



# Educator Responsibilities

***It is the responsibility of the individual to obtain a license, an endorsement(s), any other license or credential required by these rules or by the applicable endorsement, to attend to all renewal requirements, and to seek renewal in a timely manner.***

*(Vermont Licensing Regulation 5220.6)*

# What does this mean for educators?

- To know when their educator license(s) expires
- To maintain their own relicensure records
- To understand and review the knowledge and performance standards of their endorsement(s) and the goals of their IPDP

- To adhere to the relicensing procedures presented in the L/RSB Plan of Operation
- To have an approved IPDP on file at the appropriate time
- To amend or revise the IPDP when needed in order to meet new goals

- To receive approval for relicensure hours (credit) for professional development activities
- To maintain, and submit to their L/RSB for approval, a relicensure portfolio based upon requirements set forth in Vermont Licensing Regulation 5432.C

# Transfers

Transferring from one Vermont supervisory/district or educational entity with a Local/Regional Standards Board, to another –

The educator is responsible for transferring his/her IPDP and professional development records to the new Board **within six (6) months of employment.**

(Vermont Licensing Regulation 5626.1)

Transferring from out-of-state or from an education entity not served by a Local or Regional Board -

The educator shall file an approved IPDP with appropriate Standards Board within **six (6) months of employment.**

(Vermont Licensing Regulation 5626.2)

# Reentering the Profession

Educators reentering the profession shall file an approved IPDP with the appropriate Standards Board **within six (6) months of employment.**

(Vermont Licensing Regulation 5626.3)

# The IPDP:

- Becomes the foundation of your relicensure portfolio
- Should be reviewed on a regular basis and revised or amended if needed through your L/RSB
- Must be approved by your L/RSB (if employed by a district served by a Board or through the Vermont Department of Education Licensing Office if not under the jurisdiction of a Board)

- Should be on file with your L/RSB within six (6) months of employment (if coming from another district or developed one with Vermont DOE Licensing Office)
- Should be developed with your L/RSB within six (6) months of employment if you do not have an approved IPDP
- Is **your responsibility**: to create, to understand, to follow, to review, to document, and to know its location!!!!!!

The End

