

**A Guide
To Help You
With
The Relicensing Process**

2013-2014

This booklet provides educators served by the Lamoille South Standards Board (LSSB) with a quick reference. It contains important information about license renewal requirements, as well as up-to-date information about the LSSB membership calendar.

This booklet DOES NOT contain the full text of the LSSB's Plan of Operation. The entire Plan of Operation may be borrowed or obtained from your building representative on the LSSB.

PLEASE read this booklet carefully. If you have any questions, ask your building representative.

Statement of Philosophy

The Lamoille South Standards Board (LSSB) believes that all students should be afforded the best opportunities possible to fulfill their potentials in order to become lifelong learners and productive, responsible citizens in their community, country, and in the world-at-large.

In order to accomplish this, teachers must continually strengthen and expand their knowledge and skills. This is best achieved through the active design and pursuit of a rich, challenging, and varied program of professional development, one directly linked to the school district's action plan and the Vermont Framework of Standards and Learning Opportunities.

Lamoille South Standards Board (LSSB) 2013 - 2014 Calendar

All meetings are held at the Lamoille South Supervisory Union Central Office, Morrisville, Vermont.

Most important date of the year March 16. This date is the DEADLINE for submission of all license renewals.

Date	Time	Date	Time
October 2 nd 2013	3:15 - 5:00	April 10 th 2014	3:15 - 5:00
November 14 th 2013	3:15 - 5:00	May 15 th 2014	3:15 - 5:00
December 12 th 2013	3:15 - 5:00	May 22 nd 2014	12:00 - 4:00
January 16 th 2014	3:15 - 5:00	June 5 th 2014	3:15 - 5:00
February 20 st 2014	3:15 - 5:00		
March 20 th 2014	12:00 - 4:00		

LSSB Members

Linda Hunter — Morrystown Elementary School Linda.hunter@lssuvt.org	888-3101 (s)
David Delena — Stowe Elementary School David.delena@lssuvt.org	253-4154 (s)
Paige Emory — Stowe Middle School Paige.emory@lssuvt.org	253-6913 (s)
Val Sullivan (administrator)—LSSU Valerie.sullivan@lssuvt.org	888-4541 (s)
Elizabeth Emerson – Peoples Academy ML Elizabeth.emerson@lssuvt.org	888-4600 (s)
Steve Hudak — Peoples Academy Steve.hudak@lssuvt.org	888-7551 (s)
Laura Kalp — Stowe High School Laura.kalp@lssuvt.org	253-7229 (s)

Moving from Level I to Level II / Renewing Level I

Renewing Level I

- If an educator has not practiced under a Level I endorsement area for three years he/she may renew a Level I. To renew the Level I, three credits/45 hours of professional development need to be earned in the endorsement area of the license. **One of the three credits (15 hours) must align with the content knowledge and performance standards of the endorsement. If an educator has multiple endorsements, he/she needs 1 credit (15 hours) specific to the content knowledge and performance standards of each endorsement.** The educator also needs to fill out a Form A and the paperwork that the Vermont Department of Education sends to him/her.
- *Renewing a Level I license also requires that the educator's administrator signs a recommendation form that the LSSB has included in this guide.*
- **Refer to Licensing Regulations**
http://education.vermont.gov/documents/educ_5100_licensing_regulations.pdf **Rule 5431.1 for restrictions and limits on renewal.**

Moving from Level I to Level II

- Moving from a Level I to a Level II requires that the educator provide the LSB with an IPLP (Individual Professional Learning Plan). Moving from a Level I to a Level II now requires 3 credits/45 hours of approved professional development. One of the three credits or 15 hours must align with the content knowledge and performance standards of the endorsement moving to a Level II. **If an educator has multiple endorsements, he/she needs 1 credit/15 hours specific to the content knowledge and performance standards of each endorsement.**
- The educator also needs to fill out a **Form A and the paperwork that the Vermont Department of Education sends to him/her.**
- If you meet the criteria for a Level II license and you are recommended by your Local Board, **you must prepare an IPLP and move to a Level II. You do not have the option of staying at Level I.**

Renewing Level II

- You are required to put together a portfolio following the format of the *LSSB Sample Relicensure Portfolio*.

**** Reminder: You are required to provide evidence of nine professional learning credits for each Level II endorsement.** At least 3 credits/45 hours must be directly related to the content knowledge and skills (standards 4 or 5 of Core Teaching Standards) for the endorsement area an educator wishes to renew. **If an educator has multiple endorsements, 3 credits/45 hours must directly relate to the content knowledge and skills of each endorsement.** The other six credits may overlap with professional development for other endorsements. Relicensure credits should be related to the educator's IPLP goals.

- You need to fill out a **Form A (see LSSB User Guide p. 7)** and the paper work that the **Vermont Department of Education** sends to you.
- Please submit, Relicensure Portfolio and **SEVEN copies of the *new* IPLP and SEVEN reflections of previous goals.**

Developing an Individual Professional Learning Plan (IPLP)

Step 1: Self- Assessment

Collect and analyze student data

Analyze your practice using the Core Teaching and/or Leadership Standards for Vermont Educators

Analyze your practice using the competencies for your endorsement(s)

Step 2: Develop Goals

Develop three IPLP goals that are specific, relevant, and have a positive anticipated impact on professional practice and student learning, one of which is aligned with the action plan of your school, district, or supervisory union

Step 3: Professional Learning

Align professional learning activities with IPLP goals and the Core Teaching and/or Leadership Standards. Pre-approval is recommended

Document your professional learning activities

Step 4: Implement Learning

Complete professional learning activities

Review your IPLP regularly to determine if it should be revised

Step 5: Reflection

Reflect on impact new learning has had on professional practice

Reflect on impact new learning has had on student growth and learning

Individual Professional Learning Plan

(Use this form as a guide when you write your new IPLP)

Name:

School:

Years for which this plan applies: (Example: 2014 – 2021)

Endorsement Code **and Description**: (eg 1-00 Elementary K-6)

Professional goals: These represent focus areas of **NEW LEARNING**.

Example: "I will increase my knowledge of ..."

"I will learn ..."

You must have three goals. (Additional endorsements may require additional goals.)

Goal 1: Endorsement Competency(s): IPLP goal one must be linked to the knowledge and performance standards of your endorsement. Please identify which knowledge or performance endorsement competency(s) if any, will be met by this goal.

Goal 2: Core Teaching Standards: IPLP goal two must be linked to The Learner and Learning, Instructional Practice or Professional Responsibility standards.

Goal 3: Initiative: IPLP goal three must be linked to the Core Teaching Standards and a school, district, or system initiative.

Describe possible activities you may perform while pursuing your goals.

**Lamoille South Standards Board
Form A
Individual Professional Learning Plan**

Name _____ Date: _____

Building _____ Position _____

I currently hold the following license(s):

<u>Level of License</u>	<u>Endorsement(s)</u>	<u>Expiration Date</u>

Are you dropping any endorsements? _____

If yes, please indicate here: _____

Attach your IPLP.

Signature: _____

***** Please submit seven copies of your completed Individual Professional Learning Plan to the Lamoille South Standards Board.**

LSSB Action _____ Signed _____ Date: _____
(LSSB Chair)

LSSB Action _____ Signed _____ Date: _____
(LSSB Chair)

LSSB Action _____ Signed _____ Date: _____
(LSSB Chair)

Form B
Professional Learning Activity Approval
Lamoille South Standards Board

Name: _____ Position: _____

School: _____

License: Level I or Level II (circle one)

License Expiration Date: _____ Endorsement(s) held: _____

Endorsement(s) to which this activity applies: _____

Check the activity for which you are requesting relicensing credits or hours:

Traditional: _____ Academic Course _____ Workshop/Training _____ Conference

Nontraditional:

- ____ Workshop preparation and presentation
- ____ Educational committee (district, state, national)
- ____ Conference preparation and presentation

- ____ Professional writing/publication
- ____ Grant writing
- ____ School-business/industry partnership Initiatives
- ____ School-community partnership initiatives

- ____ Curriculum work
- ____ Mentor/protégé
- ____ Peer coaching/partnering
- ____ Inquiry, action research, research
- ____ Educational work experience
- ____ Portfolio preparation for NBPTS

- ____ Independent project
- ____ Educator initiated projects
- ____ Educational travel
- ____ Educational advocacy activities (which involve VT student population)
- ____ Other: _____

Complete 1-4:

1. Name/title of activity: _____

2. Sponsoring Institution (if applicable): _____

3. Date of completion: _____ Hours/Credits: (Minimum of 7.5 accrued hrs.) _____
(Attach appropriate documentation: transcript, grade report, certificate of attendance, etc.)

4. If you are Level II, explain how the activity connects to your IPLP or your performance and knowledge standards. **(Attach a copy of your IPLP and highlight the applicable section.)** If you are Level I explain how the activity connects to your performance and knowledge standards.

For Final Approval (to be submitted upon completion of activity):

Prior Approval: _____
 (optional) Board Members # Credits/hours Date

Final Approval: _____
 Board Chairperson # Credits/hours Date

TRANSITION FROM LEVEL I TO LEVEL II LICENSE

Lamoille South Standards Board

I, _____, certify that
(Administrator's Name and Title)

I have supervised _____'s
(Name of Level I Educator)

work and this educator is performing at a professional level in the following endorsement area for 3 years:

_____ : _____
(Code) (Endorsement Content Area)

(Administrator's Signature)

(Date)

Fair Game List

The following are LSSU initiatives recommended for inclusion in IPLP's:

- LSSU comprehensive curriculum development
- Instruction development and implementation framed by enduring understandings and essential questions
- Student-centered or performance based assessment
- LSSU comprehensive assessment development
- Use of data to inform practice and improve instruction
- Action research and professional inquiry investigating best practice in curriculum, instruction, assessment, progress monitoring, educational support system, or school climate.
- Early literacy intervention
- Comprehensive literacy enhancement across all curriculum areas
- Math, literacy, and science integration
- Authentic learning experiences and assessments across all curriculum areas
- Technology application and integration
- Best practice in school climate that promotes and maintains a school environment that is safe, respectful, and conducive to learning
- Educational Support System revision and implementation
- Differentiated instruction and assessments
- Student and teacher mentoring

Revised: 12/12/13