2015		45	Coursework...	Upload online	<a href="#">Documents (0)</a>	<input type="checkbox"/>

Your current L/RSB: Essex North

[Reset](#)

[Save & Logout](#)

[Submit to L/RSB](#)

# 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 approved guidelines for submitting Professional Learning for [Teachers](#) or [Administrators](#)

Completion of a minimum of 3 credits or 45 hours of professional learning.

Completion of a minimum of 6 credits or 90 hours of professional learning.

Completion of a minimum of 9 credits or 135 hours of professional learning.

1 credit of professional learning is equal to 15 hours.

Activity Type *	-- Choose One -- ▼	Activity Name *	<input type="text"/>
# Of Hours *	<input type="text"/>	Start Date *	<input type="text"/> 
How will you send Document(s)? *	-- Choose One -- ▼	End Date	<input type="text"/> 
Description *	<input type="text"/>		
Expected or Actual Impact *	<input type="text"/>		
Completed? *	-- Choose One -- ▼		

All educators must use the VSBPE approved guidelines for submitting Professional Learning for [Teachers](#) or [Administrators](#)

## Related Endorsement

**Related endorsement(s):** If this goal is related to one or more endorsement, please select those endorsement(s).

2 -05 (English, Grades 7-12)

## Core Teaching Standards

[Click here](#) to view the Vermont Core Teaching Standards.

The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibility
<input type="checkbox"/> Learner Development	<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Assessment	<input type="checkbox"/> Professional Learning and Ethical Practice

# Submission to L/RSB

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

**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? \*  Yes  No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)
TEST	08/02/2016	08/09/2016	45	TEST	Upload online	Documents (0)

Your current L/RSB: Chittenden South

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 Detail

### Fee Details

Additional licensing fees will be requested when application review is completed.

Application Processing Fee - Non-Refundable

\$50.00

**Total Fee**

**\$50.00**

[Edit Application](#)

[Pay Now](#)

# 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	<a href="#">Professional Learning Activities Review</a>	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)

### Pending 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	<a href="#">View Details</a>	

# 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.



### CRC Information

Per federal regulations regarding Criminal Record Checks (CRC); all applicants for Licensure in Vermont need to complete a fingerprint supported CRC conducted for the Agency of Education. Printable forms will appear in your application checklist at the time of submittal. The cost is \$12.00.

OK

#### Place of Birth

City/Town \*

Country \*

State \*

#### Additional state(s) where I have resided or been employed?

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Colorado      | <input type="checkbox"/> Mississippi   | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Hawaii        | <input type="checkbox"/> Montana       | <input type="checkbox"/> Utah         |
| <input type="checkbox"/> Illinois      | <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Wyoming      |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> 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'

## Online Reinstatement Application

Fields marked with asterisk (\*) are required.



### Good Standing Declarations

#### Child Support (You MUST check one:)

- I am not subject to a child support order; Or
- I am subject to a child support order and I am in good standing or in full compliance; Or
- I am not in good standing or in full compliance

#### Taxes (You MUST check one:)

- I am in good standing in regards to my Vermont Taxes (all returns are filed and paid); Or
- I have never lived or worked in Vermont and do not owe Vermont taxes; Or
- The liability for any Vermont taxes due and payable is on appeal; Or
- I am in compliance with a payment plan approved by Vermont Department of Taxes; Or
- I am not in good standing in regards to my Vermont taxes

#### Unemployment Compensation (You MUST check one:)

- This does not apply to me because I have never been an employer in Vermont; Or
- No contributions or payments in lieu of contributions are due and payable; Or
- The liability for any contributions or payments due and payable is on appeal; Or
- I am in compliance with a payment plan approved by the commissioner; Or
- I am not in good standing in regards to unemployment compensation

#### District Court Fines / Judicial Bureau Fines (You MUST check one:)

- I do not have any unpaid judgments; Or
- I am in good standing with respect to any unpaid judgments; Or
- I am not in good standing in regards to unpaid District Court or Judicial Bureau fines

Reset

Save & Logout

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'

Fields marked with asterisk (\*) are required

PERSONAL INFORMATION — LICENSE INFORMATION — EMPLOYMENT DETAILS & PROFESSIONAL LEARNING — CRC INFORMATION — GOOD STANDING DECLARATION — **DISCLOSURE FORM** — ATTESTATION

### Disclosure Questions

If the answer to any of the questions "A" through "I" is "yes", you must provide a complete explanation. A "yes" answer to any of those questions is not an automatic denial of licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Agency of Education, please indicate so.

	Question	Response
A.	Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of nolo contendere counts as a conviction of a criminal offense.	<input type="radio"/> Yes <input type="radio"/> No
B.	Do you have any pending criminal charges? If yes, please provide a written explanation and specify the court that has jurisdiction of the charges.	<input type="radio"/> Yes <input type="radio"/> No
C.	Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation.	<input type="radio"/> Yes <input type="radio"/> No
D.	Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?	<input type="radio"/> Yes <input type="radio"/> No
E.	Is there any adverse action now pending against you in any state by any professional licensing agency or have you been notified of any ongoing or potential investigation or inquiry regarding any professional license?	<input type="radio"/> Yes <input type="radio"/> No
F.	Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct or incompetence?	<input type="radio"/> Yes <input type="radio"/> No
G.	Have you ever been disciplined, reprimanded, suspended, removed or discharged from employment or student teaching because of allegations of misconduct or incompetence?	<input type="radio"/> Yes <input type="radio"/> No
H.	Are you now, or have you ever been, required to register as a sex offender in any jurisdiction of the United States, including any state, territory, commonwealth, the District of Columbia, or military, federal, or tribal jurisdiction?	<input type="radio"/> Yes <input type="radio"/> No
I.	I acknowledge that the Vermont Agency of Education may receive updates to my criminal conviction record via VCCRIS (Vermont Criminal Conviction Record Internet Service) and may use this information to verify my answers to the above questions. I understand that this information will be used for reviewing my suitability for licensure. I further understand that within 30 days of receiving the results of the record check or update, I have the right to appeal the findings in writing to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont 05671-2101.	<input type="radio"/> Yes

Reset

Save & Logout

Save & Go to Next Step

# 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.



### Consent of Release of Information

#### Place of Birth

City/Town *	<input type="text" value="Berlin"/>
Country *	<input type="text" value="United States"/>
State *	<input type="text" value="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)

**Submit to AOE**

# 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.**
- **Fees for Law Enforcement Agencies who do the fingerprinting** – 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
<b>Total Fee</b>	<b>\$13.25</b>

[Edit Application](#)

[Pay Now](#)

# 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 [click here](#). Or view the payment history section via your home menu. If you would like to print your online application summary [click here](#)

### 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 <a href="#">click here</a> to print the form you need to take to a fingerprinting center. <a href="#">Click here</a> 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	<a href="#">Documents (0)</a>	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)	<a href="#">Application Summary</a>	<a href="#">View Details</a>	<a href="#">Pay Now</a>

- 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.

Fields marked with asterisk (\*) are required

### LICENSE INFORMATION

License Type	Endorsement	Grade Limit	Subject Limit	Issue Official Copy of License *
Professional Educator License (Level I)	1 -00 (Elementary Education, Grades K-6)	None	None	Yes ▼
Professional Educator License (Level II)	3 -85 (Consulting Teacher, Grades PK-12)	None	None	No ▼

[Back](#)

[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. [Tutorial here](#).

## Fee Detail

### Fee Details

License Printing Fee	\$10.00
Reinstatement - Level I License fee	\$150.00
<b>Total Fee</b>	<b>\$160.00</b>

Edit Application

Pay Now