

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

The “License Renewal at a Glance” below addresses frequently asked questions about the license renewal process for Virginia. This document is designed as a quick review for those familiar with the renewal process. For a more detailed explanation of the licensure renewal process, you should access the [Licensure Renewal Manual](#).

LICENSE RENEWAL AT A GLANCE ***(Frequently Asked Questions including Renewal Procedures)***

1. WHO MUST RENEW?

Individuals who hold the following five-year, renewable licenses:

Collegiate Professional	Division Superintendent
Postgraduate Professional	School Manager
Technical Professional	Vocational Evaluator (no longer issued in Virginia)
Pupil Personnel Services	

Provisional Licenses and International Educator Licenses are not renewable.

Expired full five-year licenses must be renewed. You do not need to apply for a new license but will need to submit a completed [Application for License Renewal](#).

2. WHAT ARE THE RENEWAL REQUIREMENTS?

Licensure renewal requires 180 professional development points. Renewal points can be accrued by completion of activities through one or more of the following eight options:

- College credit (A minimum of 90 points in the content endorsement area shall be required of license holders without a master’s degree. Coursework must be completed at a regionally accredited two- or four-year college or university.)
- Professional conference
- Curriculum development
- Publication of article
- Publication of book
- Mentorship/supervision
- Educational project
- Professional development activity

Please refer to the Licensure Renewal Manual for a full explanation of the eight renewal options as well as the points allowed for each option. Materials submitted for renewal will not be returned by this office. Send photocopies of articles or book titles and ISBN numbers rather than the actual publication.

Child Abuse Recognition and Intervention Training. Those renewing licenses must show evidence that Child Abuse Recognition and Intervention Training has been completed. The training may be completed at the following Web site:

http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html

Technology Standards for Instructional Personnel. Individuals who are employed by a Virginia public school division must show evidence that Technology Standards for Instructional Personnel have been completed. This training must be verified by the Virginia school divisions. Individuals who completed a Virginia teacher preparation program since December 1998 have met the requirement.

Emergency First Aid, CPR, and use of AEDs. The 2013 General Assembly amended the *Code of Virginia* to require that individuals seeking initial licensure and license renewal on and after July 1, 2013, shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. 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. For additional information on this requirement, please see the question and answer document accessible at the following Web site:

http://www.doe.virginia.gov/administrators/superintendents_memos/2013/156-13a.pdf.

Virginia State and Local Civic Education. Effective July 1, 2014, 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. **This requirement applies to the individual's next or initial renewal occurring after July 1, 2014.**

Successful completion of the Virginia State and Local Civic Education Module located at <http://www.civiceducationva.org> will satisfy this renewal requirement. **Please print and submit the module certificate with renewal documentation.** For more information, and to see 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 see [Superintendent's Memo #053-14](#) located at http://www.doe.virginia.gov/administrators/superintendents_memos/2014/053-14.shtml.

PLEASE NOTE: Child Abuse Recognition and Intervention Training, Technology Standards for Instructional Personnel, certification or training in Emergency First Aid, CPR, and use of AEDs, Virginia State and Local Civic Education (if applicable) must be completed once. If this information is already on file in the licensure office, it does not need to be submitted again.

3. WHEN SHOULD RENEWAL REQUESTS BE SUBMITTED TO THE VIRGINIA DEPARTMENT OF EDUCATION?

- An individual who holds a five-year license that is still in effect may submit a request on or after January 1 of the year the license expires.
- An individual who holds an expired license may submit a request upon completion of the renewal requirements. Individuals must submit a completed Application for License Renewal. All renewal activities must have been completed within five years of renewal.

4. HOW DO LICENSE HOLDERS SUBMIT REQUESTS FOR LICENSE RENEWAL?

If Employed in a Virginia Educational Agency:

- Develop an individualized renewal plan based upon professional needs/goals and the employing educational agency's staff development priorities, and complete required training for the following: Child Abuse Recognition and Intervention, Technology Standards for Instructional Personnel, certification or training in Emergency First Aid, CPR, and use of AEDs, and Virginia State and Local Civic Education (if applicable).
- Initiate an annual meeting with the advisor to review, amend, and verify the individualized renewal plan and activities on the Application for License Renewal.
- Submit the completed form to the advisor for signature as required by your employer.
- With the advisor, submit the completed Application for License Renewal, appropriate verification of 180 renewal activity points, certification of completion of child abuse recognition and intervention training, technology standards for instructional personnel, and completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, and the renewal fee to the chief executive officer or designee of the employing educational agency. The appropriate official at the educational agency will submit the request to the Department of Education, along with the fee for processing. Checks must be made payable to the Treasurer of Virginia.

Please note: If a license holder is serving as a Virginia school division superintendent, the school board chair must verify renewal. Division Superintendent license holders with additional licenses should request the renewal of those licenses with the renewal request of the Division Superintendent license. The renewal fee is required for each license type (e.g., \$25 renewal fee for Postgraduate Professional License, \$25 renewal fee for Superintendent License).

There shall be complete reciprocity among employing educational agencies of the Commonwealth with respect to professional development points earned by the license holder.

If Not Currently Employed in a Virginia Educational Agency or If Employed in Another State:

- Plan a program of professional development activities to accrue 180 renewal points consistent with options/requirements outlined in the Virginia Licensure Renewal Manual. Individuals who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity. Their request must indicate that they are not employed in a Virginia educational agency and include their license number. Please send the request to the Virginia Department of Education, Division of Teacher Education and Licensure, P. O. Box 2120, Richmond, VA 23218-2120. E-mailed and faxed requests will not be accepted.
- Complete the Application for License Renewal, list the activities completed, and convert the activities to points. **A Superintendent's or Advisor's signature is not required.**
- Attach appropriate verification of 180 renewal activity points to the Application for Licensure Renewal.
- Attach the renewal fee to the Application for Licensure Renewal form and the supporting verification. A personal check, cashier's check, or money order payable to the Treasurer of Virginia must accompany the request.
- Attach the Child Abuse Recognition and Intervention Training Certificate.
- Attach documentation providing evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. 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 official documentation submitted to the licensure office by an individual:
 - Individual's full name (matching the name on licensure forms and the individual's license, if applicable).
 - Title or description of training or certification completed that must clearly indicate that all three components were included 1) emergency first aid; 2) CPR, and 3) AED.
 - Date the training or certification was completed.
 - Signature and title of the individual providing the training or certification OR 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.

Please submit a complete packet. If an incomplete packet is submitted, and your license cannot be renewed, your documentation will only be retained for one year. If your license has not been renewed within a year, you may be required to resubmit a complete packet, including the fee.

Mail the complete packet to the Virginia Department of Education, Division of Teacher Education and Licensure, P. O. Box 2120, Richmond, VA 23218-2120.

5. WHAT IS THE RENEWAL FEE?

The renewal fee is \$25. A personal check, cashier's check, or money order payable to the Treasurer of Virginia must accompany the renewal request.

Please refer to the Fee Schedule for Licensure for information regarding other fees.

http://www.doe.virginia.gov/teaching/licensure/licensure_fees.pdf

6. WHAT IF MY LICENSE HAS ALREADY EXPIRED?

If you held a full, renewable license that has expired, you must follow the procedures outlined above to renew the license. Do not apply for a new license.

The Application for License Renewal must also be completed. The initial licensure fee and other initial licensure documents are NOT needed. The \$25 renewal fee is required.

Please refer to the [Licensure Renewal Manual](#) for more detailed information regarding license renewal.

Type or print in ink.
 Make checks payable to
 Treasurer of Virginia.

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**APPLICATION FOR LICENSE RENEWAL
 Individualized Renewal Record (Page 1 of 3)**

Please submit a complete application with supporting credentials. The renewal fee is \$25. A \$35 fee is assessed for a returned check.

Part I-INFORMATION

PLEASE PRINT OR TYPE

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>License No. or Social Security No.</u>
Home Address*		City	State Zip Code
Daytime Telephone Number (include area code) ()		Home Telephone Number (include area code) ()	
Endorsement(s)	Highest Degree Earned		Renewal Year
Virginia employing school division or accredited nonpublic school (if applicable)			

***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 of conviction.)	___Yes	___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 of conviction.)	___Yes	___No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor)? (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 of conviction.)	___Yes	___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 of conviction.)	___Yes	___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 had any other adverse action taken against such a license? (If yes, please attach a statement giving full details and official documentation of the action taken.)	___Yes	___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 statement giving full details and official documentation of the founded complaint.)	___Yes	___No
Have you ever left any education- or school-related employment, voluntarily or involuntarily, while the subject of an investigation, inquiry, or review of alleged misconduct or when you had reason to believe an investigation of alleged misconduct was under way or imminent? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	___Yes	___No
To your knowledge, are you currently the subject of any investigation, inquiry, or review 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? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	___Yes	___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
(Page 2 of 3)**

Name: Last _____ First _____ Middle _____ License Number or SSN _____

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 _____

Exception to content course work requirement granted? Yes ____ No ____

Reason: Particular need of teacher ____ New endorsement ____

	Verification of Completed Activities			Date
	Activity Points	Applicant Initials	Advisor Initials	
Option 1: College Credit (180) Course No./Title _____ College/Year Taken _____				
Option 2: Professional Conference (45) Conference Name _____ Dates Attended _____				
Option 3: Curriculum Development (90) Title _____ Dates _____				
Option 4: Publication of Article (90) Title _____ Magazine _____ Date Published _____				

**Individualized Renewal Record
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Name: Last First Middle

License Number or SSN

			Verification of Completed Activities			
			Activity Points	Applicant Initials	Advisor Initials	Date
Option 5: Publication of Book (90)						
Title	Publisher	Date Published				
Option 6: Mentorship/Supervision (90)						
Person		Date Supervised				
Option 7: Educational Project (90)						
Title		Dates				
Option 8: Professional Development Activities (180)						
Project/Title		Dates				