

# ***Virginia Licensure Renewal Manual***

***This Manual is for Individuals Who  
Hold a 10-Year Renewable License***

***Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120  
Richmond, Virginia 23218-2120***

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## Introduction

This manual describes the process for renewing Virginia’s educators’ licenses through an individualized plan. In response to 2018 General Assembly legislation (House Bill 1125 and Senate Bill 349), effective July 1, 2018, the Board of Education issues ten-year renewable licenses. Five-year renewable licenses are no longer issued.

Individuals who hold a **ten-year renewable license** must complete **270 points for renewal**, including statutory requirements for renewal. Individuals will provide evidence of completing renewal activities that address at least one of **8 Standards** (page 5) and that fall into one of **8 Options** (page 11). The point-value for various professional development activities are outlined in this manual.

License holders are responsible for meeting license renewal requirements as set forth in the *Licensure Regulations for School Personnel* and the *Code of Virginia*. The *Virginia Licensure Renewal Manual for Five-Year Licenses* and the *Virginia Licensure Renewal Manual for Ten-Year Licenses* provide guidance for all license holders in planning their personal growth within the profession. For more information on the responsibilities of the license holder, advisor, and educational agency, and the Virginia Department of Education (VDOE) see the Frequently Asked Questions section (Appendix B).

Before completing a renewal request, please review the following key points:

- All statutory renewal requirements must be completed for each renewal request.
- All activities must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. If not employed by a Virginia educational agency, the applicant will submit all documentation related to activities for VDOE staff to review; pre-approval may be requested prior to completion of activities (see below).
- There shall be complete reciprocity among employing educational agencies of the Commonwealth with respect to professional development points earned by the license holder.
- The Division Superintendent license, Postgraduate Professional license, Collegiate Professional license, Online Teacher license, Pupil Personnel Services license, Vocational Evaluator license (no longer issued), School Manager license, or Technical Professional license may be renewed.
- In cases of employed division superintendent licenses, renewal points must be approved by an executive officer other than themselves.

### ***Submission Process Overview***

Employment status determines how renewal requests are submitted. Complete instructions for submission are included on page 8.

- **If employed in a Virginia educational agency:**
  - Individuals will submit a completed renewal packet directly to the appropriate individual in the employing Virginia school division or Virginia accredited nonpublic school. The agency is responsible for verifying all requirements, including renewal points, and will then submit the request for renewal to the VDOE Office of Licensure.
  
- **If not currently employed with a Virginia educational agency:**
  - If an individual is not employed by a Virginia school division or Virginia accredited nonpublic school, the renewal application should be submitted to:

The Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120, Richmond, Virginia 23218-2120

- An updated Application for License Renewal is required for a license to be issued. If an incomplete packet is submitted, an application will be retained for only one year.

## Standards

The substance or content of each renewal activity must be consistent with the license holder's goal(s) for professional growth and development and must clearly align with one or more of eight **Standards**. License holders should choose, and advisors should verify, only those activities in which the professional development and learning activities align with the below Standards.

Although individuals may choose activities related to any of the below Standards, the only Standard that is specifically mandated by the Board of Education is Standard 5. However, despite the Board's specific reference to Standard 5, it is important to note that Standard 5 is effectively satisfied by completing the Cultural Competency Training, as prescribed by the Board of Education.

- **Standard 1: Professional Knowledge/Leadership/Organizational Management**
- **Standard 2: Instructional Planning**
- **Standard 3: Instructional Delivery/Instructional Leadership**
- **Standard 4: Assessment of/for Student Learning**
- **Standard 5: Learning Environment/School Climate/Communication and Community Relations/Safety (Social Emotional Learning/ Trauma Information Teaching/Classroom Management)**
- **Standard 6: Culturally Responsive Teaching and Equitable Practices)**
- **Standard 7: Professionalism**
- **Standard 8: Student Academic Progress**

Refer to the [Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents](#) to review the performance standards and indicators.

## Renewal Requirements for All License Holders

In order to meet renewal requirements, individuals must satisfy specific **Statutory Requirements**, the points for which count towards the required 270 renewal points. The remaining points may be earned through activities related to the **Standards** as outlined in the table below.

Table 1: Meeting Renewal Requirements

Required Items	Flexible Options
<p><i>The items in this column MUST be addressed as part of the renewal requirements. Points for each statutory requirement will be applied to the required 270 renewal points.</i></p>	<p><i>Individuals may select the activities related to items in this column to meet the remaining renewal points required to meet 270.</i></p>
<p><b>Statutory Requirements</b></p> <ul style="list-style-type: none"> <li>• Emergency First Aid, CPR (including hands-on training) and AED certification or training <b>(5 points)</b></li> <li>• Child Abuse and Neglect Recognition and Intervention Training <b>(5 points)</b></li> <li>• Dyslexia Awareness Training <b>(5 points)</b></li> <li>• Special Education Training – completed in two prescribed modules <b>(5 points per module)</b></li> <li>• Cultural Competency Training as prescribed by the Board of Education <b>(15 points)</b></li> <li>• <i>School Counselors ONLY:</i> Training in the recognition of mental health disorder and behavioral stress, including depression, trauma, violence, youth suicide, and substance abuse – completes in five</li> </ul>	<p><b>Standards 1-4 and 6-8</b></p> <ul style="list-style-type: none"> <li>• Standard 1: Professional Knowledge/Leadership/Organizational Management</li> <li>• Standard 2: Instructional Planning</li> <li>• Standard 3: Instructional Delivery/Instructional Leadership</li> <li>• Standard 4: Assessment of/for Student Learning</li> <li>• Standard 6: Culturally Responsive Teaching and Equitable Practices</li> <li>• Standard 7: Professionalism</li> <li>• Standard 8: Student Academic Progress</li> </ul>

<p>prescribed modules <b>(2 points per module)</b></p> <ul style="list-style-type: none"> <li>• <i>For Certain Endorsements ONLY</i> [see pages 21-22 for more details]: Virginia History of State and Local Government Module <b>(5 points)</b></li> <li>• <i>Individuals with an endorsement in history and social sciences:</i> Individuals with an endorsement in history and social sciences: African American history instruction as prescribed by the Board of Education; African American History Course is forthcoming. <b>(Points TBD)</b></li> </ul>	
<p>Standard 5: <b>(Minimum of 15 points)</b></p> <ul style="list-style-type: none"> <li>• Standard 5: Learning Environment/School Climate/Communication and Community Relations/Safety (Social Emotional Learning/ Trauma Informed Teaching/Classroom Management) <ul style="list-style-type: none"> <li>○ Satisfied by Cultural Competency Training as prescribed by the Board of Education <b>(15 points)</b></li> </ul> </li> </ul>	

The Board of Education recognizes that many professional development activities topics address these Standards. **Refer to the [Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents](#) to review the performance standards and indicators related to the above eight Standards.**

## Instructions for Submitting an Application for Renewal

Individuals are required to complete the requirements outlined for license renewal. **All statutory renewal requirements must be completed for each renewal request.** The process for submitting a renewal request depends on the individual's employment status at the time of the request:

**Individuals who are employed** with a Virginia public school division or with a Virginia accredited nonpublic school must submit their application and documentation to their employing educational agency. The agency is responsible for verifying all requirements, including renewal points, and will then submit the request for renewal to the VDOE Office of Licensure.

**Individuals who are not employed** with a Virginia educational agency should submit their application, fee, and documentation in a single packet to:

The Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120, Richmond, Virginia 23218-2120

Those not employed with an educational agency who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity to the Virginia Department of Education, Office of Licensure and School Leadership. Information regarding this request can be found in the **FAQs** section (Appendix B).

**PLEASE NOTE:** Documents submitted to the Virginia Department of Education for review, as part of the renewal application, are not returned to the individual.

### ***Application Packet***

#### **Step 1: Application**

Please respond to all fields on the Application for License Renewal, whether online or on the paper application. The application for License Renewal is included in the Appendix. **The applicant is responsible for notifying the Department of Teacher Education and Licensure in writing of mailing address and name changes.**

## IMPORTANT NOTICES:

In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their Social Security numbers. Additionally, Virginia uses applicants' Social Security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your Social Security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation, suspension, denial, and reinstatement as noted above. Please note that if you do not provide your Social Security number, your application will not be processed and no Virginia teaching license will be issued.

If you responded affirmatively to any of the questions in **Part II** of the application, a letter of explanation and requested documentation must be submitted. The submission of an application for a Virginia license or request for license renewal may result in the denial of a license for any reason listed in the *Licensure Regulations for School Personnel*, 8VAC20-23-750. The denial of a license is an adverse licensure action that is reported to division superintendents in Virginia and to chief state school officers of the other states and territories of the United States and could affect the status of any license or certificate that the applicant holds in another state and/or the status of any application

### **Step 2: Nonrefundable Application Fee**

A \$50 nonrefundable fee is required to apply for license renewal. Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. School divisions will continue to have the option to submit payment for individual or batch renewal requests through an established VDOE account if desired. If an individual holds two renewable licenses (such as a Postgraduate Professional License and a Division Superintendent License), each license requires a \$50 renewal fee (total of \$100). The [detailed fee schedule for licensure](#) is available on the Licensure website.

### **Step 3: Statutory Requirements**

**All statutory renewal requirements must be completed for each renewal request, including those requirements that may already have been previously completed for initial licensure.** For example, although a teacher may have completed the Child Abuse and Neglect Recognition Training when requesting their initial license, the training will need to be completed again for renewal. Include a copy of each certificate verifying completion of the statutory requirements. Points earned for each activity will be applied to the 270 required renewal points **under Option 8**. Individuals seeking license renewal **must** complete the following requirements:

- Child Abuse and Neglect Recognition Training (5 points)
- Emergency First Aid, CPR (including hands-on practice), and AED Training or Certification (5 points)
- Dyslexia Awareness Training (5 points)
- Cultural Competency Training (15 points)
- Special Education Training (2 modules; 5 points per module)
- Training in the Recognition of Mental Health Disorder and Behavioral Distress (Only required for School Counselors; 5 modules; 2 points per module)
- Virginia History or State and Local Government Module (Only required for licensees who hold any endorsement listed on pages 22-22; 5 points)
- African American history instruction, forthcoming (Only required for licensees who hold a History and Social Sciences endorsement; points TBD)

Details on each of these trainings, including how to access them and the required documentation, are included in **Appendix A**, and are also available on the [VDOE website](#). The Board of Education has provided a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. An individual requesting a waiver must submit a "[Request for a Waiver Form](#)."

#### **Step 4: Professional Development Renewal Points:**

In addition to the points accumulated by completing the above Statutory Requirements, the remaining renewal points needed to reach 270 will be met by addressing at least one of the eight Standards set forth in this manual (see Table 1).

In order to count towards renewal points, all activities must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Individuals who are not employed by a Virginia educational agency who are unsure of whether an activity meets the criteria must submit a written request for pre-approval of the activity to the Virginia Department of Education, Office of Licensure and School Leadership. Information regarding this request can be found in Appendix B. There shall be complete reciprocity among employing educational agencies of the Commonwealth with respect to professional development points earned by the

license holder. Professional development activities completed by provisional license holders may not be credited towards license renewal.

There are eight **Options** for renewal activities. The options are described, in detail, below.

**A renewal activity should NOT be a routine employment responsibility.**

The activity can only be reported under 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. Note that some activities include a point minimum, as outlined below.

***Option 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.

- A. Maximum number of points: 270
- B. Point value assignment:
  - a. One semester hour = 30 points
  - b. One quarter hour = 20 points
- C. Criteria:
  - a. Must provide new information and be earned at an accredited two-year or four-year college/university.
  - b. Must be taken for credit.
  - c. Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.
  - d. Must be verified by an official transcript or official student transcript.
- D. Verification:

Official transcripts or official student transcripts are accepted. Transcripts may be submitted to the chief executive officer or designee of the employing educational agency or to the Virginia Department of Education, if the license holder is not employed.

Once you have completed coursework from an accredited college or university, contact the registrar’s office of the institution(s). Request official student transcripts to be sent to you, and submit the transcripts in a **sealed** envelope with your application packet.

Official student transcripts (bearing the registrar's signature and embossed seal) that have been issued to students are acceptable, as long as they are in a sealed envelope.

Additionally, transcripts may be electronically submitted directly to the Virginia Department of Education via Parchment or National Student Clearinghouse.

Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in **sealed** envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted or returned.

- E. Examples
  - a. ENG 565: Eighteenth Century and Romantic British Literature
  - b. CHE 512: Physical Chemistry for the Life Sciences

### ***Option 2: Professional Conference***

A professional conference is defined as any formal in-person, virtual, or hybrid meeting, workshop, institute, or seminar of four or more hours in length, which addresses educational issues through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students.

- A. Maximum number of points: 60
- B. Point value assignment:
  - a. Participation - 5 points per day.
  - b. Presentation - 15 points per topic presentation.

Points may be assigned for only one presentation on the same topic per validity period.

- C. Criteria
  - a. Must be **four or more hours in length**.
  - b. 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.
  - c. 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.

- d. May be local, regional, state, national, or international in scope.
- D. Verification (one or more of the following):
  - a. An invitation, acceptance letter, and thank you letter
  - b. Employing educational agency approved leave request
  - c. List of conference participants
  - d. Certificate of attendance/completion
- E. Examples:
  - a. Instructional workshops or seminars
  - b. Conferences sponsored by professional organizations or the Virginia Department of Education
  - c. School leaders conferences

### ***Option 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 curriculum panel or committee.

- A. Maximum number of points: 135
- B. Point value assignment: one point per clock hour
- C. Criteria:
  - a. Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
  - b. 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.
  - c. 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):
  - a. Employing educational agency's participant list
  - b. Curriculum guide
  - c. Committee assignment list
- E. Examples:
  - a. Development and/or revision of curriculum guides

- b. Development of teaching strategies and/or supplemental materials
- c. Curriculum alignment

**Option 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: 135
- B. Point value assignment: 45 points per narrative, article, or report
  - a. In the event of multiple authors, the 45 points shall be divided among the authors or investigators.
  - b. In no instance shall more than 45 points be awarded for a single narrative, article, or report.
- C. Criteria:
  - a. Must clearly align with one of the Standards.
  - b. Must be published in a professional journal or a publication sanctioned by the employing educational agency.
  - c. If a grant, must be approved by the employing educational agency.
  - d. 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):
  - a. Copy of the published article
  - b. Copy of the final grant report
  - c. Publisher's letter of publication date
- E. Examples:
  - a. Publication in a professional or content-area journal
  - b. Publication in a magazine sponsored by the employing educational agency
  - c. Report of educational research project results

**Option 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: 135
- B. Point value assignment: 90 points per book
  - a. In the event of multiple authors, the 90 points shall be divided among the authors or editors.
  - b. In no instance shall more than 90 points be awarded for a single book.
- C. Criteria:
  - a. Must be published for purchase (self-publications are not applicable).
  - b. Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).
  - c. Should represent a substantive change of the original text in the case of revision.
- D. Verification (one or more of the following):
  - a. Copy of the published book or book title pages, including the author's (license holder's) name and publishing information. [Please note that books and other materials will not be returned.]
  - b. Copyright for the completed work in the field of theatre, fine arts, or music
  - c. Copyright for instructional program
- E. Example:
  - a. Published books for purchase

### ***Option 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: 135
- B. Point value assignment: one point per clock hour
- C. Criteria:
  - a. Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher, beginning teacher, or

beginning administrator. Note: An activity should not be a routine employment responsibility.

- b. Must have prior approval from the chief executive officer or designee.
  - c. Prior approval for mentorship/supervision is a commitment that professional development points will be awarded for the activity.
  - d. 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):
- a. Participant list from college/university
  - b. Employing educational agency assignment list
- E. Examples:
- a. Supervision of an intern in an approved principal preparation/graduate degree program
  - b. Mentoring a beginning teacher/beginning administrator during the first year of teaching/administration

### ***Option 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: 135
- B. Point value assignment: one point per clock/contact hour
- C. Criteria:
  - a. Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
  - b. 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.

- c. Must result in a written report or other tangible product.
- D. Verification (one or more of the following):
  - a. Acceptance for exchange program from college/university, or business
  - b. Written summary/journal of project activities
- E. Examples:
  - a. Participation in a special project assigned by the division superintendent
  - b. Sabbatical leave for a high school technology education teacher to work in the semiconductor industry
  - c. Institutional self-study
  - d. Teaching of a course for a college/university or for an employing educational agency activity

### ***Option 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.

The completion of high quality microcredentials may be accepted toward license renewal. Microcredentials are an emerging way for educators to demonstrate their knowledge and/or skill in a particular topic through competency-based evidence. The microcredential must be approved by the employing educational agency or the Virginia Department of Education.

Completion of the statutory requirements are also considered a part of professional development and should therefore be reported under Option 8 on the application.

- A. Maximum number of points: 270
- B. Point value assignment: one point per clock/contact hour

- C. Criteria:
  - a. Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
  - b. 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.
- D. Verification (one or more of the following):
  - a. Participants list from employing educational agency
  - b. Certificate of completion/attendance
- E. Examples:
  - a. Instructional skills programs
  - b. Differentiation of instruction program
  - c. Classroom management staff development programs
  - d. National Board Certification
  - e. Microcredential

## Appendix A:

### Statutory Requirements Details

#### **Child Abuse and Neglect Recognition**

Individuals seeking license renewal must complete study in child abuse and neglect recognition and intervention in accordance with curriculum guidelines approved by the Virginia Board of Education. A [training module](#) is available at no cost.

- Individuals must select the “Required Training/Courses” tab under the heading “Child Protective Services.”
- Then select “Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators).”

To print the certificate after completing the training, the computer must be connected to a printer.

#### **Emergency First Aid, CPR (including hands-on practice), and AED Training or Certification**

Every person seeking initial licensure or renewal of a license 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 (i) 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, and (ii) **include hands-on practice** of the skills necessary to perform cardiopulmonary resuscitation. 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.

An individual requesting a waiver must submit a “[Request for a Waiver Form](#).”

The following must be included on official documentation submitted to the licensure office by an individual:

- Individual’s full name
- Title or description of training or certification completed that clearly indicates that all three components were included: 1) emergency first aid, 2) CPR including hands-on practice, and 3) use of AEDs. Documentation must clearly indicate that hands-on CPR practice was included in the training. If your documentation does not clearly indicate

that hands-on practice was included you will need to attach additional documentation such as a letter from the instructor.

- Date the training or certification was completed.
- Signature and title of the individual providing the training or certification or a 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.

### **Dyslexia Awareness Training**

Individuals seeking renewal shall complete awareness training on the indicators of dyslexia, as that term is defined by the Board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. A [dyslexia module](#) is available at no cost.

To print the certificate after completing the training, the computer must be connected to a printer.

### **Special Education Training**

Include a copy of *the two certificates* verifying completion of this statutory requirement. (The certificates are fillable PDFs. Please ensure you type your name and date of completion on the certificates.) Individuals seeking renewal of a license as a teacher shall complete training in the instruction of students with disabilities that includes (i) differentiating instruction for students depending on their needs; (ii) understanding the role of general education teachers on the individualized education program team; (iii) implementing effective models of collaborative instruction, including co-teaching; and (iv) understanding the goals and benefits of inclusive education for all students. This is a two-part module training that includes [Meaningful IEP Online Training](#) and [Evidence-Based Instruction: Strategies and Inclusive Practice](#). Both modules must be completed to satisfy this requirement.

### **Cultural Competency Instruction or Training (prescribed by the Board of Education)**

Individuals seeking renewal shall complete cultural competency instruction or training in accordance with the [Board of Education Guidance](#).

### **African American History Instruction (prescribed by the Board of Education) (Required for individuals renewing a license with an endorsement in History and Social Sciences)**

Include documentation of the completion of the African American History Instruction prescribed in the Board of Education's Guidance. African American History Course is forthcoming.

**Training in the Recognition of Mental Health Disorder and Behavioral Distress (School Counselors Only)**

Individuals seeking licensure renewal with an endorsement as a school counselor must include verification of this required statutory training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Refer to [Superintendent's Memo #003-22](#) for information on training options to meet this requirement.

**Virginia History or State and Local Government Module (Required for licensees with specified as noted):**

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. Successful completion of the [Virginia State and Local Civic Education Module](#) will satisfy this renewal requirement. Please print and submit the module certificate with renewal documentation.

Below is 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 note that some of these endorsements are no longer issued; however, individuals may have received one or more of the endorsements pursuant to previous regulations. Individuals who hold any one of these endorsements on a Virginia license must satisfy the Virginia history or state and local government requirement for renewal.

**Endorsements:**

- Early-Middle Education K-8
- Elementary Grades NK-8
- Elementary Grades K-7
- Elementary Grades K-8
- Elementary Grades 1-7
- Elementary Grades 4-7
- Kindergarten Elementary Grades 1-7
- Economics
- Government

- History
- History and Social Sciences
- Middle Education Grades 4-8
- Middle Education Grades 5-8
- Middle Education Grades 6-8
- Middle Education Grades 6-7
- Middle Education 6-8: History and Social Science
- Social Studies-Without History

## Appendix B:

### Frequently Asked Questions

***What if I need an advisor to approve and sign off on my activity points?***

If an advisor has not been designated for the license holder, the licensee should inform the chief executive officer or designee of the Virginia employing educational agency of the need for an advisor. The chief executive officer or designee must then assign an advisor to the license holder.

***When may I submit my application for renewal?***

The Application for License Renewal, the fee, and supporting documentation may be submitted to the Department of Teacher Education and Licensure, Virginia Department of Education (VDOE), **after January 1** of the year of expiration. All licenses are issued with an effective date of July 1.

License holders employed in a Virginia public school or accredited nonpublic school shall submit all documentation to the designated school division or nonpublic school official as prescribed and directed by the employer. The employer will then submit the documentation to the VDOE on the license holder's behalf.

***What if I am not currently employed in a Virginia public school or accredited nonpublic school?***

Individuals who are not employed in a Virginia educational agency should submit the Application for License Renewal, fee, and documentation to:

The Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120  
Richmond, Virginia 23218-2120

Please note the licensure office does not accept requests or documents via email or fax.

Individuals who are not employed by a Virginia educational agency who are unsure of whether an activity meets the criteria must submit a request for pre-approval of the activity to the same address above. The request for pre-approval of a renewal activity must include the license holder's full name, Virginia license number, current mailing address and documentation of the activity for which pre-approval is being requested.

***What if I don't agree with a decision about my renewal activities?***

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 their 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.
- C. 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.
- D. If the decision of the chief executive officer or designee does not resolve the disagreement, the documentation should be forwarded to the Virginia Department of Education, Department of Teacher Education and Licensure, for resolution.

***What if my license has expired?***

A license need not be active in order to be renewed. An expired license may be renewed by following the guidelines set forth in this manual. Renewal activity, including statutory requirements must have been completed within the ten- year period prior to the time of the renewal requested. For example, if a request for renewal is submitted in 2028, all activity must have been completed since 2018.

***What is the relationship between the License Holder, Advisor, Employing Educational Agency, and Virginia Department of Education?***

The renewal process described in the manual is based on mutual trust between the license holder and an advisor. The license holder and advisor should collaborate 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 their 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 for activities that address the Standards. Agencies 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 their renewal plan.

***What is my responsibility as a license holder?***

To complete the requirements for renewal, the license holder should annually plan and review their 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. The license holder and advisor should submit the Application for License Renewal, documentation, and fee 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 270 professional development points necessary for renewal:

- A. Develop an individualized renewal plan based on the license holder’s 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 Department of Teacher Education and Licensure. The completed Application for License Renewal, the official student transcript from the college or university, if applicable, appropriate fee, and signed verification of the completion of additional requirements will be the only items required for submission to the Virginia Department of Education by an employing Virginia educational agency for renewal of an expired license. Other documentation should be maintained at the local school division level or with the accredited nonpublic school.

***What is my responsibility as an 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:

- A. The advisor should know the requirements for renewal of a Virginia license;
- B. 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;
- C. The advisor should assist the license holder in completing a 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 and growth;
  - D. 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;
  - E. 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
  - F. The advisor should forward the license holder's completed and verified Application for License Renewal to the chief executive officer or designee.

***What is my responsibility as an 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 website;
- C. The chief executive officer or their 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 activities, within the resources of the agency, to ensure that the license holder has an opportunity to choose activities that are appropriate to their goals, needs, and learning styles;
- E. The chief executive officer or designee should certify the completion of all requirements and forward the license holder's completed Application for License Renewal and fee to the Department of Teacher Education and Licensure for renewal; and
- F. The chief executive officer or designee must accept the renewal points accrued by a license holder and verified by another Virginia employing educational agency as documented on the Application for License Renewal.

***What is the responsibility of the Virginia Department of Education?***

The Virginia Department of Education has the following responsibilities in the renewal process:

- A. The Department of Education will post the *Virginia Licensure Renewal Manual* and detailed renewal information on the website;
- B. The Virginia Department of Education, Department of Teacher Education and Licensure, will process license renewals in accordance with the current Board of Education licensure regulations and the *Code of Virginia* 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 of Education will render a decision if disagreements concerning the approval of a renewal activity cannot be resolved at the employing educational agency level.

## **Appendix C:** **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 complete Application for License Renewal to the chief executive officer or designee.

### **Application for License Renewal**

The three-page 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.

### **Employing Educational Agency**

A Virginia 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 ten-year validity period in order to renew the license holder's license.

### **License Holder**

The license holder is a person who holds a renewable Virginia Division Superintendent, Collegiate Professional, Postgraduate Professional, Online Teacher, Technical Professional, Pupil Personnel Services, School Manager, or 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). Individuals who hold a ten-year renewable license must complete 270 points for renewal, including those points earned for completing the statutory requirements for renewal.

**Appendix D:**  
Application for License Renewal

<https://Renew Licenses Using VALO>