

# *Virginia Licensure Renewal Manual*

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*Virginia Department of Education  
Division of Teacher Education and Licensure  
P. O. Box 2120  
Richmond, Virginia 23218-2120*

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# *Virginia Licensure Renewal Manual*

## *Introduction*

Thank you for your interest in renewing your Virginia license. Please follow the renewal manual instructions, and return all completed information in a single packet. If you are employed in a Virginia educational agency, please submit your completed renewal packet directly to the appropriate individual in your Virginia school division or Virginia accredited nonpublic school.

If an incomplete packet is submitted, your application will be retained for only one year. After that time, a new renewal packet must be submitted. An updated Application for Virginia License Renewal is required for a license to be issued.

The commitment to continuous learning is important, and the renewal process ensures that school personnel continually update their professional knowledge and skills. The division superintendent license, postgraduate professional license, collegiate professional license, pupil personnel services license, vocational evaluator license (no longer issued), school manager license, or technical professional license may be renewed upon the completion of 180 professional development points and documentation of completing all current statutory requirements within a five-year period based on an individualized professional development plan.

License holders are responsible for satisfying license renewal requirements as set forth in the *Licensure Regulations for School Personnel* and the *Code of Virginia*. The *Virginia Licensure Renewal Manual* provides guidance for all license holders as they plan their personal growth within the profession. The manual describes the process for renewing Virginia's educators' licenses through an individualized plan. All statutory renewal requirements must be completed every five years during each renewal period. All activities must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Please follow the instructions to assemble your renewal packet. Submit the application, including the forms and documents requested, along with the renewal fee in a single packet to the Virginia Department of Education, Division of Teacher Education and Licensure, P. O. Box 2120, Richmond, Virginia 23218-2120.

### **IMPORTANT NOTICE**

**The submission of an application for a Virginia license or request for license renewal may result in the denial of a license for any reason listed in the *Licensure Regulations for School Personnel*, 8 VAC20-22-720. The denial of a license is an adverse licensure action that is reported to division superintendents in Virginia and to chief state school officers of the other states and territories of the United States and could affect the status of any license or certificate that the applicant holds in another state and/or the status of any application for a license or certificate that the applicant has submitted or may submit in another state. An individual will not be denied a license without being given the opportunity for a hearing as specified in the licensure regulations 8 VAC20-22-740c.**

# *Domains of Professional Competency*

The substance or content of each renewal activity must be consistent with the license holder's goal(s) for professional development and must clearly fit one or more of six domains of professional competency in education. License holders should choose, and advisors should verify, only those activities whose substance is clearly included within one or more of the following domains of professional growth:

1. Curriculum or subject(s) specifically related to one's assigned professional duties or responsibilities;
2. Specialization area one serves or reasonably expects to serve, such as English, mathematics, history and social studies, sciences, career and technical education, or special education;
3. Concepts, principles, and methods of effective teaching, supervision, and administration, such as classroom and behavior management, leadership skills, curriculum development, and administrative management;
4. Concepts and principles of physical, intellectual, psychological, social, and emotional development of children and youth;
5. Concepts and principles of communication, learning, exceptionality, individuality, and cultural differences, such as oral and written communication, motivation, retention, and individual differences; and
6. Concepts and principles of effective relationships among schools, families, and communities.

## *Instructions*

Individuals are required to complete the requirements outlined for license renewal. All statutory renewal requirements must be completed every five years during each renewal period.

**Individuals who are employed** in a Virginia public school or a Virginia accredited nonpublic school must submit their application and documentation to their employing educational agency.

**Individuals who are not employed** in a Virginia educational agency should submit their application, fee, and documentation to the Division of Teacher Education and Licensure, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120.

**PLEASE NOTE:** Documents submitted to the Virginia Department of Education for review, as part of the renewal application, are **not returned to the individual.**

### **Step 1: Application Form**

Please respond to all questions on the Application for License Renewal. SIGN AND DATE THE APPLICATION. Original signatures with a current date are required. **The applicant is responsible for notifying the Division of Teacher Education and Licensure in writing of mailing address changes.**

**NOTICE:** In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants' social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation, suspension, denial, and reinstatement as noted above. Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued.

**NOTICE:** The name and address of a person applying for or possessing a license may be disseminated pursuant to a request under Section 2.2-3802(5) of the *Code of Virginia*. If you responded affirmatively to any of the questions in **Part II** of the application, a letter of explanation and requested documentation must be submitted.

### **Step 2: Nonrefundable Application Fee**

A \$25 nonrefundable fee is required to apply for license renewal. Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. If an individual holds two five-year renewable licenses (such as a Postgraduate Professional License and a Division Superintendent License), each license requires a \$25 renewal fee (total of \$50). The [detailed fee schedule for licensure](#) is available on the Licensure website.

### **Step 3: List of 180 Professional Development Points**

Eight options are available for individuals to earn the 180 professional development points. Refer to the section, "*Summary of the Eight Renewal Options*" for details, including information on the types of documentation required to verify the 180 professional development points.

**Note:** Individuals who are not employed by a Virginia educational agency who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity by mail to the Division of Teacher Education and Licensure, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120. The request for pre-approval of a renewal activity must include the license holder's full name, Virginia license number or Social Security number, current mailing address and documentation of the activity for which the applicant is requesting. (Example: If you wish to take a course through a college or university, you will need to include a course description printed directly from the institution's course catalog, which shows the name of the institution, the course number and title of the course, the number of credit/semester hours or continuing education units and the full description of the course.)

If you completed coursework from a regionally accredited college or university, contact the registrar's office of the institution(s). **Request official student transcripts to be sent to you, and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar's signature and embossed seal) that have been issued to students **are** acceptable. {Do not have transcripts sent separately to this office.}

Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted or returned. **Please do not have transcripts sent directly from the institution to this office.**

#### **Step 4: Certification of Child Abuse and Neglect Recognition and Intervention Training**

Include a copy of the certificate verifying completion of this statutory requirement. Individuals seeking license renewal must complete study in child abuse and neglect recognition and intervention in accordance with curriculum guidelines approved by the Virginia Board of Education. A [training module](#) is available at no cost.

- Individuals must select the “Required Training/Courses” tab under the heading “Child Protective Services.”
- Then select “Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators).”

To print the certificate after completing the training, the computer must be connected to a printer.

#### **Step 5: Emergency First Aid, CPR including hands-on practice, and AED Training or Certification**

Include documentation verifying this statutory requirement has been met. Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. The certification or training program shall (i) be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross, and (ii) include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training.

The following must be included on the “[Request for a Waiver Form](#)” submitted to the licensure office by an individual:

- Individual’s full name.
- Title or description of training or certification completed that clearly indicates that all three components were included: 1) emergency first aid, 2) CPR including hands-on practice, and 3) use of AEDs. Documentation must clearly indicate that hands-on CPR practice was included in the training. If your documentation does not explicitly indicate that hands-on practice was included you will need to attach additional documentation such as a letter from the instructor.
- Date the training or certification was completed.
- Signature and title of the individual providing the training or certification or a printed certificate from the organization or group that provided the training or certification. Legible copies of wallet-sized certification cards or other sized certifications, containing the above information, from organizations providing current national evidence-based emergency cardiovascular care for cardiopulmonary resuscitation and

the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross will be accepted.

### **Step 6: Dyslexia Awareness Training**

Include a copy of the certificate verifying completion of this statutory requirement. Individuals seeking renewal shall complete awareness training on the indicators of dyslexia, as that term is defined by the Board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. A [dyslexia module](#) is available at no cost.

To print the certificate after completing the training, the computer must be connected to a printer.

### **Step 7: Technology Standards for School Personnel Verification**

Every person seeking an initial license or requesting renewal of a license must demonstrate proficiency in the use of educational technology for instruction. If you are currently employed by a Virginia school division or accredited nonpublic school, the designated official must verify your completion of this requirement. If you are not currently employed by a Virginia public school division or accredited nonpublic school, any of the following may be submitted to the Department of Education to verify the demonstrated proficiency in the use of educational technology:

1. a letter from an appropriate employing division (district) or accredited nonpublic school official or an education agency where recently employed verifying the demonstrated proficiency;
2. a letter from an accredited college or university official verifying the demonstrated proficiency in the use of educational technology;
3. documentation of professional development that addresses Virginia's technology standards;
4. verification of the completion of a Virginia approved education preparation program or university/college; or
5. documentation of a course in educational technology from a regionally accredited college or university. The technology standards are accessible on the Licensure website. Please refer to the [Technology Standards for School Personnel](#).

Please note that if this requirement is for license renewal, the demonstration of the proficiency in the use of educational technology for instruction standards must have been completed during the renewal period. This requirement must be completed for each renewal.

### **Step 8: Applicable to Individuals Seeking Licensure Renewal with an Endorsement as a School Counselor: Training in the Recognition of Mental Health Disorder and Behavioral Distress (School Counselors Only)**

Individuals seeking licensure renewal with an endorsement as a school counselor must include verification of completing training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Refer to [Superintendent's Memo #313-17](#) for information on training options to meet this requirement.

### **Step 9: Virginia History or State and Local Government Module: (The module is required for licensees with specified endorsements as noted in this section)**

Any individual licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history who is seeking renewal of such license is required to demonstrate

knowledge of Virginia history or state and local government by completing a module or professional development course specifically related to Virginia history or state and local government that has a value of five professional development points. Successful completion of the [Virginia State and Local Civic Education Module](#) will satisfy this renewal requirement. Please print and submit the module certificate with renewal documentation.

Below is a list of teaching endorsements that permit an individual holding a valid Virginia teaching license to teach (i) middle school civics or economics, or (ii) high school government or history. Please note that some of these endorsements are no longer issued; however, individuals may have received one or more of the endorsements pursuant to previous regulations. Individuals who hold any one of these endorsements on a Virginia license must satisfy the Virginia history or state and local government requirement for renewal.

Endorsements:

- Early-Middle Education K-8
- Elementary Grades NK-8
- Elementary Grades K-7
- Elementary Grades K-8
- Elementary Grades 1-7
- Elementary Grades 4-7
- Kindergarten Elementary Grades 1-7
- Economics
- Government
- History
- History and Social Sciences
- Middle Education Grades 4-8
- Middle Education Grades 5-8
- Middle Education Grades 6-8
- Middle Education Grades 6-7
- Middle Education 6-8: History and Social Science
- Social Studies-Without History

**SPECIAL NOTICE**

**Incomplete applications may result in your license not being renewed, and your documentation will only be retained for one year. If there is a delay in renewing your license, you will be required to submit a new application.**



# *Summary of the Eight Renewal Options*

License holders are required to document the accrual of 180 professional development points to renew their licenses. Points for renewal will be based upon activities that may be earned from the following eight options:

1. College Credit
2. Professional Conference
3. Curriculum Development
4. Publication of Article
5. Publication of Book
6. Mentorship/Supervision
7. Educational Project
8. Professional Development Activities

All activities must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for an educational project is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

The activity can only be reported under one renewal option. For example, an educator who participates in a special project assigned by the division superintendent for an extended period of time (Option 7) and writes an article about the experience (Option 4) may not earn points for both options.

**An activity should not be a routine employment responsibility.**

## *1. College Credit*

Acceptable coursework offers content that provides new information and is offered by a regionally accredited two-year or four-year college or university. Courses must be taken for credit, and the license holder must earn a passing grade or a “pass” in courses taken on a “pass” or “fail” basis.

A. Maximum number of points: 180

B. Point value assignment:

- 1) One semester hour = 30 points
- 2) One quarter hour = 20 points

## C. Criteria:

- 1) Must provide new information and be earned at a regionally accredited two-year or four-year college/university. All coursework for renewal must be completed at a regionally accredited college or university. The regional accreditation agencies are:
  - *New England Association of Schools and Colleges*
  - *Middle States Commission on Higher Education*
  - *The Higher Learning Commission-North Central Association of Colleges and Schools*
  - *Northwest Commission on Colleges and Universities*
  - *Southern Association of Colleges and Schools Commission on Colleges*
  - *Western Association of Schools and Colleges*
- 2) Must be taken for credit.
- 3) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.
- 4) Must be verified by an official transcript or official student transcript submitted to the chief executive officer or designee of the employing educational agency or to the Virginia Department of Education if the license holder is not employed. Once you have completed coursework from a regionally accredited college or university, contact the registrar’s office of the institution(s). **Request official student transcripts to be sent to you, and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar’s signature and embossed seal) that have been issued to students **are** acceptable. {Do not have transcripts sent separately to this office.}

Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted or returned. **Please do not have transcripts sent directly from the institution to this office.**

## D. Verification:

Official transcripts or official student transcripts are accepted. A transcript that arrives separately may not provide sufficient identifying information to be accurately matched to an individual’s other credentials. **A transcript must be submitted with a cover letter or other document that includes the Social Security number or Virginia teaching license number.** Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted or returned. **Please do not have transcripts sent directly from the institution to this office.**

E. Examples:

- 1) ENG 565, Eighteenth Century and Romantic British Literature
- 2) CHE 512, Physical Chemistry for the Life Sciences

## 2. *Professional Conference*

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours in length, which addresses educational concerns through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students.

A. Maximum number of points: 45

B. Point value assignment:

- 1) Participation - 5 points per day.
- 2) Presentation - 15 points per topic presentation.  
Points may be assigned for only one presentation on the same topic per validity period.

C. Criteria:

- 1) Must be **four or more hours in length.**
- 2) Must include only time spent in those portions of the conference program that contribute to the participants' professional knowledge, competence, performance or effectiveness in education.
- 3) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for professional conference attendance is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
- 4) May be local, regional, state, national, or international in scope.

D. Verification (one or more of the following):

- 1) An invitation, acceptance letter, and thank you letter
- 2) Employing educational agency approved leave request
- 3) List of conference participants
- 4) Certificate of attendance/completion

E. Examples:

- 1) Instructional workshops or seminars sponsored by consulting groups
- 2) Conferences sponsored by professional organizations or the Virginia Department of Education
- 3) Principals' assessment center participation

### ***3. Curriculum Development***

Curriculum development is a group activity in which the license holder contributes to the improvement of the curriculum of a school, a school division, or an educational institution. The license holder may accrue points within this option for time spent in preliminary planning and development or in completing materials for use by teachers and/or students. Credit shall be given for service as an official member of a division, state, national, or international panel or committee.

- A. Maximum number of points: 90
- B. Point value assignment: one point per clock hour
- C. Criteria:
  - 1) Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
  - 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for curriculum development is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
  - 3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.
- D. Verification (one or more of the following):
  - 1) Employing educational agency's participant list
  - 2) Curriculum guide
  - 3) Committee assignment list
- E. Examples:
  - 1) Development and/or revision of curriculum guides
  - 2) Development of teaching strategies and/or supplemental materials
  - 3) Integration of Standards of Learning objectives with basal series objectives and curriculum guides
  - 4) Service on textbook adoption committee
  - 5) Critique of textbook for publication

#### ***4. Publication of Article***

Writing about one's professional research, experiences, perceptions, and beliefs can be a rewarding experience. The written narrative, article, or report should contribute to the effective practice of the profession and/or to the body of knowledge of the profession. Grant reports that present the results of educational research are acceptable within this option, provided the license holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating, or evaluating the study or innovation.

- A. Maximum number of points: 90
- B. Point value assignment: 45 points per narrative, article, or report
  - 1) In the event of multiple authors, the 45 points shall be divided among the authors or investigators.
  - 2) In no instance shall more than 45 points be awarded for a single narrative, article, or report.
- C. Criteria:
  - 1) Must be published in a professional journal or a publication sanctioned by the employing educational agency.
  - 2) If a grant, must be approved by the employing educational agency.
  - 3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).
- D. Verification (one or more of the following):
  - 1) Copy of the published article
  - 2) Copy of the final grant report
  - 3) Publisher's letter of publication date
- E. Examples:
  - 1) Publication in a professional or content-area journal
  - 2) Publication in a magazine sponsored by the employing educational agency
  - 3) Report of educational research project results

#### ***5. Publication of Book***

The writing of a book represents a substantial effort to bring significant experience(s) or new subject matter to an intended audience. Books assigned renewal credit should focus on concepts that augment new theories or practices applicable to the teaching profession. A book whose content increases the body of knowledge of literature, history, science, or other content area may also earn credit within this option.

- A. Maximum number of points: 90

- B. Point value assignment: 90 points per book
  - 1) In the event of multiple authors, the 90 points shall be divided among the authors or editors.
  - 2) In no instance shall more than 90 points be awarded for a single book.
- C. Criteria:
  - 1) Must be published for purchase (self-publications are not applicable).
  - 2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).
  - 3) Should represent a substantive change of the original text in the case of revision.
- D. Verification (one or more of the following):
  - 1) Copy of the published book or book title pages, including the author's (license holder's) name and publishing information. [Please note that books and other materials will not be returned.]
  - 2) Copyright for the completed work in the field of theatre, fine arts, or music
  - 3) Copyright for instructional program

## ***6. Mentorship/Supervision***

Mentorship/Supervision is a process by which an experienced professional provides assistance to one or more persons for the purpose of improving performance. Assistance may involve role modeling, direct instruction, demonstration, observation with feedback, development of plans, and informal contact. This option includes the supervision of field experiences of a pre-service student teacher or an intern in an approved teacher/principal preparation program. The option also may include mentor programs designed as part of the induction process for the beginning teacher or first-year administrator.

- A. Maximum number of points: 90
- B. Point value assignment: one point per clock hour
- C. Criteria:
  - 1) Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher, beginning teacher, or beginning administrator. Note: An activity should not be a routine employment responsibility.
  - 2) Must have prior approval from the chief executive officer or designee. Prior approval for mentorship/supervision is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

- 3) Must be in conjunction with an approved educator/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.
- D. Verification (one or more of the following):
- 1) Participant list from college/university
  - 2) Employing educational agency assignment list
- E. Examples:
- 1) Supervision of a student teacher in an approved teacher education program
  - 2) Supervision of an intern in an approved principal preparation/graduate degree program
  - 3) Mentoring a beginning teacher/beginning administrator during the first year of teaching/administration

## ***7. Educational Project***

An educational project is an option for the license holder to enhance the skills or advance the educational needs of the group being served. Activities within this option may include a broad range of programs: participation in a special project assigned by the division superintendent; participation in an alternative work-experience program (paid or volunteer) in which the license holder fulfills new professional responsibilities for a specified period of time; participation in a program of independent study, provided that the license holder investigates a specific aspect of education, produces a written report or other tangible product, and evaluates the independent study and its product. Additional activities within this option may include institutional self-study projects, administrative review projects, teaching of a course for a college/university or for an employing educational agency activity and/or other activities for school improvement.

- A. Maximum number of points: 90
- B. Point value assignment: one point per clock/contact hour
- C. Criteria:
- 1) Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
  - 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for an educational project is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
  - 3) Must result in a written report or other tangible product.

- D. Verification (one or more of the following):
- 1) Acceptance for exchange program from college/university, or business
  - 2) Written summary/journal of project activities
- E. Examples:
- 1) Participation in a special project assigned by the division superintendent
  - 2) Sabbatical leave for a high school technology education teacher to work in the semiconductor industry
  - 3) Institutional self-study
  - 4) A Quality Assurance Review team
  - 5) Teaching of a course for a college/university or for an employing educational agency activity

## ***8. Professional Development Activities***

Staff development programs have become more sophisticated in recent years with the advent of needs assessment, program design, training, implementation, follow-up, and evaluation components being included in professional development activities. The research on effective staff development includes a large body of knowledge on adult learning that describes which types of programs will best meet the instructional, psychological, emotional, and physical needs of the participants. Quality staff development is sequential in nature and needs ongoing support and/or follow-up in-service programs.

Local employing educational agencies are encouraged to design staff development activities using teams of teachers, administrators, and central office personnel working in a collaborative effort to enhance professional performance and advance the goals of the employing educational agency. Non-college credit activities previously sponsored by educational agencies are now included in several of the options, especially Option 8.

- A. Maximum number of points: 180
- B. Point value assignment: one point per clock/contact hour
- C. Criteria:
- 1) Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
  - 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for employing educational agency professional development activity is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing agency.



- D. Verification (one or more of the following):
  - 1) Participants list from employing educational agency
  - 2) Certificate of completion/attendance
  
- E. Examples:
  - 1) Instructional skills programs
  - 2) Differentiation of instruction program
  - 3) Classroom management staff development programs

## ***Additional Information***

### ***No Advisor Assigned***

If an advisor has not been designated for the license holder, the licensee should inform the chief executive officer or designee of the Virginia employing educational agency of the need for an advisor. The chief executive officer or designee must then assign an advisor to the license holder.

### ***License Holders Who Finish Renewal Activities Before the Fifth Year of the Validity Period***

The Department of Education does not issue a renewable Virginia license for more than a five-year validity period. All licenses are issued with an effective date of July 1.

The Application for License Renewal, the fee, and supporting documentation may be submitted to the Division of Teacher Education and Licensure, Department of Education, after January 1 of the year of expiration.

### ***License Holders Not Currently Employed in a Virginia Educational Agency***

Individuals who are not employed in a Virginia educational agency should submit the three-page Application for License Renewal, fee, and documentation to the Division of Teacher Education and Licensure, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120. Please note that the licensure office does not accept requests or documents via email or fax. Refer to pages 4-8 for details on the requirements for renewal. Individuals who are not employed by a Virginia educational agency who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity by mail to the Division of Teacher Education and Licensure, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120. The request for pre-approval of a renewal activity must include the license holder's full name, Virginia license number or Social Security number, current mailing address and documentation of the activity that you are requesting pre-approval.

# ***License Holders Currently Employed in a Virginia Educational Agency***

## ***Responsibilities of the License Holder, Advisor, Employing Educational Agency, and Virginia Department of Education***

The renewal process described in the manual is based on mutual trust between the license holder and an advisor. It is intended that this relationship be one of collaboration for the purpose of professional self-improvement. While advisor systems will vary among employing educational agencies, all designated advisors will be responsible for promoting quality renewal plans by confirming and assessing the proposed professional development activities suggested by the license holder. Inherent in this trust are discussions to ensure that the individual's professional growth occurs as intended for renewal. The advisor should provide assistance and resource information regarding renewal options that the individual may elect to include within his/her plan. The manual builds upon the conviction that all license holders are willing to be responsible for planning and completing professional development activities leading to their renewal.

Employing educational agencies must recognize the validity of the eight options and are encouraged to provide opportunities for license holders to participate in all options for renewal.

Although the employing educational agency's staff development priorities should be considered, the license holder should be the primary determiner of which activities within the options will contribute most appropriately to his/her renewal plan.

## ***Responsibilities***

### ***Responsibilities of the License Holder***

To complete the requirements for renewal, the license holder should annually plan and review his/her program of professional development activities in consultation with an advisor who has been designated by the employing educational agency. When the renewal activity has been completed, the license holder must supply reasonable documentation to the advisor. During the fifth year of the validity period, the license holder and advisor should submit the Application for License Renewal, documentation, and fee to the chief executive officer or designee of the employing educational agency.

The license holder is responsible for completing the following steps in order to accrue the 180 professional development points necessary for renewal:

- A. Develop an individualized renewal plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities; and

- B. Initiate an annual meeting with the advisor, as necessary, to review, amend, and verify the individualized renewal plan and activities on the Application for License Renewal. The record should be completed and signed by the advisor after January 1 but before June 1 of the final year of the current validity period. (The license holder may amend the individualized renewal plan during the annual review or at any other appropriate time in consultation with the advisor.)

With the advisor, verify and submit the completed Application for License Renewal to the chief executive officer or designee of the employing educational agency to be forwarded to the Division of Teacher Education and Licensure. The completed Application for License Renewal, the official student transcript from the college or university, if applicable, appropriate fee, and signed verification of the completion of additional requirements will be the only items required for submission to the Virginia Department of Education by an employing Virginia educational agency for renewal of an expired license. Other documentation should be maintained at the local school division level or with the accredited nonpublic school.

### ***Responsibilities of the Advisor***

The advisor should be a colleague who assists and supports the license holder throughout the renewal process. Discussions must occur during this process in order to ensure that individual professional growth occurs as intended for renewal purposes. An advisor assigned to a license holder has the following responsibilities:

The advisor should know the requirements for renewal of a Virginia license.

- A. The advisor should review the license holder's individual renewal plan with the license holder on an annual basis or as necessary until the requirements for renewal have been satisfied. While the conference time may vary depending upon the needs of the license holder, a meeting with the advisor could be held in conjunction with other conference sessions throughout the year;
- B. The advisor should assist the license holder in completing his/her renewal plan by recommending activities that are consistent with the employing agency's staff development goals and the individual license holder's professional development goals;
- C. The advisor should verify that the professional development activities have been completed and that the points accrued for the activity are consistent with the criteria of this manual. The advisor must not sign the renewal plan if a selected activity does not meet the criteria in one of the renewal options;
- D. The program is built on the basis of trust; minimal paperwork is expected and reasonable documentation is all that is required if the advisor does not have personal knowledge of the activity; and
- E. The advisor should forward the license holder's completed and verified Application for License Renewal to the chief executive officer or designee.

## ***Responsibilities of the Employing Educational Agency***

An employing educational agency has the following responsibilities in the renewal process for personnel with renewable Virginia licenses:

- A. The chief executive officer or designee should assign an advisor for each employee holding a renewable Virginia license. The advisor may be a person other than the immediate supervisor of the license holder;
- B. The chief executive officer or designee is the primary source of information concerning renewal requirements. The chief executive officer should review the renewal process on an annual basis and provide staff with renewal information posted on the Virginia Department of Education's website;
- C. The chief executive officer or his/her designee of the employing educational agency should provide, publish, or post a listing of staff development activities that the license holder may choose to complete renewal requirements;
- D. The chief executive officer or designee should strive to provide a variety of renewal options, within the resources of the agency, to ensure that the license holder has an opportunity to choose activities that are appropriate to his/her goals, needs, and learning styles;
- E. The chief executive officer or designee should certify the completion of all requirements and forward the license holder's completed Application for License Renewal and fee to the Division of Teacher Education and Licensure, Department of Education, after January 1 but before June 1 of the fifth year of the license holder's current validity period; and
- F. The chief executive officer or designee must accept the renewal points accrued by a license holder and verified by another Virginia employing educational agency as documented on the Application for License Renewal.

## ***Responsibilities of the Virginia Department of Education***

The Virginia Department of Education has the following responsibilities in the renewal process:

- A. The Department will post the *Virginia Licensure Renewal Manual* and detailed renewal information on the website;
- B. The Division of Teacher Education and Licensure, Department of Education, will process license renewals in accordance with the current Board of Education licensure regulations and the *Code of Virginia* both to the license holder and to the employing educational agency upon receipt of the license holder's certified Application for License Renewal; and

- C. The Department will render a decision if disagreements concerning the approval of a renewal activity cannot be resolved at the employing educational agency level.

## ***Resolution of Disagreement***

Renewal is a state function. Complaints or disputes regarding approval of renewal work or application of such work toward renewal of licenses cannot be grieved within the meaning of the *Code of Virginia* 22.1-306. Such issues cannot be grieved under the grievance procedure prescribed by the Board of Education.

Disagreements regarding renewal activities for which points are awarded are subject to an informal review procedure as follows:

- A. The license holder shall discuss the matter with his/her advisor and request reconsideration.
- B. If the disagreement is not resolved, the license holder shall state in writing:
  - 1) the action that prompted the request for review,
  - 2) the names of the persons involved, and
  - 3) the attempts that have been made to resolve the disagreement.

The license holder shall send this statement, with a copy of the renewal plan in question, to the chief executive officer or designee of the employing educational agency and request a decision. The agency shall then follow personnel review procedures established in that agency.

- C. If the decision of the chief executive officer or designee does not resolve the disagreement, the documentation should be forwarded to the Division of Teacher Education and Licensure, Department of Education, for resolution.

# *Appendices*

## *Glossary*

### *Advisor*

An advisor is a person designated by the chief executive officer or designee of the employing educational agency who assists the license holder in completing an individualized renewal plan, verifies the completion of professional development activities and accrual of renewal points on the Application for License Renewal, and forwards the complete Application for License Renewal to the chief executive officer or designee.

### *Application for License Renewal*

The three-page Application for License Renewal is the document verifying the license holder's status and certifying completion of the professional development activities necessary to renew the license holder's license.

### *Chief Executive Officer*

The chief executive officer is the superintendent or person of final authority of a public employing educational agency, or the person of final authority in a private or other employing educational agency.

### *Domain of Professional Competency*

A domain of professional competency is an area of professional competency within the license holder's field of knowledge.

### *Employing Educational Agency*

A Virginia employing educational agency is an organization that employs personnel who are required by Virginia regulations to be properly licensed.

### *Endorsement Area*

An endorsement is the specialty area that an individual is authorized by the current licensure regulations to teach or to serve in an employing Virginia educational agency.

## ***Individualized Renewal Plan***

The individualized renewal plan is the document developed by the license holder and the advisor describing the options and/or activities to be completed during the five-year validity period in order to renew the license holder's license.

## ***License Holder***

The license holder is a person who holds a renewable Virginia Division Superintendent, Collegiate Professional, Postgraduate Professional, Technical Professional, Pupil Personnel Services, School Manager or Vocational Evaluator (no longer issued in Virginia) license.

## ***Maximum Number of Points***

The maximum number of points is the maximum number of points for an option that may be counted toward renewal during the validity period.

## ***Mentorship***

Mentorship is an induction process in which the chief executive officer or designee assigns an experienced professional to assist, guide, and support a beginning teacher or administrator during the first year of employment in an area of responsibility.

## ***Point Value Assignment***

The point value assignment is the specified number of points awarded for completing a given activity listed under the option.

## ***Renewable License***

Renewable license types in Virginia include Division Superintendent, Collegiate Professional, Postgraduate Professional, Technical Professional, Pupil Personnel Services, School Manager and Vocational Evaluator (no longer issued in Virginia) licenses that are valid for a period of five years.

<b>VIRGINIA LICENSURE RENEWAL OPTIONS</b>			
<b>Option</b>	<b>Maximum # of Points</b>	<b>Point Value Assignment</b>	<b>Verification</b>
<b>1. College Credit</b>	180	1 semester hour = 30 points 1 quarter hour = 20 points	<ul style="list-style-type: none"> <li>•Official transcript or official “student ” transcript</li> <li>•Third-party transcripts are accepted <u>only if received in sealed envelopes</u></li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must provide new information and be earned at a regionally accredited two-year or four-year college/university. All coursework for renewal must be completed at a regionally accredited college or university. The regional accreditation agencies are: <ul style="list-style-type: none"> <li>• <i>New England Association of Schools and Colleges</i></li> <li>• <i>Middle States Commission on Higher Education</i></li> <li>• <i>The Higher Learning Commission</i></li> <li>• <i>Northwest Commission on Colleges and Universities</i></li> <li>• <i>Southern Association of Colleges and Schools Commission on Colleges</i></li> <li>• <i>Western Association of Schools and Colleges</i></li> </ul> </li> <li>2) Must be taken for credit.</li> <li>3) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.</li> <li>4) Must be verified by an official transcript submitted to the chief executive officer or designee of the employing educational agency.</li> </ol>		
<b>2. Professional Conference</b>	45	Participation-5 points per day Presentation-15 points per topic presentation	<ul style="list-style-type: none"> <li>•An invitation, acceptance letter, and thank you letter</li> <li>•Employing educational agency approved leave request</li> <li>•Conference participants list</li> <li>•Certificate of attendance/completion</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must be <b>4 or more hours in length</b>.</li> <li>2) Must include only time spent in those portions of the conference program that contribute to the participant’s professional knowledge, competence, performance, or effectiveness in education.</li> <li>3) Must have prior approval from the chief executive officer or designee.</li> <li>4) May be local, regional, state, national, or international in scope.</li> </ol>		
<b>3. Curriculum Development</b>	90	1 point per clock hour	<ul style="list-style-type: none"> <li>•Employing educational agency’s participant list</li> <li>•Curriculum guide</li> <li>•Committee assignment list</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must be a <b>minimum of 5 hours per activity</b>. The 5 hours do not have to be consecutive.</li> <li>2) Must have prior approval from the chief executive officer or designee.</li> <li>3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.</li> </ol>		
<b>4. Publication of Article</b>	90	45 points per narrative, article, or report	<ul style="list-style-type: none"> <li>•Copy of the published article</li> <li>•Copy of the final grant report</li> <li>•Publisher’s letter of publication date</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must be published in a professional journal or a publication sanctioned by the employing educational agency.</li> <li>2) If a grant, must be approved by the employing educational agency.</li> <li>3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).</li> </ol>		



Option	Maximum # of Points	Point Value Assignment	Verification
<b>5. Publication of Book</b>	90	90 points per book	<ul style="list-style-type: none"> <li>•Copy of the published book or book title pages, including the author's (license holder's) name and publishing information</li> <li>•Copyright for the completed work in the field of theatre, fine arts, or music</li> <li>•Copyright for instructional program</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must be published for purchase.</li> <li>2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).</li> <li>3) In the case of revision, should represent a substantive change of the original text.</li> </ol>		
<b>6. Mentorship/Supervision</b>	90	1 point per clock hour	<ul style="list-style-type: none"> <li>•Participant list from college/university</li> <li>•Employing educational agency assignment list</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must assist an undergraduate or graduate intern, pre-service student teacher/beginning teacher, or beginning administrator.</li> <li>2) Must have prior approval from the chief executive officer or designee.</li> <li>3) Must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.</li> </ol>		
<b>7. Educational Project</b>	90	1 point per clock /contact hour	<ul style="list-style-type: none"> <li>•Acceptance for exchange program from college/university, or business</li> <li>•Written summary/journal of project activities</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must be a <b>minimum of 5 hours per activity</b>. The 5 hours do not have to be consecutive.</li> <li>2) Must have prior approval from the chief executive officer or designee.</li> <li>3) Must result in a written report or other tangible product.</li> </ol>		
<b>8. Professional Development Activity</b>	180	1 point per clock/contact hour	<ul style="list-style-type: none"> <li>•Participants list from employing educational agency</li> <li>•Certificate of completion of attendance</li> </ul>
Criteria:	<ol style="list-style-type: none"> <li>1) Must be a <b>minimum of 5 hours per activity</b>. The 5 hours do not have to be consecutive.</li> <li>2) Must have prior approval from the chief executive officer or designee.</li> </ol>		

## APPLICATION FOR LICENSE RENEWAL

*Virginia Department of Education  
Division of Teacher Education and Licensure  
P. O. Box 2120 • Richmond, VA 23218-2120  
(All three pages must be submitted.)*

Please submit a complete application with supporting credentials. The renewal fee is \$25. There is a \$50 fee for a returned check.  
Make checks payable to Treasurer of Virginia. The fee is nonrefundable.

**PLEASE PRINT IN INK OR TYPE**

### PART I--INFORMATION

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix (Jr., Sr., III, etc.)</u>
<u>Date of Birth</u> (Month/Day/Year)		<u>License No.</u>	<u>Renewal Year</u>
<u>Address</u> (Street, City, State, Zip Code) [Please note that the address provided is public information.]*			
<u>Daytime Telephone Number</u> (include area code)		<u>Home Telephone Number</u> (include area code)	
<u>Virginia employing school division or accredited nonpublic school (if applicable)</u>			

\*ADDRESS CHANGE - **THE APPLICANT MUST NOTIFY THE OFFICE OF LICENSURE, DEPARTMENT OF EDUCATION, IN WRITING OF AN ADDRESS CHANGE.** Name and address (of persons applying for a license) may be disseminated pursuant to a request under § 2.2-3802(5) of the Code of Virginia.

### PART II

Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency? (If yes, please attach a letter giving full details and official documentation of the founded complaint.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? <b>Please note:</b> This includes a reprimand, warning, or reproof and any order denying the right to apply or reapply for a license. (If yes, please attach a letter giving full details and official documentation of the action taken.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? <b>Please note:</b> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges. (If yes, please attach a letter giving full details and any official documentation available regarding the matter.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving an allegation of misconduct was pending, eligible for appeal, or under appeal? <b>Please note:</b> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges. (If yes, please attach a letter giving full details and any official documentation available regarding the matter.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Part III--Signature and Verification of Renewal Activities

BY MY SIGNATURE I CERTIFY THAT THE INFORMATION ON THIS THREE-PAGE APPLICATION IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION FOR LICENSE RENEWAL Individualized Renewal Record

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ License Number \_\_\_\_\_

### Part IV-Individualized Renewal Record

*Summary of Points Earned During the Past Five Years to be Credited Toward Renewal:*

Option Maximum Points	1 (180)	2 (45)	3 (90)	4 (90)	5 (90)	6 (90)	7 (90)	8 (180)	Credit for All Options
Total Points									

**Required for individuals employed by a Virginia educational agency:**

Division or Accredited Nonpublic School \_\_\_\_\_

Advisor's Name (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I recommend the renewal of the Virginia license and certify that the above-named license holder completed the listed activities and that these activities comply with Virginia's renewal regulations.

Superintendent's or Designee's Name (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Superintendent's or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

	Verification of Completed Activities			
	Activity Points	Applicant Initials	Advisor Initials	Date
<b>Option 1: College Credit (180)</b> Course No./Title _____ College/Year Taken _____				
<b>Option 2: Professional Conference (45)</b> Conference Name _____ Dates Attended _____				
<b>Option 3: Curriculum Development (90)</b> Title _____ Dates _____				

