



Moving an Endorsement from
a Level I to a Level II

When should an endorsement
move from a Level I to a Level II?



When all the requirements have
been met:

- Have three (3) years of practice under that endorsement(s) on a **valid Level I License in Vermont**;
- Have **45 hours** of professional development hours per endorsement moving to a Level II of which **15 hours** specific to the endorsement knowledge and performance standards;

- Have Transition form signed by his/her **current** administrator;
- Have an approved IPDP in place for the next seven (7) year cycle or amended the current IPDP to include a goal for the endorsement(s) moving from a Level I to Level II.

Remember:

- Time practiced under a Provisional License **does not count** for time practiced under a valid Vermont Educator Level I License!

- Or time practice outside of Vermont **does not count** for time practiced under a Level I license.

Ask:

Could an educator hold his/her current position with the endorsement that you are recommending move to a Level II?

Tips:

1. Check the employment section!
2. Check when the license/endorsement was issued!

Let's try some!

EDUCATOR LICENSE RENEWAL FORM

Return this Original Form. Do not send a copy!
Vermont Department of Education - Office of Educator Licensing
120 State Street Montpelier, Vermont 05620-2501

<u>License Level</u>	<u>Endorsement</u>	<u>Issued</u>	<u>Expires</u>
I	0-36	7/1/2007	6/30/2010 *
	5-80	12/5/2008	6/30/2010 *

Mary Contrary

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

LEVEL II LICENSE HOLDERS MUST COMPLETE THIS SECTION: List Professional Development Activities completed since last renewal.

Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2007-2010	West Bridgewater	West Bridgewater, VT	FTE	K	T	all

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
 T = teacher, A = administrator, O = other _____

Certification and Signature of Educator

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, as described in Sections 5711 of the "Regulations Governing the Licensing of Educators and the Preparation of Education Professionals" of the Vermont State Board of Education, may be grounds for denial of a license or for subsequent suspension or revocation thereof.

Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school

List all endorsements remaining at Level I:	List all endorsements remaining at Level II:	List all endorsements moving from Level I to Level II: (Requires three years of experience in endorsement area AND recommendation from L/RSB).	List all endorsements being DROPPED (Include Blue Drop Form)
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120 State Street Montpelier, Vermont 05620-2501

License Level	Endorsement	Issued	Expires
I	4-19A	7/1/2007	6/30/2010 *
	4-19D	7/1/2007	6/30/2010 *
	3-40	7/1/2007	6/30/2010 *

Jack Sprat

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2004-pres	Brockton School Dist	Brockton, VT	FTE	Middle	T	ESL

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 Close Full Screen

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License Level	Endorsement	Issued	Expires
I	4-19B	5/8/2008	6/30/2010 *
	1-00	7/11/2007	6/30/2010 *
	4-19D	5/8/2008	6/30/2010 *

Jack Beanstock

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
Aug 2007-pres	Taunton Middle School	Taunton, VT	Full	7/8	T	Math

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
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Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

List all endorsements remaining at Level I: _____	List all endorsements remaining at Level II: _____	List all endorsements moving from Level I to I (Requires three years of experience in endorsement area AND recommendation from L/RSB). _____	List all endorsements being DROPPED (Include Blue Drop Form) _____
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License Level	Endorsement	Issued	Expires
1	2-15	7/1/2007	6/30/2010 *
	2-05	7/1/2007	6/30/2010 *

Red Riding-Hood

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

LEVEL II LICENSE HOLDERS MUST COMPLETE THIS SECTION: List Professional Development Activities completed since last renewal.

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Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
1999-2010	Revere Schools	Revere, VT	.17 & .33	9-12	T	Eng & Soc Stud

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
 T = teacher, A = administrator, O = other _____

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Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

Full Screen ▾
 Close Full Screen

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License Level	Endorsement	Issued	Expires
1	3-76	10/5/2009	6/30/2010 *
	1-00	3/19/2007	6/30/2010 *

Alice Wonderland

Please update your contact information:

New Name _____

New Address _____

Current: _____

Telephone _____

E-Mail _____

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Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2007-pres	Easton Elementary Sch	Easton, VT	.7	K-2	T	Reading Spec
2009-pres	Mansfield Elementary	Mansfield, VT	.2	K-3	T	Reading Spec

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
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Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

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List all endorsements remaining at Level II:

List all endorsements moving from Level I to I
(Requires three years of experience in endorsement area AND recommendation from L/RSB).

List all endorsements being DROPPED
(Include Blue Drop Form)

Full Screen ▾

Close Full Screen

I 4-19A 1/12/2009 6/30/2010 *
 4-19D 5/9/2007 6/30/2010 *
 II 2-15 7/1/2007 6/30/2014

Mary H. Lamb

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
7/07-present	Dorchester Middle	Dorchester, VT	Full	7 & 8	T	Eng/Soc Stud

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Educator's Signature _____ **Date** _____

 This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

<p>List all endorsements remaining at Level I:</p> <p>_____</p>	<p>List all endorsements remaining at Level II:</p> <p>_____</p>	<p>List all endorsements moving from Level I to I (Requires three years of experience in endorsement area AND recommendation from L/RSB).</p> <p>_____</p>	<p>List all endorsements being DROPPED (Include Blue Drop Form)</p> <p>_____</p>
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Certification and Signature of Local/Regional Standards Board

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120 State Street Montpelier, Vermont 05620-2501

License Level	Endorsement	Issued	Expires
I	1-00	7/1/2007	6/30/2010 *
	4-19B	4/13/2009	6/30/2010 *

Huck Finn

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2006-current	Milford School	Milford, VT	Full	7 & 8	T	Math

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Certification and Signature of Educator

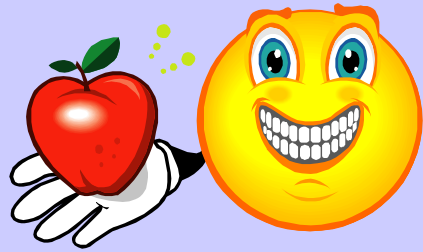
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Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school



List all endorsements remaining at Level I:	List all endorsements remaining at Level II:	List all endorsements moving from Level I to Level II: (Requires three years of experience in endorsement area AND recommendation from L/RSB).	List all endorsements being DROPPED (Include Blue Drop Form)
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Answers!!!!!!!!!!!!!!



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<u>License Level</u>	<u>Endorsement</u>	<u>Issued</u>	<u>Expires</u>
I	0-36	7/1/2007	6/30/2010 *
	5-80	12/5/2008	6/30/2010 *

Mary Contrary

Please update your contact information:

New Name _____

New Address _____

Current: _____

Telephone _____

E-Mail _____

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Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2007-2010	West Bridgewater	West Bridgewater, VT	FTE	K	T	all

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
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Educator's Signature _____ **Date** _____

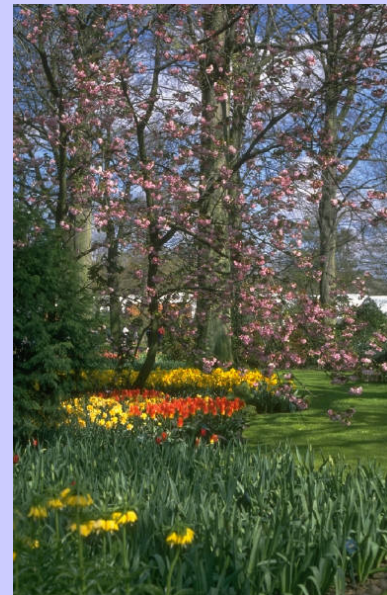
This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

<p>List all endorsements remaining at Level I: 5-80</p>	<p>List all endorsements remaining at Level II: _____</p>	<p>List all endorsements moving from Level I to I <small>(Requires three years of experience in endorsement area AND recommendation from L/RSB).</small> 0-36</p>	<p>List all endorsements being DROPPED <small>(Include Blue Drop Form)</small></p>
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Full Screen ▾
 Close Full Screen

Mary Contrary

- Has only held the 5-80 for two years and probably is not practicing under that endorsement.



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License Level	Endorsement	Issued	Expires
I	4-19A	7/1/2007	6/30/2010 *
	4-19D	7/1/2007	6/30/2010 *
	3-40	7/1/2007	6/30/2010 *

Jack Sprat

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

LEVEL II LICENSE HOLDERS MUST COMPLETE THIS SECTION: List Professional Development Activities completed since last renewal.

Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2004-pres	Brockton School Dist	Brockton, VT	FTE	Middle	T	ESL

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
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Educator's Signature _____ **Date** _____

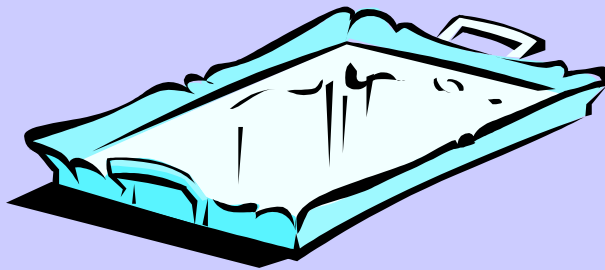
This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school

<p>List all endorsements remaining at Level I:</p> <p>4-19A; 4-19D</p>	<p>List all endorsements remaining at Level II:</p> <p>_____</p>	<p>List all endorsements moving from Level I to Level II: (Requires three years of experience in endorsement area AND recommendation from L/RSB).</p> <p>3-40</p>	<p>List all endorsements being DROPPED (Include Blue Drop Form)</p> <p>_____</p>
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Full Screen ▾
 Close Full Screen

Jack Sprat:

- Only practicing under the 3-40 endorsement – could not hold that position with other endorsements!



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120 State Street Montpelier, Vermont 05620-2501

License Level	Endorsement	Issued	Expires
I	4-19B	5/8/2008	6/30/2010 *
	1-00	7/11/2007	6/30/2010 *
	4-19D	5/8/2008	6/30/2010 *

Jack Beanstock

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

LEVEL II LICENSE HOLDERS MUST COMPLETE THIS SECTION: List Professional Development Activities completed since last renewal.

Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
Aug 2007-pres	Taunton Middle School	Taunton, VT	Full	7/8	T	Math

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
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Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

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 Close Full Screen

List all endorsements remaining at Level I: 4-19B; 4-19D; 1-00 _____	List all endorsements remaining at Level II: _____	List all endorsements moving from Level I to I (Requires three years of experience in endorsement area AND recommendation from L/RSB). _____	List all endorsements being DROPPED (Include Blue Drop Form) _____
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Jack Beanstalk:

- Has not held endorsements (4-19B and 4-19D) as valid Level I endorsements for three years and he is not practicing under the 1-00. All remain on a Level I!



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1	2-15	7/1/2007	6/30/2010 *
	2-05	7/1/2007	6/30/2010 *

Red Riding-Hood

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
1999-2010	Revere Schools	Revere, VT	.17 & .33	9-12	T	Eng & Soc Stud

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
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Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school

List all endorsements remaining at Level I: _____	List all endorsements remaining at Level II: _____	List all endorsements moving from Level I to II: (Requires three years of experience in endorsement area AND recommendation from L/RSB). 2-15; 2-05 _____	List all endorsements being DROPPED: (Include Blue Drop Form) _____
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Red Riding Hood:

- Both should move to a Level II.
Percentage of time no longer matters!



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License Level	Endorsement	Issued	Expires
1	3-76	10/5/2009	6/30/2010 *
	1-00	3/19/2007	6/30/2010 *

Alice Wonderland

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2007-pres	Easton Elementary Sch	Easton, VT	.7	K-2	T	Reading Spec
2009-pres	Mansfield Elementary	Mansfield, VT	.2	K-3	T	Reading Spec

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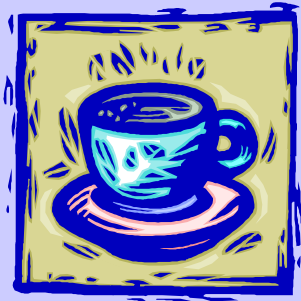
This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

List all endorsements remaining at Level I: 3-76; 1-00 _____	List all endorsements remaining at Level II: _____	List all endorsements moving from Level I to I (Requires three years of experience in endorsement area AND recommendation from L/RSB). _____	List all endorsements being DROPPED (Include Blue Drop Form) _____
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Full Screen ▾
 Close Full Screen

Alice Wonderland:

- Has only held the 3-76 as a valid Level I for one year!



I 4-19A 1/12/2009 6/30/2010 *
 4-19D 5/9/2007 6/30/2010 *
 II 2-15 7/1/2007 6/30/2014

Mary H. Lamb

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

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Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
7/07-present	Dorchester Middle	Dorchester, VT	Full	7 & 8	T	Eng/Soc Stud

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
 T = teacher, A = administrator, O = other _____

Certification and Signature of Educator

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, as described in Sections 5711 of the "Regulations Governing the Licensing of Educators and the Preparation of Education Professionals" of the Vermont State Board of Education, may be grounds for denial of a license or for subsequent suspension or revocation thereof.

Educator's Signature _____ **Date** _____

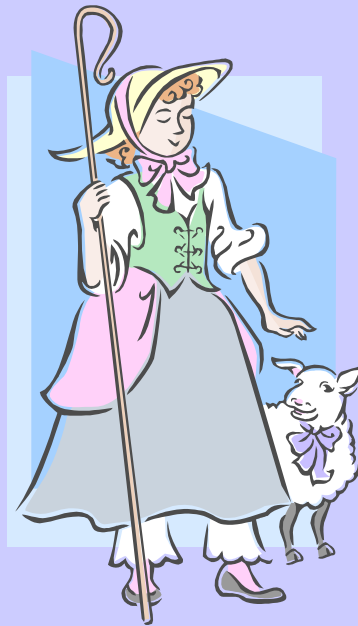
 This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school s

<p>List all endorsements remaining at Level I:</p> <p>_____</p>	<p>List all endorsements remaining at Level II:</p> <p>_____</p>	<p>List all endorsements moving from Level I to I (Requires three years of experience in endorsement area AND recommendation from L/RSB).</p> <p>4-19A; 4-19D</p>	<p>List all endorsements being DROPPED (Include Blue Drop Form)</p> <p>_____</p>
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Certification and Signature of Local/Regional Standards Board

Mary H. Lamb:

- 4-19A is a sub endorsement so it moves with the 4-19D!



EDUCATOR LICENSE RENEWAL FORM

Return this Original Form. Do not send a copy!
Vermont Department of Education - Office of Educator Licensing
120 State Street Montpelier, Vermont 05620-2501

License Level	Endorsement	Issued	Expires
I	1-00	7/1/2007	6/30/2010 *
	4-19B	4/13/2009	6/30/2010 *

Huck Finn

Please update your contact information:

New Name _____

New Address _____

Current:
Telephone _____

E-Mail _____

LEVEL II LICENSE HOLDERS MUST COMPLETE THIS SECTION: List Professional Development Activities completed since last renewal.

Name of Professional Development Activity	Date(s) of Activity	# of credits (15 hrs = 1 credit)	Description of Activity

PLEASE LIST ALL EMPLOYMENT SINCE LAST RENEWAL whether or not you worked in a school.

Dates	Employer	City, State of Employer	Full Time Equivalent (FTE) or % of FTE	Grade Level (school only)	Employment Code (see below)	Subject Taught (school only)
2006-current	Milford School	Milford, VT	Full	7 & 8	T	Math

Employment Code Choices: S = substitute position, P = paraprofessional, W = Waiver, Prov/Em = provisional or emergency license
 T = teacher, A = administrator, O = other _____

Certification and Signature of Educator

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, as described in Sections 5711 of the "Regulations Governing the Licensing of Educators and the Preparation of Education Professionals" of the Vermont State Board of Education, may be grounds for denial of a license or for subsequent suspension or revocation thereof.

Educator's Signature _____ **Date** _____

This section must be completed by the chair of your Local or Regional Standards Board if you worked in a school *****

List all endorsements remaining at Level I: 1-00; 4-19B	List all endorsements remaining at Level II:	List all endorsements moving from Level I to I (Requires three years of experience in endorsement area AND recommendation from L/RSB).	List all endorsements being DROPPED (Include Blue Drop Form)
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Huck Finn:

- Has not held the 4-19D for three years as a valid Level I!





The End!!!