

# *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*

# *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, Child Abuse Recognition and Intervention training must be completed. To access the child abuse training please access the following link:

[http://www.vcu.edu/vissta/training/va\\_teachers/](http://www.vcu.edu/vissta/training/va_teachers/)

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, (804) 225-2022.

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# *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. In addition, individuals are required to complete the following:

1. Child Abuse and Neglect Training tutorial that may be accessed at the following website: [http://www.vcu.edu/vissta/training/va\\_teachers/](http://www.vcu.edu/vissta/training/va_teachers/)
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. 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/VDOE/newvdoe/feeschedule.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 drawn from the following eight options.

An activity is used to accrue points under only one renewal option. For example, an educator who exchanges positions with another educator 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 course work offers content that provides new information and is offered on-campus, off-campus, or through extension 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 and may be satisfied with undergraduate or graduate-level course work 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 course work 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 course work 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 course work 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 course work 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 course work in the academic content area indicated by the endorsement or a related subject area.

### **What are acceptable alternatives to content area course work?**

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 course work 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 course work taken to obtain a new teaching endorsement or advanced degree or course work 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 of endorsement on the license and/or teaching assignment if the license holder does not have a master's degree.
- 2) Course level determined by officials of the institution, documentation provided in the institution's graduate or undergraduate catalog.
- 3) Must be earned at a regionally accredited two-year or four-year college/university or must be earned at a vocational education workshop.
- 4) Must be taken for credit.
- 5) Must result in a passing grade or "pass" for courses taken on a "pass" or "fail" basis.
- 6) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency.

D. Verification:

Official transcripts or official "student copy" of transcripts are accepted. Grade reports, photocopies, and electronic records are not accepted. A transcript that arrives separate may not provide sufficient identifying information to be accurately matched. 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) Letters of invitation, acceptance, and thank you
- 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 or groups such as the Appalachian Educational Laboratory (AEL)
- 2) Conferences sponsored by professional organizations or the 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
- E. Examples:
- 1) Tales out of School, Patrick Welsh
  - 2) When Past is Prologue: A History of Roanoke County, Deedie Kagey
  - 3) Test Booklet ECCE ROMANI 2: Rome at Last, Cathy Daugherty
  - 4) **Teacher Expectations and Student Achievement**, Sam Kerman and Mary Martin

## ***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) Assistance to 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 professional exchange program in which the license holder changes position with another educator for an extended period of time; 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) Exchange of assignments by an elementary reading specialist and a local public librarian
- 2) Sabbatical leave for a high school technology education teacher to work in auto assembly plant
- 3) Institutional self-study
- 4) Administrative review committee
- 5) Teaching of a course for a college/university or for an employing educational agency activity

## ***8. Professional Development Activity***

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) Teacher Expectations Student Achievement (TESA) program
  - 3) Classroom management staff development programs

# *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.

## ***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 Individualized Renewal Record 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, Post Office Box 2120, Richmond, VA 23218-2120. E-mailed and faxed requests will not be accepted.
2. 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 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 transcripts 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 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.
5. Attach the Child Abuse Recognition and Intervention Training Certificate. An individual can complete the online tutorial on the following website: [http://www.vcu.edu/vissta/training/va\\_teachers/](http://www.vcu.edu/vissta/training/va_teachers/)
6. 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, Post Office 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 Individualized Renewal Record and transcript, if applicable, should be submitted to the Department of Education during the fifth year of the validity period by June 30; the new license will not be issued until the year the license expires.

The Individualized Renewal Record should be submitted to the Division of Teacher Education and Licensure, Department of Education, after January 1 but before June 1 of the fifth year of the validity period.

## *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 non-evaluative 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 Individualized Renewal Record 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 Individualized Renewal Record. 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 Individualized Renewal Record 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 Individualized Renewal Record, 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. Non-evaluative 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 should 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 Individualized Renewal Record 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 agency 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 Individualized Renewal Record 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 Individual Renewal Record from another employing educational agency within the Commonwealth.

*. . . The Department of Education*

The 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 Individual Renewal Record; 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 Virginia Code, Title —22.1, Chapter 15, Section 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)*

### **8VAC20-22-110. Requirements for renewing a license.**

- A. The Division Superintendent, Postgraduate Professional, Collegiate Professional, Technical Professional, Pupil Personnel Services, and School Manager Licenses may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan that includes ongoing, sustained, and high-quality professional development.
- B. Virginia public school divisions and public education agencies must report annually to the Department of Education that instructional personnel have completed high quality professional development each year as set forth by the Virginia Department of Education.
- C. Professional development points may be accrued by the completion of professional development activities to improve and increase instructional personnel's knowledge of the academic subjects the teachers teach or the area assigned from one or more of the following eight options.
  - 1. College credit. Acceptable coursework offers content that provides new information and is offered on-campus, off-campus, or through extension by any regionally accredited two- year or four-year college or university. College coursework must develop further experiences in subject content taught, teaching strategies, uses of technologies, leadership, and other essential elements in teaching to high standards and increasing student learning. At least 90 points for each five-year renewal shall be in the content area(s) currently being taught if the license holder does not hold a graduate degree. Instructional personnel must complete coursework to improve and increase the knowledge of the academic subjects or endorsement areas in which they are assigned.
  - 2. Professional conference. A professional conference is a workshop, institute, or seminar of four or more hours that contributes to ongoing, sustained, and high-quality professional development.
  - 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 education institution in the teaching area assigned. This includes the alignment of curriculum frameworks,

instructional materials, and assessments to provide a system with clear expectations of what is to be taught and learned.

4. Publication of article. The article must contribute to the education profession or to the body of knowledge of the license holder's teaching area or instructional position. Grant reports that present the results of educational research are acceptable provided the license holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating, or evaluating the study or innovation. The article must be published in a recognized professional journal.
5. Publication of book. Books must be published for purchase and must contribute to the education profession or to the body of knowledge of the license holder's teaching area or instructional position. The published book must increase the field of content knowledge, planning and assessment for evaluating and providing students with feedback that encourages student progress and measures student achievement, instruction, safety and learning environment, communication and community relations working with students, parents, and members of the community to promote broad support for student learning. Points will not be awarded for books self-published.
6. Mentorship. Mentoring is the process by which an experienced professional, who has received mentorship training, provides assistance to one or more persons for the purpose of improving their performance. Assistance may involve role modeling, direct instruction, demonstration, observation with feedback, developing of plans, and consultation to promote instructional excellence and increased student achievement. Mentoring may include the supervision of a field experience of a pre-service student teacher or an intern in an approved teacher/principal preparation program, as well as mentoring as part of the induction process for a beginning teacher or a first-year administrator. Individuals serving in this role and submitting documentation for license renewal based on the mentorship option shall receive training as a mentor prior to the assignment and at least once during the five-year renewal cycle.
7. Educational project. Educational projects must be planned, focused projects based on high standards of teaching and learning. Projects must result in a written report or other tangible product. Projects must contribute to the education profession or to the body of knowledge of the license holder's teaching area or instructional position. A project could include participation in new professional responsibilities, such as leading a school improvement initiative.

8. Professional development activity. Professional development activities must focus on student learning and achievement, school wide educational improvement, leadership, subject content, teaching strategies, and use of technologies and other essential elements in teaching to high standards. Activities must be planned, rigorous, systematic, and promote continuous inquiry and reflection. Local employing educational agencies are encouraged to design professional development activities that are conducted in school settings and linked to student learning and achievement.
- D. A minimum of 90 points (three semester hours in a content area) at the undergraduate (two-year or four-year institution) or graduate level in the license holder's endorsement areas shall be required of license holders without a master's degree and may be satisfied at the undergraduate (two-year or four-year institution) or graduate level. 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, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process. 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. Technical Professional License holders without baccalaureate degrees may satisfy the requirement through career and technical education workshops, career and technical education institutes, or through undergraduate coursework at two-year or four-year institutions.
- E. Content area courses are courses at the undergraduate level (two-year or four-year institution) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social sciences, 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 elementary education, middle education, special education, or reading endorsements must satisfy the 90-point requirement through reading coursework or content coursework in one of the areas listed above. Courses available through a regionally accredited college's or institution's department of education may be used to satisfy the content requirement for those license holders with endorsements in health and physical education, career and technical education, and library science education.

- F. 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 coursework taken because of a particular need of a particular teacher.
- G. The remaining 90 points may be accrued by activities drawn from one or more of the eight renewal options. Renewal work is designed to provide licensed personnel with opportunities for professional development relative to the grade levels or teaching fields to which they are assigned or for which they seek an added endorsement. Such professional development encompasses (i) responsible remediation of any area of an individual's knowledge or skills that fail to meet the standards of competency and (ii) responsible efforts to increase the individual's knowledge of new developments in his field and to respond to new curricular demands within the person's area of professional competence.
- H. The proposed work toward renewal in certain options must be approved in advance by the chief executive officer or designee of the employing educational agency. Persons who are not employed by an educational agency may renew or reinstate their license by submitting to the Office of Professional Licensure, Department of Education, their individualized renewal record and verification of points, including official student transcripts of coursework taken at an accredited two-year or four-year college or university.
- I. Accrual of professional development points shall be determined by criteria set forth by the Virginia Department of Education.
- J. Persons seeking license renewal as teachers must demonstrate proficiency in the use of educational technology for instruction.
- K. Virginia school divisions and nonpublic schools will recommend renewal of licenses using the renewal point system. The renewal recommendation must include verification of demonstrated proficiency in the use of educational technology for instruction.
- L. Training in instructional methods tailored to promote academic progress and effective preparation for the Standards of Learning tests and end-of-grade assessments is required for licensure renewal.
- M. If they have not already met the requirement, persons seeking licensure renewal as teachers must complete study in child abuse recognition and intervention in accordance with curriculum guidelines developed by the Board of Education in consultation with the Department of Social Services that are relevant to the specific teacher licensure routes.

# *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, Commission on Institutions of Higher Education.
- Middle States Association of Schools of Colleges, Commission on Institutions of Higher Education
- North Central Association of Schools and Colleges, Commission on Institutions of Higher Education
- Northwest Association of Schools and Colleges, Commission on Institutions of Higher Education
- Southern Association of Schools and Colleges, Commission on Colleges
- Western Association of Schools and Colleges, Commission on Institutions of Higher Education

# ***Glossary***

## ***Advisor***

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 individualized Renewal Record, and forwards the completed Individualized Renewal Record to the chief executive officer or designee.

## ***Chief Executive Officer***

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***

An area of professional competency within the license holder's field of knowledge.

## ***Employing Educational Agency***

An organization that employs personnel who are required by Virginia regulations to be properly licensed.

## ***Endorsement Area***

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 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.

## ***Individualized Renewal Record***

The document certifying completion of the professional development activities necessary to renew the license holder's license.

## ***Internship***

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***

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 for an option that may be counted toward renewal during the validity period.

## ***Mentorship***

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

## ***Point Value Assignment***

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

## ***Renewable License***

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

**VIRGINIA LICENSURE RENEWAL OPTIONS**

	<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	•Official transcript or official “student copy” of transcript
<b>Criteria:</b>	1) Must be course work (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.  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) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency.		
<b>2. Professional Conference</b>	45	Participation-5 points per day Presentation-15 points per topic presentation	•Conference program  •Letters of invitation, acceptance, and thank you  •Employing educational agency approved leave request  •Conference participants list  •Certificate of attendance/completion
<b>Criteria:</b>	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.		

	<b>Maximum # of Points</b>	<b>Point Value Assignment</b>	<b>Verification</b>
3. Curriculum Development	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:	<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"> <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:	<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"> <li>•Copy of the published book</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:	<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"> <li>•Participant list from college/university</li> <li>•Employing educational agency assignment list</li> </ul>
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"> <li>•Acceptance for exchange program from college/university, or business</li> <li>•Written summary/journal of project activities</li> </ul>
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 Activity	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/attendance</li> </ul>
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>		

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Virginia Department of Education  
 Division of Teacher Education and Licensure  
 Post Office Box 2120  
 Richmond, VA 23218-2120

INDIVIDUALIZED RENEWAL RECORD

Name: Last First Middle Renewal Year Social Security No.

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

Social Security No.

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				