

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

This is in reply to your request for renewal information. “License Renewal at a Glance” 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 at [http://www.doe.virginia.gov/teaching/licensure/licensure\\_renewal\\_manual.pdf](http://www.doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf).

## ***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.**

### **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. Course work 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 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.**

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.doe.virginia.gov/teaching/licensure/child\\_abuse\\_training.shtml](http://www.doe.virginia.gov/teaching/licensure/child_abuse_training.shtml)

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.

<http://leg1.state.va.us/000/reg/TOC08020.HTM#C0025>

**Please note: Child Abuse Recognition and Intervention Training and Technology Standards for Instructional Personnel 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. 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 Child Abuse Recognition and

## Intervention and Technology Standards for Instructional Personnel.

- Initiate an annual meeting with the advisor to review, amend, and verify the individualized renewal plan and activities on the Individualized Renewal Record.
- Submit the completed form to the advisor for signature as required by your employer.
- With the advisor, submit the completed Individualized Renewal Record, appropriate verification of 180 renewal activity points, verification of child abuse and technology training, 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. A single renewal fee covers the renewal of all licenses.

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, Post Office Box 2120, Richmond, VA 23218-2120. Emailed and faxed requests will not be accepted.
- Complete the Individualized Renewal Record form, 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 record

form.

- Attach the renewal fee to the Individualized Renewal Record 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.

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, Post Office 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 the Fee Schedule for Licensure for information regarding other fees.

[http://www.doe.virginia.gov/teaching/licensure/licensure\\_fees.pdf](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.

**Please refer to the Licensure Renewal Manual**

**[http://www.doe.virginia.gov/teaching/licensure/licensure\\_renewal\\_manual.pdf](http://www.doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf) for more detailed information regarding license renewal.**

Type or print in ink

Virginia Department of Education  
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Post Office Box 2120  
Richmond, VA 23218-2120.

Make checks payable to  
the Treasurer of Virginia

## INDIVIDUALIZED RENEWAL RECORD

Name: Last First Middle Renewal Year License Number or SSN

Home Address City State Zip Code

Endorsement(s) Highest Degree Earned

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

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

### Verification and Recommendation for License Renewal

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

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

Division \_\_\_\_\_

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

I recommend the renewal of the enclosed 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Exception to content course work requirement granted?

Yes \_\_\_\_\_ No \_\_\_\_\_

Reason:

Particular need of teacher \_\_\_\_\_ New endorsement \_\_\_\_\_

#### 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				

Name: Last

First

Middle

License Number or SSN

Verification of Completed Activities

	Activity Points	Applicant Initials	Advisor Initials	Date
<b>Option 3: Curriculum Development (90)</b> Title _____ Dates _____				
<b>Option 4: Publication of Article (90)</b> Title _____ Magazine _____ Date Published _____				
<b>Option 5: Publication of Book (90)</b> Title _____ Publisher _____ Date Published _____				
<b>Option 6: Mentorship/Supervision (90)</b> Person _____ Date Supervised _____				
<b>Option 7: Educational Project (90)</b> Title _____ Dates _____				
<b>Option 8: Professional Development Activities (180)</b> Project/Title _____ Dates _____				