

Burlington Standards Board for Professional Educators
Annual License Renewal Memo

Dear Burlington Educator,

According to the seniority list of the Burlington School District, your Level I and/or Level II Vermont Educators License will lapse on June 30 of the current school year. In order to facilitate the process of submission of the necessary documentation for renewal of your license, the Burlington Standards Board for Professional Educators has prepared the accompanying packet of information for you. **Please read the information carefully and note the various deadline dates.**

The Vermont Department of Education has developed a new process for writing IPDPs. Please refer to The Vermont Re-Licensing Process: A Reflection of Ongoing Professional Growth – A Handbook for Educators. This is available in three locations : 1) on the www.bsdt.org web site - click on the link for Burlington Standards Board; 2) on the Department of Education web site at www.state.vt.us/educ; and 3) each LSB building representative has a hard copy that you may borrow.

These items are of special importance:

1. Your IPDP should contain new goals that are based on student data, the Five Standards for Vermont Educators, your endorsement competencies and your school's action plan. **Be sure to send a copy of your current IPDP along with your new IPDP.**
2. Your new IPDP **must be typed.**
3. If your name or address has changed since the last time you renewed your license, please notify the licensing office in Montpelier of this change. Every year, approximately 500 renewals are returned to the licensing office as non-deliverable. If you had a name or address change, you need to send your name, social security number and name/address change to the licensing office by fax to 802-828-5107 or e-mail to licensing@doe.state.vt.us or mail to Office of Educator Licensing and Professional Standards, Vermont Department of Education, 120 State St., Montpelier, VT 05602-2501.

If you have any questions, please contact the LSB members who have volunteered to act as License Renewal Coordinators: Lesley Ryan from Barnes (lryan@bsdt.org) and Carol Allen from Wheeler (callen@bsdt.org).

(Revised November 2005)