

## PROFESSIONAL LICENSURE

Originated with Local Standards Board  
Initial Adoption: 1/25/96  
Revision Proposed to Executive Committee: 8/09/01  
Approval at Full Board First Reading: 10/25/01  
Adopted at Full Board Second Reading: 4/25/02

**Policy:** To ensure proper training and continuing professional development, Thetford Academy requires professional licensure for all faculty according to the standards set by the Vermont State Department of Education. All professional educators at Thetford Academy must hold current and valid licenses in the State of Vermont. Maintaining valid licensure, including completion of professional development requirements as established by State and Local Standards Boards, is the responsibility of the individual educator.

Exceptions to this requirement may occur in the following two instances:

1) First Year Appointment:

A new faculty member may be hired without licensure, at the discretion of the Head of School, for a period of one year. Renewed appointment will be contingent on proof of plans to obtain appropriate licensing and endorsements within one year from the date of hire.

2) Relicensure Extension:

A teacher who reaches the conclusion of a licensing period without documenting the necessary credits for relicensing according to the current state-approved Local Standards Board Plan of Operation, may submit a request for a one-year extension of the teaching contract without state-approved license renewal, if he or she meets both of the following criteria:

- 1) at least 20 calendar years of service in teaching
- 2) previously licensed in the State of Vermont

The request for extension must include a plan to document professional development as follows:

- a) one credit or 15-hour equivalent of past professional development, within the period since the last license renewal and prior to submission of the extension request;
- b) one credit or 15-hour equivalent of new professional development, within the same school year as the extension request.

Both forms of credit above--(a) retroactive and (b) new--will be subject to Local Standards Boards procedures for submission and approval as set forth in the current LSB Plan of Operation , except that retroactive credit will be considered for simultaneous prior and final approval.

The faculty member wishing to be considered for contract extension under this procedure will

submit a preliminary plan to the Head of School, who will determine whether the request for consideration will be granted.

The contract offer for the one-year extension will not be made until all required professional development is complete, and is not guaranteed upon completion if later than the renewal offer date as specified in the Master Agreement for Faculty. A renewal contract offer after that date will be made at the discretion of the Head of School with consideration of program and staffing needs.