

# Professional Learning Activity Approval

## Windham Southeast Board

Each PL activity you are counting towards your AOE-required licensure hours must have 1) one of these forms completed and signed AND 2) be added in your VLSE account as an activity under Professional Learning.

Name:	Position:
School:	Level:
Endorsement(s) held:	License Expiration Date:
Endorsement(s) related to this activity:	
Name/title of activity:	

- List the appropriate category number # \_\_\_\_\_ for which you are requesting (#) \_\_\_\_\_ relicensing hours/credits.
- Find the list of AOE-approved PL activities and categories in the document titled: [QUALIFY FOR PROFESSIONAL LEARNING CREDIT\\*](#))

1. Log into the [VLSE System](#) and make sure your profile is updated (click on the **Profile** tab in the upper left corner under the VLSE logo).
2. In the left menu under the **Education** section, click on **Professional Learning**.
3. Click on the drop-down menus to confirm your supervisory union and school. Answer the question about the % of your work day in administration.
4. At the top of the page, click on the **+ New** button and a new window will open allowing you to enter your PL activity. Answer the questions, upload supporting documents, and click **Save** at the bottom of the window. Repeat this process for each PL activity.
5. Contact your LSB building rep ( \_\_\_\_\_ ) if you have questions.

## Core Teaching Standards for Vermont Educators

The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibility
<input type="checkbox"/> Learner Development	<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Assessment	<input type="checkbox"/> Professional Learning and Ethical Practice
<input type="checkbox"/> Learning Differences	<input type="checkbox"/> Application of Content	<input type="checkbox"/> Planning for Instruction	<input type="checkbox"/> Leadership and Collaboration
<input type="checkbox"/> Learning Environment		<input type="checkbox"/> Instructional Strategies	

<b>Initial Approval</b> (signature)	<i>Your LSB building rep</i>	# Credits/Hours	Date
<b>Final Approval</b> (signature)	<i>Brenda Seitz or Mary Linney</i>	# Credits/Hours	Date