

CESS NEWS

LICENSING EDITION



Notes from Beth Ann

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This CESS Licensing newsletter has been written to provide information to all students who are enrolled in, or considering, one of our programs leading to initial licensure. We've included answers to the questions we are asked most often so that you will be knowledgeable about initial licensure and the application process. We welcome additional questions and comments after you have carefully reviewed the contents of the newsletter.

While the newsletter is based on the most current licensing information provided by the Vermont State Department of Education (SDE), changes continue to occur. Applicants for licensure must meet the regulations in place when they apply for initial licensure. Due to ongoing changes, each edition differs somewhat from the previous ones and will likely continue changing in the future.

Check the CESS website periodically for new licensure information and contact me by e-mail with your questions (Beth.Mohler@uvm.edu). Also be certain to locate Educator Licensing websites for states where you expect to be teaching/counseling so that you have the most current information.

-Beth Ann-

Approved Programs

The Teacher Education programs offered by the University of Vermont were developed by program faculty and have been reviewed and approved by the Vermont Standards Board for Professional Educators (VSBPE) as meeting the State Regulations. We refer to these programs as State Department of Education (SDE) approved programs. Information in this newsletter is appropriate for students who are completing SDE "approved" programs leading to initial licensure at the Undergraduate, Post-Baccalaureate and Graduate level as well as potential applicants to these programs.

The **undergraduate Teacher Education programs** include: Art, Early Childhood PreK-3, Early Childhood Special Education, Elementary, Family and Consumer Sciences, Middle Level, Music, Physical Education and Secondary Education.

It's also possible for an undergraduate student to remain in his/her home college and complete a dual degree - one in the home college and one through the CESS. The dual degree works especially well for students in Agriculture & Life Sciences, Arts & Sciences, and Engineering & Mathematics who have an appropriate major for their home college degree and also for a degree in Secondary Education. It requires careful selection of coursework so that students meet the requirements for both degrees. Academic program requirements for the undergraduate programs are listed at the CESS Student Services website.

The **Post-Baccalaureate Teacher Preparation Programs (PBTP)**, more commonly known as the Fifth Year programs, include Art, Early Childhood, Elementary, Family and Consumer Sciences, Music, and Physical Education. The Graduate programs leading to initial licensure include Counseling, Communication Sciences (Speech Pathology), Middle Level, Secondary Education, and Special Education.

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What is meant by “successful completion” of the VT State Department of Education (SDE)

approved program? Successful completion of your approved program includes:

- earning a minimum grade of B (not B-) in your program internship,
- completing all program requirements (including the portfolio),
- earning an overall GPA of 3.0 or above,
- receiving a positive recommendation from your UVM supervisor with written input by your cooperating teacher, and
- successfully completing PRAXIS I cut scores for Vermont or the composite score or one of the approved alternate options listed below.

PRAXIS I Scores

Since PRAXIS I has been implemented as an integral part of the program requirements for initial licensure, students must successfully complete PRAXIS I or other approved assessment* as set by the Vermont Standards Board for Professional Educators before gaining acceptance into the professional portion of the program. Undergraduates, PBTP and Licensing Masters students who have not successfully completed PRAXIS I or one of the approved alternate options will not be eligible to student teach. Graduate students should fulfill this requirement either before beginning the program or no later than the end of the first semester.

PRAXIS I minimum cut scores:	
• Reading-----	177
• Writing-----	174
• Mathematics -----	175

Composite 526 (total of three minimum cut scores for VT)

The PRAXIS I requirement for Vermont has been fulfilled if you earn the minimum score or above for each category OR, if you don’t pass all three areas, but do earn a total of 526 or above as the composite score, the requirement has been met.

PRAXIS I can be completed as a paper/pencil test (See ETS website for dates) or it can be taken on-line at Prometrics in Williston, VT. If a student completes one or more parts of PRAXIS I by computer and one or more by paper/pencil, she/he will need to determine the composite score. The scores are the same for both versions of the test, but the composite is only listed on your test results if you completed all three sections on one version of the test.

Approved Assessments - SAT, GRE, ACT

* The following assessments have been approved as alternatives to PRAXIS I. Students must meet both the total score as well as the minimum scores as

<u>Test</u>	<u>Total Score</u>	<u>Verbal/ English</u>	<u>Math/ Quantitative</u>
SAT	1100	500	500
GRE	1100	500	500
ACT	-	22	22

equivalent to earning passing scores on PRAXIS I. **Other states that require PRAXIS I likely do not accept these alternate options!**

Therefore you may need to complete PRAXIS I even if you earned the appropriate SAT (Scholastic Aptitude Test), ACT (American College Test), GRE (Graduate Record Exam) scores.

Alternate Options for PRAXIS I

Students who fulfill the PRAXIS I requirement by one of the alternate options, and who apply for licensure in Vermont will need to have an official record of your scores sent to the VT State Department of Education from the Educational Testing Service (ETS). This should be done at the end of your program at UVM. If you are applying for licensure in a state that requires successful completion of PRAXIS I, be certain to contact that state (or states) to determine if an alternate option is accepted. If it isn’t, you will need to complete PRAXIS I.

How can I verify my SAT, ACT or GRE scores?

If your scores are on record at UVM, Barbara Romanoff can verify them for you. Go to the CESS website and click on Forms. Then click on Scores Release Form. Print the form, complete it and send it to 528 Waterman, attention Barbara. We'll verify the score and send a copy to you for your records (e.g. portfolio). The VT SDE will need an official copy (not our form) of your scores when you apply for licensure.

PRAXIS II

Are students also required to complete PRAXIS II to reach program completion? Students are not required to complete PRAXIS II to be eligible for program completion and graduation. Students who plan to apply for licensure in VT must successfully complete PRAXIS II to be eligible for the Level I Beginning Educators License. Students who aren’t planning to teach in VT should check the ancillary (e.g. teacher tests, etc.) requirements for states to which they will be applying. Some may require PRAXIS II, but have different “pass” scores than Vermont, and others may require state specific exams. When you determine which states require PRAXIS II, be sure to check the code numbers to determine if they require the same PRAXIS II test. For example, students applying for VT licensure must complete PRAXIS II for Elementary Education (code #10014) and while CT also requires PRAXIS II for Elementary Education, the code numbers are not the same.

What is the difference between license and endorsement? The *license means that you have successfully completed a State Department of Education approved program and applied and were deemed eligible for authorization to teach by a specific state (e.g. VT).

The endorsement is generally listed on the license to indicate the grade level and the field (content area). The Vermont Standards Board for Professional Educators approved grade level changes for specific endorsements and implemented them beginning July 1, 2006. The current endorsement and grade levels are listed below.

Endorsement

Art
Early Childhood
Early Childhd SpecEd
Elementary
Family & Consmr Sci
Middle Level
Music
Physical Ed
Secondary Ed
School Counselor
Special Education
Educ Speech & Lang Pathology

Grade Level

PreK-12
Birth-Gr3
Birth-Age 6
K-6
5-12
5-9
PreK-12
PreK-12
7-12
PreK-12
——
Age 3-21

How do personnel in the State Department of Education in Vermont or other states know that I have successfully completed a State Department of Education (SDE) approved program? Your transcript is stamped to indicate successful completion. The stamp (actually a statement that is referred to as a stamp) indicates the specific endorsement area (e.g. Secondary English; 7-12) and includes the minimum number of teaching internship clock hours. It also states that you have completed a NASDTEC, ICC, state approved and NCATE accredited program and indicates that you have been recommended for Vermont licensure. This statement is your evidence of successful program completion.

What do NASDTEC, ICC, state approved and NCATE accredited mean? The Vermont State Department of Education (SDE) belongs to NASDTEC (National Association of State Directors of Teacher Education and Certification) and to the Interstate Contract (reciprocity agreement). Membership in NASDTEC and participation in the Contract mean that students who successfully complete teacher education programs approved by the Vermont State Department of Education enjoy reciprocity (but must still meet ancillary requirements) with other states that also participate in the agreement. The teacher education programs at the University of Vermont have been evaluated by portfolio and approved by the VT SDE. Teacher education programs at the University of Vermont also hold the distinction of meeting the national standards set forth by NCATE (National Council for the Accreditation of Teacher Education) and are therefore NCATE accredited. The licensure programs at UVM are the only NCATE accredited programs in Vermont!

Who stamps the transcript? After you successfully complete your program and it has been determined by the Licensing Officer (Beth Ann Mohler) in cooperation with the program coordinator that you are eligible, the Registrar's Office stamps your transcript. We recommend you for licensure by sending your name to the Registrar, the Registrar's Office stamps your transcript, and you complete an application for licensure for an initial license in VT, or another state, where you plan to begin teaching. You also pay the application fee.

When is my transcript stamped? Your transcript is stamped after you have successfully completed your program and your grades and degree have been recorded on your transcript by the Registrar's Office. Degrees appear on the transcript after they have been approved by the Faculty Senate and the Board of Trustees in mid October, mid February and May. This means that if you finish your program requirements during the summer months, you will be an October graduate. Finishing in December means you will be a March graduate and finishing in May means you are a May graduate. **Please note that undergraduates who complete the requirements for program completion during the summer months cannot graduate before October, therefore, these students likely will not be eligible to begin teaching in September.** As noted previously, transcripts cannot be stamped to indicate eligibility for licensure until the degree is on the transcript.

Who should apply for a Vermont license? In the past, everyone who successfully completed one of the teacher education programs, needed to hold a VT license to enjoy reciprocity with other states as well as to teach in Vermont. Now, you need evidence (stamp on transcript) that you are eligible for a license, but the VT SDE has informed us that you no longer need to hold a VT license to enjoy reciprocity with other participating states. Therefore, you only need a VT license if you plan to teach in Vermont.

If I am eligible for licensure, am I automatically licensed or do I need to apply? You need to apply. Applications for licensure must be requested from the specific State Department of Education (SDE) where you intend to apply. This is also true for Vermont and the contact information is listed below:

E-MAIL: doe-licensinginfo@state.vt.us

PHONE: (802) 828-2445

FAX: (802) 828-5107

ADDRESS: Office of Educator

Licensing and Professional Standards
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

Requests for an application must include: a full name, complete mailing address, and area code and phone number.

It is also possible to download the application at http://education.vermont.gov/new/html/licensing/forms/initial_license.html.

If I am not planning to teach immediately, should I apply for licensure? Even if you do not plan to teach immediately after successfully completing your program, you may change your mind at a later date. Since requirements change, it may be easier to renew your license several years after graduation than it would be to apply for licensure for the first time.

What are the advantages and disadvantages of applying directly to the state in which I hope to be teaching as compared to applying for the VT license first? The advantages include saving time and money. You won't need to pay the fees required for the VT license and you won't need to wait for 8 to 10 weeks or longer for the Vermont license so that you can then use that license to apply for the next one where you hope to be teaching. The disadvantage may be that some students won't apply for licensure because they don't intend to teach immediately. Since licensure requirements change, new requirements might be implemented by the time you apply.

Which states participate in the reciprocity agreement? The most recent NASDTEC contract, including the reciprocity agreement, does not require applicants for licensure to hold a Vermont license to be eligible for reciprocity with other states (listed below) participating in the contract. If you want to verify that specific states participate in the reciprocity agreement, go to: <http://www.nasdtec.org/agreement.tpl>; click on: Jurisdictions by Educator Category.

**NASDTEC Interstate Contract
Jurisdictions by Educator Category (May 5, 2003)
Teacher (48 Jurisdictions)**

Alabama	Hawaii	Montana	Pennsylvania
Alaska	Idaho	Nebraska	Puerto Rico
Arizona	Illinois	Nevada	Rhode Island
Arkansas	Indiana	New Hampshire	South Carolina
California	Kansas	New Jersey	Tennessee
Colorado	Kentucky	New Mexico	Texas
Connecticut	Louisiana	New York	Utah
Delaware	Maine	North Carolina	Vermont
Dist of Columbia	Maryland	North Dakota	Virginia
Florida	Massachusetts	Ohio	Washington
Georgia	Michigan	Oklahoma	West Virginia
Guam	Mississippi	Oregon	Wyoming

As mentioned earlier, the stamp (actually a statement that is referred to as a stamp) on your transcript indicates that you have successfully completed a VT State Department of Education approved program and you are eligible to apply for licensure. Therefore, once you fulfill the ancillary requirements (e.g. teacher tests, etc.) of the states where you are applying, you should be eligible for your initial license. Be certain to contact the State Department of Education (SDE) where you intend to apply and verify that they do not expect you to hold the VT license to enjoy reciprocity.

Once I apply, how long will it take before I receive my license? This differs from one state to another, but in VT, it will take 8-10 weeks for processing and then it may take several weeks longer before you actually receive your license.

What is included in the application process? The application process differs from one state to another. Most states have very informative web pages, therefore, you may want to search for the State Department of Education for a specific state and then review the licensure requirements and application process or you may actually need to request a copy of the application.

If I submitted my fingerprints and completed the Criminal Record Check (CRC) during an earlier semester (e.g. teaching internship), do I need to complete the process and pay the fee a second time? All states do not require the Criminal Record Check. If you are applying for VT licensure, use the Authorization to Release form (included as part of the application packet for your convenience) instead of the Request for Criminal Record Check form (also part of the application materials). If the time span between initiating the CRC and getting licensed is longer than one year, you will probably need to complete it a second time. If you have questions about completing the CRC a second time because it has been longer than one year, review the guidelines in the recently revised VT application packet. Call (802) 828-2445 if you need additional information.

If you are applying for licensure in a state other than VT, you will need to determine if a Criminal Record Check is required by that state, and follow the directions provided by that State Department of Education.

You may be wondering why students in the Teacher Education programs aren't required to complete the Criminal Record Check through the University rather than through the public schools and the Vermont SDE. Initially, UVM could not receive the scores. Now we could choose to do so, but we support having the scores go directly to the schools where student teachers have been placed. The SDE may receive them, but only for licensure, therefore, the public school superintendents must receive the CRC results for teaching interns and you must sign the release to have the results shared with the SDE for licensure.

When should I apply for licensure? During your last semester at UVM, you should request applications from the state(s) to which you will be applying for licensure. Be certain that you are familiar with the ancillary (e.g. teacher tests, etc.) and whether or not they must be completed and passed before you are eligible to submit your application.

The application for licensure should be completed at the end of your final semester of enrollment at UVM and mailed after you graduate.

Can I begin applying for teaching positions before I receive my license from the SDE? Yes, you may apply for teaching positions without having the actual license, but keep in mind that it isn't legal to begin teaching without your license.

Can I begin applying for teaching positions if I am in the process of appealing the required overall grade point average of 3.0? You may apply to states through an alternative process, but not through reciprocity. You are not eligible for licensure or for reciprocity with other states unless you have the stamp on your transcript indicating that you have successfully completed an approved program. If you have successfully completed all requirements for the approved program with the exception of earning the overall average of 3.0 or above, you cannot get the stamp unless you successfully waive the requirement.

Students who have not earned the overall grade point average and who are appealing this requirement need to understand that it isn't a speedy process. Our records indicate that students who have not appealed, or who are in the process of appealing, are not eligible for a license. If you submit your appeal at the end of the Spring semester, when your grades have been recorded and it is apparent that you have not earned the overall average of 3.0 or above, it may not be reviewed in time for you to begin teaching in the Fall. Faculty are not available during the summer months and, even if they review it in a timely way and it is approved, you must still apply for licensure.

If the appeal is successful, your transcript will be stamped, but it will still be several weeks before your application is processed by the SDE. If you are applying in VT, the VT SDE determines if you will be licensed without the required overall average of 3.0 even with the stamp on your transcript. Other states may not require an overall average of 3.0 therefore once your transcript is stamped, the GPA may not even be an issue. Or if any require the 3.0, they may not accept our waiver of the requirement.

You should not apply and interview for teaching positions in public schools until you know if you will be eligible for licensure. Also note that if the licensing regulations change during the time you are appealing the required 3.0, you must meet the regulations in place at the time you apply. Access the guidelines to appeal the required overall GPA of 3.0 at our website.

INITIAL LICENSURE CHECKLIST

(Undergraduates, PBTP and Graduate Students)

Prior to Being Admitted to Professional Course Sequence

√ Successfully complete PRAXIS I or alternate assessment

Prior to Teaching Internship

√ Complete Criminal Record Check (CRC)
 √ Carefully review Licensing Newsletter
 √ Remember you aren't eligible to student teach unless the PRAXIS I requirement has been fulfilled.

During Final Year at UVM

√ Determine states where you will be applying for licensure
 √ Review Ancillary Requirements specific to that state (e.g. teacher tests)
 √ Set up file of transcript, letters of recommendation, etc. at Career Development
 √ Develop your resume

Final Semester at UVM

√ Complete PRAXIS II if required for licensure/endorsement
 √ Complete assessments required for licensure in other states of interest
 √ Successfully complete SDE approved program including the portfolio
 √ Request applications for licensure from states of interest

After Reaching Program Completion

√ Request a copy of your transcript from the Registrar and verify that it has been stamped and that the stamp is accurate to indicate that you are eligible for licensure
 √ Mail completed application(s), forms, fees, transcripts, test scores etc. to State Department of Education in state(s) of interest
 √ Create a file that includes: copy of stamped transcript; copy of initial license; copy of this newsletter for future reference; name of school(s) where you completed your teaching internship; name of cooperating teacher; name of university supervisor; grade level(s) taught as well as any other pertinent information.
 √ Send licensure verification forms for states other than Vermont to Barbara Romanoff, University of Vermont, CESS Student Services, 528 Waterman, 85 South Prospect Street, Burlington, VT 05405.

SECOND ENDORSEMENT - ADDITIONAL REQUIREMENTS

If I have a minor, or if I complete the requirements for more than one program, can I get a second endorsement? Your transcript is stamped to indicate that you have successfully completed the Vermont State Department of Education approved program, indicating that you are eligible for licensure. The stamp also includes the subject area for your **first endorsement**. This endorsement is the same as your program (e.g. Art, Early Childhood PreK-3, Early Childhood Special Education, Elementary, Family & Consumer Sciences, Middle Grades, Music, Physical Education, Secondary Education/subject area).

Additional endorsements in VT require a minimum of 18 credits of appropriate coursework PLUS the Additional Requirements listed at the end of each endorsement at the State Department of Education website. As you review the additional requirements, you will note that most of them actually require a major (minimum of 30 credits) or the equivalent. Applicants must also provide passing PRAXIS II scores for the additional endorsement(s). We've listed the Additional Requirements for a number of the endorsements below. Keep in mind that this is informational only and you should review information at <http://education.vermont.gov/>.

Art/Additional Requirements:

A major in art, or the equivalent in undergraduate and/or graduate coursework.

A minimum of a practicum, or the equivalent, in art education at the elementary (PK-6) or middle/secondary (7-12) instructional level, depending on the authorization sought. For the full PK-12 authorization, a minimum of a practicum, or the equivalent, in art education at **both** the PK-6 and 7-12 instructional levels is required.

Early Childhood Education/Additional Requirements:

A minimum of a practicum, or the equivalent, in early childhood education at the birth-to-5 and/or 5-8 age levels, depending on the authorization sought. For the full birth through grade three authorization, a minimum of a practicum, or the equivalent, in early childhood education at **both** the birth-to-5 and 5-8 age levels is required.

Early Childhood Special Educator/Additional Requirements:

Baccalaureate degree with a recommendation for licensure in early childhood special education, or a minimum of 21 credits in early childhood special education.

A minimum of a practicum, or the equivalent, in early childhood special education at **both** the infant/toddler (birth to age 2) and preschool (age 3 to age 6) age levels.

Elementary Education/Additional Requirements:

A minimum of a practicum, or the equivalent, in elementary education at both the primary (K-3) and upper elementary (4-6) instructional levels is required.

English/Additional Requirements:

A major in English or Comparative Literature, or the equivalent in undergraduate and/or graduate coursework.

A minimum of a practicum, or the equivalent, at the middle/secondary level (7-12) in science, social studies, math, or English.

Family and Consumer Sciences:

None

Mathematics/Additional Requirements:

A major in mathematics, or the equivalent in undergraduate and/or graduate coursework in mathematics.

A minimum of a practicum, or the equivalent, at the middle/secondary level (7-12) in science, social studies, math, or English.

Middle Grades/Additional Requirements:

A minimum of a practicum, or the equivalent, at the middle grades level (5-9) in science, social studies, math, or English.

A minor in English or Comparative Literature, or the equivalent in undergraduate and/or graduate coursework.

A minor in mathematics, or the equivalent in undergraduate and/or graduate coursework.

A minor in history, political science, economics, geography, or a combination thereof, or the equivalent in undergraduate and/or graduate coursework. (Coursework in cultural anthropology and non-Western area studies may be counted toward geography.)

A minor in biology, chemistry, physics, or earth/environmental/atmospheric sciences, or a combination thereof, or the equivalent in undergraduate and/or graduate coursework.

Modern and Classical Languages/Additional Requirements:

A major in a modern or classical language, or the equivalent in undergraduate and/or graduate coursework. (Native speakers and speakers of ASL are exempt from this requirement.)

A minimum of a practicum, or the equivalent, in modern and classical languages at the elementary (PK-6) or middle/secondary (7-12) instructional level, depending on the authorization sought. For the full PK-12 authorization, a minimum of a practicum, or the equivalent, in modern and classical languages at both the PK-6 and 7-12 instructional levels is required.

Music/Additional Requirements:

A major in music, or the equivalent in undergraduate and/or graduate coursework.

A minimum of a practicum, or the equivalent, in music education at the elementary (PK-6) or middle/secondary (7-12) instructional level, depending on the authorization sought. For the full PK-12 authorization, a minimum of a practicum, or the equivalent, in music education at both the PK-6 and 7-12 instructional levels is required.

Physical Education/Additional Requirements:

A minimum of a practicum, or the equivalent, in physical education at the elementary (PK-6) or middle/secondary (7-12) instructional level, depending on the authorization sought. For the full PK-12 authorization, a minimum of a practicum, or the equivalent, in physical education at both the PK-6 and 7-12 instructional levels is required.

Science/Additional Requirements:

A major in biology, chemistry, physics, or earth/environmental/atmospheric sciences, or the equivalent in undergraduate and/or graduate coursework.

A minimum of a practicum, or the equivalent, at the middle/secondary level (7-12) in science, social studies, math, or English.

Social Studies/Additional Requirements:

A major in history, political science, economics, or geography, or the equivalent in undergraduate and/or graduate coursework. (Coursework in cultural anthropology and non-Western area studies may be counted toward geography.)

A minimum of a practicum, or the equivalent, at the middle/secondary level (7-12) in science, social studies, math, or English.

Special Educator/Additional Requirements:

Baccalaureate degree with a recommendation for licensure in special education, or a minimum of 21 credits in special education.

A minimum of a practicum, or the equivalent, in special education at the elementary/middle (K-8) or middle/secondary (grade 7-age 21) instructional level, depending on the authorization sought. For the full K-age 21 authorization, a minimum of a practicum, or the equivalent, in special education at both the elementary/middle (K-8) and middle/secondary (grade 7-age 21) instructional levels is required.