

Salem City Schools
Office of Personnel Services
510 College Avenue
Salem, VA 24153

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

This is in reply to your request for renewal information. "License Renewal at a Glance" addresses frequently asked questions about the license renewal process for Virginia. This document is designed as a quick review for those familiar with the renewal process. For a more detailed explanation of the licensure renewal process, you should access the Licensure Renewal Manual at

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

1. WHO MUST RENEW?

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

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

Provisional Licenses and International Educator Licenses are not renewable. Expired full five-year licenses must be renewed. You do not need to apply for a new license.

2. WHO IS MY LICENSE RENEWAL ADVISOR?

Licensed employees assigned to schools are advised by their school principal or assistant principal, as are REWIP participants. Principals and central office based employees are advised by directors. A complete list of advisors can be found at

<http://www.salem.k12.va.us/salemdiv/employeeforms/LicensureAdvisors.pdf>

3. WHERE CAN I OBTAIN A BLANK INDIVIDUALIZED RENEWAL RECORD?

A blank Individualized Renewal Record can be found on the Salem Schools website at

<http://www.salem.k12.va.us/salemdiv/employeeforms/LicenseRenewalRecord.pdf>

4. WHAT ARE THE RENEWAL REQUIREMENTS?

The renewal process is based on a mutual trust between the license holder and an advisor, who is responsible for promoting quality renewal plans by confirming and assessing the proposed professional development activities suggested by the license holder.

Licensure renewal requires 180 professional development points. 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. Any teacher may use coursework that meets the criteria of the Domains of Professional Competency as listed on Page 3 of the license renewal manual. 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, 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 the Student Assessment Program may be accepted in lieu of the content course for one renewal cycle.

Renewal points can be accrued by completion of activities through one or more of the following eight options:

- 1) College credit
- 2) Professional conference
- 3) Curriculum development
- 4) Publication of article
- 5) Publication of book
- 6) Mentorship/supervision
- 7) Educational project
- 8) Professional development activity

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

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

http://www.doe.virginia.gov/teaching/licensure/child_abuse_training.shtml

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

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

Please note: Child Abuse Recognition and Intervention Training and Technology Standards for Instructional Personnel must be completed once. If this information is already on file in the licensure office, it does not need to be submitted again.

5. DOES SALEM CITY SCHOOLS HAVE ESTABLISHED POINTS FOR ACTIVITIES COMMONLY COMPLETED BY EDUCATORS?

Yes. These activities are listed below and are updated as needed.

Option 1: College Credit (180)

- Graduate Credit Hours Achieved Via National Board Certification 30 points/credit hour
- Conversational Spanish Class (2 semester hours - VWCC) 60 points

Option 6: Mentorship/Supervision (90)

- Supervision of a student teacher:
 - Full semester 45 points
 - Half semester 23 points
- Supervision of a student intern (including SHS Child Care Program) 30 point
 - One-half points for one-half semester
- Serving as a mentor for a new teacher 30 points
 - Mentors may be paid \$300 in lieu of license renewal points
- Serving as a Clinical Faculty Lead Teacher (annually pre SY 2007-08) 45 points

Option 7: Educational Project (90)

- Completion of NBC Process (also 90 points under Option 8) 90 points (also renewal of NBC)
- Grade Level Leader (Elementary Schools) 20 points per year
- CPR/First Aide Instructor 15 points per year
- Web Page Master (non-paid work) 10 points per year
- Character Counts School Coordinator 5 points per year
- Science Summer Camp 15 points per year (max 45 pts.)
- Member of Staff Wellness Committee 10 points per year (max 50 pts.)

Option 8: Professional Development Activity (180)

- Completion of NBC process (also 90 points under Option 7) 90 points (also renewal of NBC)
- Teacher Expectations Student Achievement (TESA) 60 points
- 4-day Marilyn Burns Workshop 35 points
- 3-day Margaret Sue Copenhaver Institute (annually) 25 points
- Participation Mentor Teacher Co-Hort 10 points per year (max 30 pts.)
- Leadership Mentor Teacher Co-Hort 30 points per year (max 90 pts.)
- CPR/First Aide Training 5 points
- Completion of Clinical Faculty Training 5 points

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

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

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

If Employed in a Virginia Educational Agency:

- Develop an individualized renewal plan based upon professional needs/goals and the employing educational agency's staff development priorities, and complete required training for Child Abuse Recognition and Intervention and Technology Standards for Instructional Personnel.
- Initiate an annual meeting with the advisor to review, amend, and verify the individualized renewal plan and activities on the Individualized Renewal Record.
- Submit the completed form to the advisor for signature as required by your employer.
- With the advisor, submit the completed Individualized Renewal Record, appropriate verification of 180 renewal activity points, verification of child abuse and technology training, and the renewal fee to the Salem City Schools Personnel Office. The Personnel Office will submit the request to the Department of Education, along with the fee for processing. Current Salem School employees should make checks payable to Salem City Schools. All others should make check payable to the Treasurer of Virginia.
- Changes on licenses may be requested anytime but are typically requested when licenses are renewed. Typical requests involve name changes, adding endorsements, upgrading licenses from Collegiate Professional to Postgraduate Professional, and adding a Career Path to Teaching designation. A more detailed explanation of the Career Path to Teaching designation can be found on the Salem Schools website at

Please note: If a license holder is serving as a Virginia school division superintendent, the school board chair must verify renewal. Division Superintendent license holders with additional licenses should request the renewal of those licenses with the renewal request of the Division Superintendent license. A single renewal fee covers the renewal of all licenses.

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

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

- Plan a program of professional development activities to accrue 180 renewal points consistent with options/requirements outlined in the Virginia Licensure Renewal Manual. Individuals who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity. Their request must indicate that they are not employed in a Virginia educational agency and include their license number. Please send the request to the Virginia Department of Education, Division of Teacher Education and Licensure, Post Office Box 2120, Richmond, VA 23218-2120. Emailed and faxed requests will not be accepted.
- Complete the Individualized Renewal Record form, list the activities completed, and convert the activities to points. **A Superintendent's or Advisor's signature is not required.**
- Attach appropriate verification of 180 renewal activity points to the record form.
- Attach the renewal fee to the Individualized Renewal Record form and the supporting verification. A personal check, cashier's check, or money order payable to the Treasurer of Virginia must accompany the request.
- Attach the Child Abuse Recognition and Intervention Training Certificate.

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

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

8. WHAT IS THE RENEWAL FEE?

The renewal fee is \$25. Salem School employees must submit a personal check, cashier's check, or money order payable to Salem City Schools along with the renewal request.

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

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

9. WHAT IF MY LICENSE HAS ALREADY EXPIRED?

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

For more information regard license renewal, please refer to the Licensure Renewal Manual

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