

Virginia Licensure Renewal Manual

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Division of Teacher Education and Licensure
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Virginia Licensure Renewal Manual

Introduction

One of the most vital qualities of all professionals is the commitment to continuous learning and growth in knowledge and skill. The Virginia individualized renewal system was implemented statewide in 1990. 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 within a five-year period based on an individualized professional development plan. Additionally, the following requirements must be met:

- Child Abuse Recognition and Intervention training must be completed. To access this tutorial, please access the following link:
http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html
- Technology Standards for Instructional Personnel. Please note that this requirement can be met through a Virginia employing school division or by completing a Virginia college or university approved program (since December 1998).
- 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. For additional information on this requirement, please refer to the question and answer document accessible at the following Web site:
http://www.doe.virginia.gov/administrators/superintendents_memos/2013/156-13a.pdf.
- 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 for purposes of 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](http://www.doe.virginia.gov/administrators/superintendents_memos/2014/053-14.shtml) located at http://www.doe.virginia.gov/administrators/superintendents_memos/2014/053-14.shtml.

License holders are responsible for satisfying license renewal requirements as set forth in the regulations governing the licensing of school personnel (8 VAC 20-22-110). The Virginia Licensure Renewal Manual provides guidance for all license holders as they plan their personal growth within the profession. The manual describes a process for renewing Virginia's educators' licenses through an individualized plan. Superintendents of school divisions and headmasters of accredited nonpublic schools in Virginia provide approval of renewal activities. Questions or requests for additional information concerning renewal of professional licenses may be directed to the Division of Teacher Education and Licensure, P. O. Box 2120, Richmond, VA 23218-2120, (804) 225-2022.

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 (Examples of specialization areas include, but are not limited to, 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 (Examples include, but are not limited to, 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 (Examples include, but are not limited to, oral and written communication, motivation, retention, and individual differences.); and
6. concepts and principles of effective relationships among schools, families, and communities.

Requirements for Renewal

Each license holder is required to earn 180 professional development points from eight options. **If a full, renewable, Virginia license has expired, the license holder must follow the procedures outlined in this manual to renew the license.** In addition, individuals are required to complete the following:

1. The Child Abuse Recognition and Intervention Training tutorial that may be accessed at the following Web site:
http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html.
2. Technology Standards for Instructional Personnel. Please note that this requirement can be met through a Virginia employing school division or by completing a Virginia college or university approved program (since December 1998).
3. Emergency First Aid, CPR, and AED Certification or Training. 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 certification or training program shall 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. 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.

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.

4. **Please note this requirement is 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 for purposes of the individual's next or initial renewal occurring on and 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.
5. Application for License Renewal. Submit a complete application with supporting credentials.
6. There is a \$25 fee for renewal. Checks must be made out to the Treasurer of Virginia. The detailed fee schedule for licensure can be accessed at the following Web site: http://www.doe.virginia.gov/teaching/licensure/licensure_fees.pdf.

Summary of the Eight Renewal Options

Each license holder is required to document the accrual of 180 professional development points to renew their license. Points for renewal will be based upon activities that may be earned from the following eight options.

An activity is used to accrue points under only 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.

License holders without a master's degree

A minimum of 90 points (three semester hours in a content area) in the license holder's endorsement area(s) shall be required of license holders without a master's degree unless an exception is granted by the employing educational agency and may be satisfied with undergraduate or graduate-level coursework completed at a two-year or four-year regionally accredited college or university.

License holders with a master's degree

License holders with a master's degree may take undergraduate or graduate-level coursework from a regionally accredited two-year or four-year college or university within or outside of the license holder's endorsement area(s) that meet the criteria of the Domains of Professional Competency.

Technical Professional License holders

Technical Professional License holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate coursework at two-year or four-year regionally accredited institutions. The remaining 90 points of the 180 total professional development points, if accrued within Option 1, may be taken from a regionally accredited two-year or four-year college or university through undergraduate coursework within or outside of the license holder's endorsement area(s) that meet the criteria of the Domains of Professional Competency.

What is content area course work?

Content area courses are courses at the undergraduate level (two-year or four-year regionally accredited college or university) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts and sciences.

License holders with an elementary endorsement may satisfy the requirement by taking an academic content course in English, social sciences, mathematics, sciences, fine arts, and/or health and physical education. A grade-level endorsement requires coursework in the major academic content areas of the endorsement.

License holders with an endorsement and/or current teaching assignment in the areas of history and the social sciences may satisfy the content requirement by taking an academic content course in history or any of the related social science disciplines (geography, anthropology, psychology, political science, economics, and sociology).

License holders in English may satisfy the content requirement by taking an academic content course in English, literature, journalism, theatre arts, and/or speech. A subject-specific endorsement requires coursework in the academic content area indicated by the endorsement or a related subject area.

What are acceptable alternatives to content area coursework?

One of the following alternatives may be completed to satisfy the content course requirement for one cycle of the renewal process. The Virginia educational agency must approve the alternative coursework.

- Special education coursework designed to assist classroom teachers and other school personnel in working with students with disabilities.
- A course in gifted education.
- A course in educational technology.
- A course in English as a second language.

In addition, professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools.

With prior approval of the division superintendent, the 90 points in a content area also may be satisfied through coursework taken to obtain a new teaching endorsement or advanced degree or coursework taken because of a particular need of a particular teacher.

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 be coursework (3 semester hours) taken in the content area of the endorsement on the license and/or teaching assignment if the license holder does not have a master's degree. Course level is determined by officials of the institution, documentation provided in the institution's graduate or undergraduate catalog.

- 2) Must be earned at a regionally accredited two-year or four-year college/university or must be earned at a vocational education workshop.
- 3) Must be taken for credit.
- 4) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.
- 5) Must be verified by an official transcript submitted to the chief executive officer or designee of the employing educational agency.

D. Verification:

Official transcripts or official student transcripts are accepted. Grade reports, photocopies, and electronic records are not accepted. A transcript that arrives separately may not provide sufficient identifying information to be accurately matched to an individual’s other credentials. Therefore, a transcript must be submitted with a cover letter or other document that includes the social security or Virginia license number. Grade reports, photocopies, and electronic records are not accepted.

E. Examples:

- 1) ENG 565, Eighteenth Century and Romantic British Literature
- 2) CHE 512, Physical Chemistry for the Life Sciences
- 3) MAT 530, The History of Mathematics

2. Professional Conference

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours 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) Conference program
- 2) An invitation, acceptance letter, and thank you letter
- 3) Employing educational agency approved leave request
- 4) Conference participants list
- 5) 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, it 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) In the case of revision, should represent a substantive change of the original text.
- D. Verification (one or more of the following):
 - 1) Copy of the published book
 - 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.
 - 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

PLEASE NOTE: Items submitted to the Department of Education for review as part of the renewal application are not returned to the individual. Please submit copies of articles, book title pages and publishing information, and related documents, not originals.

License Holders in Special Situations

No Advisor Assigned:

If an advisor has not been designated for the license holder, he/she should inform the chief executive officer or designee of the 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 Employed in a Nonpublic School or Other Employing Educational Agency:

If the person holds a current renewable Virginia license and wishes to maintain the validity of that license, he/she is subject to the renewal plan.

The chief executive officer or designee of a nonpublic employing educational agency or other employing educational agency must designate an advisor for each license holder. The license holder's Application for License Renewal and supporting credentials should be submitted to the employing nonpublic school or other employing agency.

License Holders Not Employed:

License holders who are not employed must accrue 180 professional development points for renewal through the eight options outlined in this manual. The license holder's Application for License Renewal and supporting documentation should be submitted directly to the Division of Teacher Education and Licensure, Department of Education.

Instructions for submitting license renewal are listed below:

1. 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. The request must indicate that the individual is not employed and include the individual's license number. The request must be sent to 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.
2. Complete the Application for License Renewal form, list the activities completed, and convert the activities to points. **A superintendent's or advisor's signature is not required for individuals not employed. However, if there is any question whether an activity can be applied**

toward renewal, approval needs to be obtained from the Division of Teacher Education and Licensure, Virginia Department of Education.

3. Attach appropriate verification of 180 renewal activity points to the record form. If the coursework from a regionally accredited two-year or four-year college/university was completed, you must attach the official student transcript(s) to the request. (Please do not request the registrar's office of the institution to send transcripts directly to this office.)
4. Attach the renewal fee to the Application for License Renewal and the supporting verification. The renewal fee is \$25. A personal check, cashier's check, or money order payable to the Treasurer of Virginia must accompany the request.
5. Attach the Child Abuse Recognition and Intervention Training Certificate. An individual can complete the online tutorial on the following Web site:
http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html.
6. 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.
7. Submit a complete packet. Incomplete packets may result in your license not being renewed and 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.

Persons 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 period. The license holder's Application for License Renewal and supporting credentials should be submitted to the Department of Education by June 1 during the year the license expires.

The Application for License Renewal may be submitted to the Division of Teacher Education and Licensure, Department of Education, between January 1 and June 1 of the year the license expires.

Individuals currently employed in a Virginia Educational Agency

Responsibilities of License Holder, Advisor, Employing Educational Agency, and 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 of:

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 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 during the five-year validity period of the certificate.

- 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 copy of the college transcript, if applicable and appropriate fee will be the only items required for submission to the Department of Education for renewal of an expired certificate. Other documentation should be maintained at the local school division level.

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.

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 Web site;
- 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 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 upon receipt of his/her certified Application for License Renewal from another employing educational agency within the Commonwealth.

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 Web site;
- B. The Division of Teacher Education and Licensure, Department of Education, will issue a new five-year license, in accordance with the current licensure regulations,

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.

Appendix

Licensure Regulations for School Personnel

(September 2007), (Revised January 19, 2011), (Revised January 16, 2013)

The *Licensure Regulations for School Personnel* are located at
http://www.doe.virginia.gov/teaching/licensure/licensure_regs.pdf.

Regional Accrediting Agencies

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 (WASC)

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 completed Application for License Renewal to the chief executive officer or designee.

Application for License Renewal

The 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

An 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.

Internship

An internship is an on-site field experience, supervised by an experienced educational professional, as part of an approved teacher/principal preparation program to study the career assignment to which the intern may aspire.

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 and 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.

VIRGINIA LICENSURE RENEWAL OPTIONS

| | Maximum # of Points | Point Value Assignment | Verification |
|----------------------------|--|---|--|
| 1. College Credit | 180 | 1 semester hour = 30 points 1 quarter hour = 20 points | •Official transcript or official “student copy” of transcript |
| Criteria: | 1) Must be coursework (3 semester hours) taken in the content area of the endorsement on the license and/or teaching assignment if the license holder does not have a master’s degree. Course level is determined by officials of the institution, documentation provided in the institution’s graduate or undergraduate catalog. 2) Must be earned at a regionally accredited four-year college/university, two-year college; or must be earned at a vocational education workshop. 3) Must be taken for credit. 4) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis. 5) Must be verified by an official transcript submitted to the chief executive officer or designee of the employing educational agency. | | |
| 2. Professional Conference | 45 | Participation-5 points per day Presentation-15 points per topic presentation | •Conference program •An invitation, acceptance letter, and thank you letter •Employing educational agency approved leave request •Conference participants list •Certificate of attendance/completion |
| Criteria: | 1) Must be 4 or more hours in length. 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. 3) Must have prior approval from the chief executive officer or designee. 4) May be local, regional, state, national, or international in scope. | | |

| | Maximum # of Points | Point Value Assignment | Verification |
|---------------------------|---|---|---|
| 3. Curriculum Development | 90 | 1 point per clock hour | <ul style="list-style-type: none"> •Employing educational agency’s participant list •Curriculum guide •Committee assignment list |
| Criteria: | <p>1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> <p>3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.</p> | | |
| 4. Publication of Article | 90 | 45 points per narrative, article, or report | <ul style="list-style-type: none"> •Copy of the published article •Copy of the final grant report •Publisher’s letter of publication date |
| Criteria: | <p>1) Must be published in a professional journal or a publication sanctioned by the employing educational agency.</p> <p>2) If a grant, it must be approved by the employing educational agency.</p> <p>3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).</p> | | |
| 5. Publication of Book | 90 | 90 points per book | <ul style="list-style-type: none"> •Copy of the published book •Copyright for the completed work in the field of theatre, fine arts, or music •Copyright for instructional program |
| Criteria: | <p>1) Must be published for purchase.</p> <p>2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).</p> <p>3) In the case of revision, should represent a substantive change of the original text.</p> | | |

| | Maximum # of Points | Point Value Assignment | Verification |
|--|--|---------------------------------|---|
| 6. Mentorship/ Supervision | 90 | 1 point per clock hour | <ul style="list-style-type: none"> •Participant list from college/university •Employing educational agency assignment list |
| Criteria: | <p>1) Must assist an undergraduate or graduate intern, pre-service student teacher/beginning teacher, or beginning administrator.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> <p>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.</p> | | |
| 7. Educational Project | 90 | 1 point per clock /contact hour | <ul style="list-style-type: none"> •Acceptance for exchange program from college/university, or business •Written summary/journal of project activities |
| Criteria: | <p>1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> <p>3) Must result in a written report or other tangible product.</p> | | |
| 8. Professional Development Activities | 180 | 1 point per clock/contact hour | <ul style="list-style-type: none"> •Participants list from employing educational agency, •Certificate of completion/attendance |
| Criteria: | <p>1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> | | |

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> |
| <u>Home Address*</u> | | <u>City</u> | <u>State</u> <u>Zip Code</u> |
| <u>Daytime Telephone Number (include area code)</u> () | | <u>Home Telephone Number (include area code)</u> () | |
| <u>Endorsement(s)</u> | <u>Highest Degree Earned</u> | <u>Renewal Year</u> | |
| <u>Virginia employing school division or accredited nonpublic school (if applicable)</u> | | | |

***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.) | <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 of conviction.) | <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)? (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.) | <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 of conviction.) | <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 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.) | <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 statement giving full details and official documentation of the founded complaint.) | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.) | <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 _____

Individualized Renewal Record
(Page 3 of 3)

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 | | | | |
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| Option 6: Mentorship/Supervision (90) Person Date Supervised | | | | |
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| Option 7: Educational Project (90) Title Dates | | | | |
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| Option 8: Professional Development Activities (180) Project/Title Dates | | | | |
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