

LSSB Sample Relicensure Portfolio

Directions:

- 1) Read through the entire portfolio sample first.
- 2) Replace each page with your own page which will contain your:
 - Personal Information
 - License
 - Individual Professional Development Plan (IPDP) (Current and New)
 - Documentation
 - Narratives
 - Approved Form Bs
 - Etc.
- 3) Check your portfolio carefully!!! Incomplete portfolios will be returned for revisions.
- 4) Submit your portfolio to your LSSB representative by March 16.

Questions regarding your portfolio should be discussed with your LSSB representative.

Additional information regarding portfolios may be found on the Vermont Department of Education website at:

http://education.vermont.gov/new/pdfdoc/prodev/educators_handbook_06_rev_0306.pdf

AND

http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_non-lsb/resource_educator_portfolio.pdf



Sample Vermont Educator Relicensure Portfolio



Name _____

Table of Contents

Personal Information Sheet.....	Section A
Completed Vermont Educator Renewal Form (State Form) <i>and</i> Form A (see LSSB User Guide).....	Section B
Copy of Current Vermont Educator License(s) And any additional required credentials.....	Section C
Expiring (current) Individual Professional Development Plan (IPDP).....	Section D
Evidence of Approved Professional Development Hours/Credits.....	Section E
Goal One.....	Section F
Goal Two.....	Section G
Goal Three.....	Section H
New IPDP.....	Section I
Reference Materials.....	Section J
Portfolio Checklist.....	Section K
Any Additional Material/Evidence Educator May Wish to Include.....	Section L

Personal Information Sheet

Replace this sheet with your personal information.

Name: _____

School: _____

Current Teaching/
Administrative Position: _____

Endorsement(s): _____

**Vermont Educator Renewal Form
&
Completed Form A**

Section B

Replace this page with your **completed** and **signed original** Vermont Department of Education (DOE) License Renewal Form; & **completed** and **signed** Form A (from the LSSB User Guide).

Note: Do not include your check or other DOE forms (Disclosure, Child Support/Taxes/Unemployment Compensation, or if applicable Criminal Record Check forms) here.

Once you receive your original renewal form back signed by the LSSB, it then becomes **your responsibility** to mail the following to the DOE-Licensing Office:

- ___ Original completed renewal form signed by you and the LSSB
- ___ Your check payable to DOE-Licensing (see renewal instructions for correct amount)
- ___ Completed, signed, and dated Disclosure form
- ___ Completed, signed, and dated Child Support/Taxes/Unemployment Compensation form
- ___ Orange postcard stamped and self-addressed (this is your verification that the DOE-Licensing Office has received your renewal materials)
- ___ Any Criminal Record Check forms that should accompany your renewal **(if applicable)**

Note: NOT all educators receive Criminal Record Check (CRC) Packets/Forms with their renewals. You will only need to attend to these if you did receive a CRC packet with your renewal.

Current Vermont Educator License

Replace this page with a copy of your current Vermont Educator License and if applicable copies of any valid additional licenses/certificates required by the endorsement(s) being renewed.

Section D

Current Individual Professional Development Plan

Replace this page with your current (expiring) Individual Professional Development Plan (IPDP) for the last seven years and any amendments to your IPDP.

Approved Professional Development Activities

Replace this section with evidence of a minimum of 135 hours/nine (9) relicensing credits for each endorsement being renewed (45 hours/three (3) credits must address the specific knowledge and performance standards of each endorsement being renewed.)

This is the section where your approved Professional Development Activity Forms should be placed. (Form Bs)

You do not need to include more documentation (hours/credits) than needed. Additional documentation may be placed at the back of the portfolio.

Important: Verify with LSSB that you have the necessary hours/credits before eliminating documentation.

Goal One

This section should contain:

___ Goal One Statement

___ Goal One Reflective Narrative

___ Documentation that you have met Goal One

Replace this page with your Goal One statement taken directly from your IPDP.

Goal One Reflective Narrative

Replace this page with a reflective narrative on Goal One that addresses:

___ Your new learning and its impact upon your professional practice;

___ How changes in your professional practice in relationship to this goal have impacted student performance;

___ If applicable, link this goal and activities with school/district action plans or improvement initiatives;

___ How you addressed some/all of the ***Five Standards for Vermont Educators*** (remember all five Standards must be addressed over the three goals, but not for every goal); and

___ If applicable, explain how you addressed the knowledge and performance standards of the endorsement(s) being renewed.

Documentation for Goal One

Replace this page with one to two pieces of evidence that documents that you have met your goal.

Your evidence/documentation should be examples of whatever was indicated in the **Measurable** statement of Goal One.

Some examples of evidence/documentation may be (but not limited to):

- ___ Approved Professional Development Activity forms
- ___ Sample of work associated with the goal (students/yours)
- ___ Letter(s) from an organization/administrator on letterhead
- ___ Transcripts/certificates
- ___ Pictures with captions
- ___ DVD
- ___ Classroom data
- ___ Testing results
- ___ Logs

* If you feel you need or would like to show more than two pieces of evidence for this goal, please place them at the back of the portfolio indicating further documentation for Goal One using captions/notations.

Goal Two

This section should contain:

___ Goal Two Statement

___ Goal Two Reflective Narrative

___ Documentation that you have met Goal Two

Replace this page with your Goal Two statement taken directly from your IPDP.

Goal Two Reflective Narrative

Replace this page with a reflective narrative on Goal Two that addresses:

- ___ Your new learning and its impact upon your professional practice;
- ___ How changes in your professional practice in relationship to this goal have impacted student performance;
- ___ If applicable, link this goal and activities with school/district action plans or improvement initiatives;
- ___ How you addressed some/all of the ***Five Standards for Vermont Educators*** (remember all five Standards must be addressed over the three goals, but not for every goal); and
- ___ If applicable, explain how you addressed the knowledge and performance standards of the endorsement(s) being renewed.

Documentation for Goal Two

Replace this page with one to two pieces of evidence that documents that you have met your goal.

Your evidence/documentation should be examples of whatever was indicated in the **Measurable** statement of Goal Two.

Some examples of evidence/documentation may be (but not limited to):

- ___ Approved Professional Development Activity forms
- ___ Sample of work associated with the goal (students/yours)
- ___ Letter(s) from an organization/administrator on letterhead
- ___ Transcripts/certificates
- ___ Pictures with captions
- ___ DVD
- ___ Classroom data
- ___ Testing results
- ___ Logs

* If you feel you need or would like to show more than two pieces of evidence for this goal, please place them at the back of the portfolio indicating further documentation for Goal Two using captions/notations.

Goal Three

This section should contain:

- ___ Goal Three Statement
- ___ Goal Three Reflective Narrative
- ___ Documentation that you have met Goal Three

Replace this page with your Goal Three statement taken directly from your IPDP.

Goal Three Reflective Narrative

Replace this page with a reflective narrative on Goal Three that addresses:

- ___ Your new learning and its impact upon your professional practice;
- ___ How changes in your professional practice in relationship to this goal have impacted student performance;
- ___ If applicable, link this goal and activities with school/district action plans or improvement initiatives;
- ___ How you addressed some/all of the ***Five Standards for Vermont Educators*** (remember all five Standards must be addressed over the three goals, but not for every goal); and
- ___ If applicable, explain how you addressed the knowledge and performance standards of the endorsement(s) being renewed.

Documentation for Goal Three

Replace this page with one to two pieces of evidence that documents that you have met your goal.

Your evidence/documentation should be examples of whatever was indicated in the **Measurable** statement of Goal Three.

Some examples of evidence/documentation may be (but not limited to):

- ___ Approved Professional Development Activity forms
- ___ Sample of work associated with the goal (students/yours)
- ___ Letter(s) from an organization/administrator on letterhead
- ___ Transcripts/certificates
- ___ Pictures with captions
- ___ DVD
- ___ Classroom data
- ___ Testing results
- ___ Logs

* If you feel you need or would like to show more than two pieces of evidence for this goal, please place them at the back of the portfolio indicating further documentation for Goal Three using captions/notations.

New Individual Professional Development Plan

Replace this page with a copy of your new Individual Professional Development Plan (IPDP) for your next licensure cycle (seven years).

Remember:

___ You must have three (3) IPDP goals which collaboratively address your endorsement(s) and all five (5) Educator Standards.

___ The professional development hours/credits you submit for approval will have to align with one or more of your IPDP goals.

___ Keep a copy of your IPDP in a safe place. Familiarize yourself with it and refer to it often.

___ If necessary amend your IPDP over the next licensure cycle to fit your changing situation and the needs of your students.

Reference Materials

Replace this page with your reference materials:

___ Copy of School/District Action Plan or Initiative

___ Copy of the ***Five Standards for Vermont Educators***

can be found online at:

<http://education.vermont.gov/new/html/maincert.html>

___ Copy of your endorsement(s) knowledge and performance standards

Can be found online at:

<http://education.vermont.gov/new/html/maincert.html>

Portfolio Checklist

Replace this page with your L/RSB Portfolio Checklist.

Portfolio Checklist

Educator's Name _____

1. ___ Personal Information
 - ___ Name
 - ___ School
 - ___ Current Teaching or Administrative Position
 - ___ Years Pertaining to Portfolio
2. ___ Completed and signed Vermont Department of Education License Renewal Form
___ Form A (from LSSB User Guide)
3. ___ Table of Contents
4. ___ Copy of current Vermont Educator License and, if applicable copies of any valid licenses or credentials required by the endorsement
5. ___ Expiring IPDP and any amendments
6. ___ Evidence of a minimum of 135 hours/nine (9) relicensing credits for each endorsement (45 hours/three (3) credits of which address the specific knowledge and performance standards of each endorsement being renewed)
7. ___ Documentation/evidence of professional growth that shows how the *Five Standards for Vermont Educators* and IPDP goals have been met
8. ___ Reflective narrative on each of the expiring IPDP goals that addresses:
 - ___ New learning and its impact upon professional practice;
 - ___ How changes in professional practice have impacted student performance;
 - ___ A link between IPDP goals and activities and school/district action plans or improvement initiatives; and
 - ___ Demonstrates growth in each of the *Five Standards for Vermont Educators*
9. ___ New IPDP for the next licensure cycle
10. ___ National Board Certificate or Letter from Vermont DOE National Board Coordinator for endorsement, if applicable

**Additional Material/Evidence
Educator May Wish to Include**

Include in this section any additional documentation/evidence you may wish to include and please indicate which goal the documentation relates to along with captions addressing the specifics of the documentation/evidence.

The following Department of Education websites are resources for the relicensing process:

Educator Licensing

<http://education.vermont.gov/new/html/maincert.html>

Licensing Regulations and Endorsements

http://education.vermont.gov/new/html/licensing/regulations_endorsements.html

The Vermont Relicensing Process.... A Handbook for Educators

http://education.vermont.gov/new/pdfdoc/prodev/educators_handbook_06_rev_0306.pdf

Five Standards for Vermont Educators: A Vision for Schooling

http://education.vermont.gov/new/pdfdoc/pgm_prostandards/vsbpe/five_standards_03.pdf

Activities that Qualify for Professional Development Credit

http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_non-lsb/prodev_activities.pdf

Professional Development: Department of Education

<http://education.vermont.gov/new/html/mainprodev.html>

Vermont Institutes

<http://www.vermontinstitutes.org/>