



AGENCY OF EDUCATION
EDUCATOR QUALITY DIVISION

219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1700 | (f) 802-479-4313

THE VERMONT CRIMINAL RECORD CHECK PROCESS FOR EDUCATORS - DIRECTIONS

[Vermont Statute](#) requires all licensed educators to complete a fingerprint supported Criminal Record Check.

If a licensed educator is not working in a Vermont PreK-12 Public, Approved or Independent school at the time of license renewal, a new record check is required.

Have you had a fingerprint supported Criminal Background Check since 7/1/1998 AND worked in a Vermont school continuously since you completed a fingerprint supported criminal background check? *“Continuously” defined 1) worked in the same school since 7/1/1998 2) have changed schools at the end of a school year yet had no break in service/employment*

If you answer YES

1. Complete the form: [Authorization to Release Criminal Record Check Information to the Vermont Agency of Education](#)
2. Submit the form to the Supervisory Union which conducted your CRC
3. The Supervisory Union will send the results to the Agency. **You are responsible for ensuring that the SU sends your CRC results to the Agency. License renewals will not be issued – until a complete, fingerprint supported Criminal Record Check, has been received by the Agency of Education.**
4. ** If your Supervisory Union shredded your CRC report – complete a new CRC application.
5. If your current employer is not the original holder of your CRC report, then you must submit proof of employment from each school you have been employed in since the CRC was conducted (including current school).

If you answer NO

1. When you complete your renewal application – you will be prompted to answer questions related to a Criminal Record Check
2. Answering NO will direct you into a separate CRC application - Pay \$12.00 to complete
3. Within your checklist at the conclusion of your application - Print the form: Request for Criminal Record Check
4. Have a notary sign the form – mail to the Agency of Education 219 N. Main St. Barre, VT 05641
5. AOE staff receive, process, and approve the form
6. An email is then sent to the educator to log into the VT Online Licensing System
7. Log in and print form: Vermont Crime Information Center (VCIC) Fingerprint Authorization Certificate (FAC)
8. Bring this completed form with you to your fingerprinting appointment at an [identification center or police station](#)
9. The VT Criminal Information Center sends CRC results to the AOE. **You are responsible for ensuring that the CRC results are sent to the Agency. License renewals will not be issued – until a complete, fingerprint supported Criminal Record Check, has been received by the Agency of Education.**



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Initial or Reinstatement Applications

Once you complete your educator profile in the Vermont Online Licensing System for Educators, you will complete a question about having completed a fingerprint supported criminal record check. Your response will prompt the inclusion of the next steps you must complete in the criminal record check process.

Renewal Applications

After choosing renew license, you will complete a question about having completed a fingerprint supported criminal record check. Your response will prompt a criminal record check application that guides your next steps in completing the criminal record check process. **Once you complete the Criminal Record Check application, you will need to reenter the renewal application to continue.**

