

Portfolio Checklist

L/RSB

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**

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 approved IPDP for the next
licensure cycle**

**10. _____ National Board Certificate or
Letter from Vermont DOE
National Board Coordinator for
endorsement _____**

Board Action: Portfolio Accepted _____ Portfolio Returned for Revision _____ Date: _____

Reason for Revision: _____
