



Licensure Renewal Manual



*Virginia Department of Education
Division of Teacher Education and Licensure
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CCPS Licensure Renewal Manual



Introduction

Credentialing is an important exercise that validates the professional knowledge and expertise held by the license holder, as such, the processes of documentation and renewal are important. One of the most vital qualities of all professionals is the commitment to continuous learning and growth in knowledge and skills and it is the renewal process that ensures that school personnel continually update their professional knowledge and skills.

All professional licenses may be renewed upon the completion of 180 professional development points within a five-year period based on an individualized professional development plan. All CCPS professionals are expected to work in collaboration with the division licensure specialist to develop and implement an individual Professional Development Plan (PDP) to guide the completion of the five-year required professional development.

License holders are responsible for satisfying license renewal requirements as set forth in the *Licensure Regulations for School Personnel* and the *Code of Virginia*. Furthermore, it is the responsibility of the license holder to maintain all evidence, artifacts, and documentation to justify all points earned in each cycle. Obtaining a valid license is important because annual contracts may only be issued to licensed professionals.

The Department of Education does not issue a renewable Virginia license for more than a five-year validity period. All licenses are issued with an effective date of July 1. The Application for License Renewal, the fee, and supporting documentation may be submitted to the Division of Teacher Education and Licensure, Department of Education, after January 1 of the year of expiration.

The purpose of this manual is to provide guidance for all license holders as they plan their personal growth within the profession. Moreover, the CCPS Licensure Manual will help to articulate the standards and practices of this division while providing the process for renewing Virginia's educators' licenses through an individualized plan. The department of Human Resources, Strategic Planning and Professional Learning will provide approval of all renewal activities and questions or requests for additional information concerning renewal of professional licenses may be directed to the Licensure Specialist at the division level which is the Director of Human Resources.

The following are the different types of renewable licenses in Virginia:

- Division Superintendent License,
- Postgraduate Professional License,
- Collegiate Professional License,
- Pupil Personnel Services License,
- Vocational Evaluator License *No Longer Issued*,
- School Manager License, and
- Technical License

Domains of Professional Competency

The Director of Human Resources will serve as the advisor for all CCPS license holders. The substance or content of each renewal activity must be consistent with the license holder's goal(s) on their individualized PDP and must clearly fit one or more of the six (6) domains of professional competencies in education six domains.

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 (i.e., 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 (i.e., 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 (i.e., 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

Individuals are required to complete the following requirements for license renewal and submit the application and documentation to the Director of Human Resources, Strategic Planning and Professional Learning. Individuals who are not employed in a Virginia educational agency should submit the application, fee, and documentation to the Division of Teacher Education and Licensure, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120.

PLEASE NOTE: Documents submitted to the Department of Education for review as part of the renewal application for individuals are not returned to the individual. Documentation of course work must be submitted on official transcripts or official student transcripts (bearing the registrar's signature and embossed seal). Grade reports, photocopies of transcripts, and electronic records are not accepted. However, license holders may submit copies of articles, book title pages and publishing information, and related documents, not originals.

The following items are requirements for all Virginia license holders:

1. **180 professional development points:** Eight options are available for individuals to earn the 180 professional development points. Refer to the section, *Summary of the Eight Renewal Options* for details, including documentation required to verify the 180 professional development points. In order to be sure that professional development activities will count towards renewal, individuals should submit a written request for pre-approval of activities not sponsored by CCPS. All CCPS sponsored activities are sanctioned professional development activities and will be permitted for renewal.

2. **Child Abuse Recognition and Intervention Training**: The Child Abuse Recognition and Intervention Training tutorial that may be accessed at the following website:

http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html

At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion. One copy should be maintained for the license holder's records and one copy needs to be attached to the application for renewal.

3. **Technology Standards for Instructional Personnel**: Please note that the technology standards for instructional personnel can be met through CCPS or by completing a Virginia college or university approved program (since December 1998).

4. **Emergency First Aid, CPR, and Use of AEDs Certification or Training**: The 2013 General Assembly amended the *Code of Virginia* to require that individuals seeking initial licensure and license renewal on and after July 1, 2013, shall provide evidence of completion of certification or training in (1) emergency first aid, (2) cardiopulmonary resuscitation, and (3) the use of automated external defibrillators. The certification or training program shall be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. Please refer to the guidelines for the waiver (Appendix A) on the following website:

http://doe.virginia.gov/teaching/licensure/emergency_first_aid_cpr_aed/index.shtml

Official documentation of the completion of Emergency First Aid, CPR, and use of AEDs certification or training submitted by the license holder must include the following:

- Individual's full name (matching the name on licensure forms and the individual's license, if applicable).
- Title or description of training or certification completed that must clearly indicate that all three components were included 1) emergency first aid; 2) CPR, and 3) use of AEDs.
- Date the training or certification was completed.
- Signature and title of the individual providing the training or certification OR printed certificate from the organization or group that provided the training or certification. Legible copies of wallet-sized certification cards or other sized certifications, containing the above information, from organizations providing current national evidence-based emergency cardiovascular care for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross will be accepted.

For additional information on this requirement, please refer to the question and answer document accessible at the following Web site:

http://www.doe.virginia.gov/administrators/superintendents_memos/2013/15613a.pdf

5. **Virginia History/State and Local Government Tutorial:** (The tutorial is required for licensees with specified endorsements as noted in this section. All CCPS core elementary education teachers will be expected to complete this requirement). Effective July 1, 2014, any individual licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history who is seeking renewal of such license is required to demonstrate knowledge of Virginia history or state and local government by completing a module or professional development course specifically related to Virginia history or state and local government that has a value of five professional development points. Successful completion of the Virginia State and Local Civics Education Module located at <http://www.civiceducationva.org> 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 middle school civics or economics and high school government or history. Although some of these endorsements are no longer issued, 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	History
Elementary Grades NK-8	History and Social Sciences
Elementary Grades K-7	Middle Education Grades 4-8
Elementary Grades K-8	Middle Education Grades 5-8
Elementary Grades 1-7	Middle Education Grades 6-8
Elementary Grades 4-7	Middle Education Grades 6-7
Kindergarten Elementary Grades 1-7	Middle Education 6-8: History &
Economics	Social Sciences
Government	Social Studies-Without History

6. **Application for License Renewal:** Submit the three-page application, attaching supporting documentation. The application form must be signed and dated. Photocopies of applications are not acceptable. Note: A superintendent's or advisor's signature is not required for individuals not employed by a Virginia educational agency.
7. **Application Fee:** A \$25 nonrefundable fee is required to apply for license renewal. A personal check, cashier's check, or money order payable to the **Treasurer of Virginia** must accompany the request. If an individual holds two licenses (such as a Postgraduate Professional License and a Division Superintendent License), each license requires a \$25 renewal fee (total of \$50). The detailed fee schedule for licensure can be accessed at the following Web site: http://www.doe.virginia.gov/teaching/licensure/licensure_fees.pdf

PLEASE NOTE: Incomplete applications may result in your license not being renewed, and your documentation will only be retained for one year. If there is a delay in renewing your license, you will be required to submit a new application.

Summary of the Eight Renewal Options

License holders are required to document the accrual of 180 professional development points to renew their licenses. Points for renewal will be based upon activities that may be earned from 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 Activities

PLEASE NOTE: An activity can only be used to accrue points 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. Additionally, activities may not a part of routine employment responsibilities.

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: 180

B. Point value assignment:

- 1) One semester hour = 30 points
- 2) One quarter hour = 20 points

C. Criteria:

- 1) Must provide new information and be earned at a regionally accredited two-year or four-year college/university. All coursework for renewal must be completed at a regionally accredited college or university. The regional accreditation agencies are:
 - New England Association of Schools and Colleges*
 - Middle States Commission on Higher Education*
 - The Higher Learning Commission-North Central Association of Colleges & Schools*
 - Northwest Commission on Colleges and Universities*
 - Southern Association of Colleges and Schools Commission on Colleges*
 - Western Association of Schools and Colleges (WASC)*

- 2) Must be taken for credit.
- 3) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.
- 4) Must be verified by an official transcript or official student transcript submitted to the Director of Human Resources, Strategic Planning and Professional Learning or to the Department of Education if the license holder is not employed.

D. Verification:

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

E. Examples:

- 1) ENG 565, Eighteenth Century and Romantic British Literature
- 2) CHE 512, Physical Chemistry for the Life Sciences

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** and may be local, regional, state, national, or international in scope.
- 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 Director of Human Resources, Strategic Planning and Professional Learning. 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 CCPS Guidelines for Conferences (Appendix C).

D. Verification (one or more of the following):

- 1) An invitation, acceptance letter, and thank you letter
- 2) Employing educational agency approved leave request
- 3) List of conference participants
- 4) Certificate of attendance/completion

E. Examples:

- 1) Instructional workshops or seminars sponsored by consulting groups
- 2) Conferences sponsored by professional organizations or the Virginia Department of Education
- 3) Principals' assessment center participation

3. Curriculum Development

Curriculum development is a group activity in which the license holder contributes to the improvement of the curriculum of a school, a school division, or an educational institution. The license holder may accrue points within this option for time spent in preliminary planning and development or in completing materials for use by teachers and/or students. Credit shall be given for service as an official member of a division, state, national, or international panel or committee.

A. Maximum number of points: 90

B. Point value assignment: one point per clock hour

C. Criteria:

- 1) Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
- 2) Must have prior approval from the Director of Human Resources, Strategic Planning and Professional Learning. Prior approval for curriculum development is a commitment that professional development points will be awarded for the activity.
- 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, 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 or the final grant report
 - 2) Publisher's letter/email of publication date
- E. Examples:
 - 1) Publication in a professional, content-area journal or publication in a magazine sponsored by the employing educational agency
 - 2) 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) Should represent a substantive change of the original text in the case of revision.

- D. Verification (one or more of the following):
 - 1) 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.]
 - 2) Copyright for the completed work in the field of theatre, fine arts, or music
 - 3) Copyright for instructional program

6. Mentorship/Supervision

Mentorship/Supervision is a process by which an experienced professional provides assistance to one or more persons for the purpose of improving performance. Assistance may involve role modeling, direct instruction, demonstration, observation with feedback, development of plans, and informal contact. This option includes the supervision of field experiences of a preservice 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. Must have prior approval from the Director of Human Resources, Strategic Planning and Professional Learning.

- 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, counselor, pre-service student teacher, beginning teacher, or beginning administrator. **Note: An activity should not be a routine employment responsibility.**
 - 2) Must have prior approval from the Director of Human Resources, Strategic Planning and Professional Learning. Prior approval for mentorship or supervision is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
 - 3) Must be in conjunction with an approved educator/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.

- D. Verification (one or more of the following):
 - 1) Participant list from college/university
 - 2) Employing educational agency assignment list

E. Examples:

- 1) Supervision of a student teacher in an approved teacher education program
- 2) Supervision of an intern in an approved principal preparation/graduate degree program
- 3) Mentoring a beginning teacher/beginning administrator during the first year of teaching/administration

7. Educational Project

An educational project is an option for the license holder to enhance the skills or advance the educational needs of the group being served. Activities within this option may include a broad range of programs: participation in a special project assigned by the division superintendent or approved by the superintendent's designee; 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 Director of Human Resources, Strategic Planning and Professional Learning. Prior approval for an educational project is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
- 3) Must result in a written report or other tangible product.

D. Verification (one or more of the following):

- 1) Acceptance for exchange program from college/university, or business
- 2) Written summary/journal of project activities

E. Examples:

- 1) Participation in a special project assigned by the division superintendent
- 2) Sabbatical leave for a high school technology education teacher to work in the semiconductor industry
- 3) Institutional self-study
- 4) A Quality Assurance Review team
- 5) Teaching of a course for a college/university or for an employing educational agency activity

8. Professional Development Activities

Staff development programs have become more sophisticated in recent years with the advent of needs assessment, program design, training, implementation, follow-up, and evaluation components being included in professional development activities. The research on effective staff development includes a large body of knowledge on adult learning that describes which types of programs will best meet the instructional, psychological, emotional, and physical needs of the participants. Quality staff development is sequential in nature and needs ongoing support and/or follow-up in-service programs.

Local employing educational agencies are encouraged to design staff development activities using teams of teachers, administrators, and central office personnel working in a collaborative effort to enhance professional performance and advance the goals of the employing educational agency. Non-college credit activities previously sponsored by educational agencies are now included in several of the options, especially Option 8.

- A. Maximum number of points: 180
- B. Point value assignment: one point per clock/contact hour
- C. Criteria:
 - 1) Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
 - 2) Must have prior approval from the Director of Human Resources, Strategic Planning and Professional Learning. Prior approval for employing educational agency professional development activity is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing agency.
- D. Verification (one or more of the following):
 - 1) Participants list from employing educational agency
 - 2) Certificate of completion/attendance
- E. Examples:
 - 1) Instructional skills programs
 - 2) Differentiation of instruction program
 - 3) Classroom management staff development programs

Responsibilities of License Holder, Advisor, Employing Educational Agency, and Department of Education

The renewal process described in this 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. The Director of Human Resources will serve as the designated advisor for all CCPS professional staff and will be responsible for promoting quality renewal plans by confirming and assessing the proposed professional development activities suggested by the license holder. As the advisor, the HR Director, will provide assistance and resource information regarding renewal options that the individual may elect to include within his/her plan.

It is the responsibility of all license holders to plan and complete professional development activities to lead to renewal; this manual and the advisor are meant to support the plans for relicensure. 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 will meet to prepare the documentation to submit the Application for License Renewal, documentation, and fee to the Virginia Department of Education.

The license holder is responsible for completing the following steps in order to accrue the 180 professional development points necessary for renewal during the five-year validity period of the certificate.

- A. Develop an individualized renewal plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities; and,
- B. Initiate an annual meeting with the advisor, as necessary, to review, amend, and verify the individualized renewal plan and activities on the Application for License Renewal. The record should be completed and signed by the advisor after January 1 but before June 1 of the final year of the current validity period. (The license holder may amend the individualized renewal plan during the annual review or at any other appropriate time in consultation with the advisor.)
- C. With the advisor, verify and submit the completed Application for License Renewal to the chief executive officer or designee of the employing educational agency to be forwarded to the Division of Teacher Education and Licensure. The completed Application for License Renewal; the official student copy of the college transcript, if applicable; appropriate fee; and signed verification of the completion of additional requirements will be the only items required for submission to the Department of Education by an employing Virginia educational agency for renewal of an expired certificate. Other documentation should be maintained at the local school division level.

Resolution of Disagreement

Renewal is a state function. Complaints or disputes regarding approval of renewal work or application of such work toward renewal of licenses cannot be grieved within the meaning of the *Code of Virginia* 22.1-306. Such issues cannot be grieved under the grievance procedure prescribed by the Board of Education. Disagreements regarding renewal activities for which points are awarded are subject to an informal review procedure as follows:

- A. The license holder shall discuss the matter with his/her advisor and request reconsideration.

- B. If the disagreement is not resolved, the license holder shall state in writing:
 - 1) the action that prompted the request for review,
 - 2) the names of the persons involved, and
 - 3) the attempts that have been made to resolve the disagreement.

- C. The license holder shall send this statement, with a copy of the renewal plan in question, to the superintendent and request a decision. The superintendent shall:
 - a) Allow the license holder to meet with the Superintendent to discuss the matter and further explain the written request to resolve the disagreement.
 - b) Conduct an investigation and determine then render a final decision.
 - c) If the decision of the superintendent does not resolve the disagreement, the documentation should be forwarded to the Virginia Department of Education, Division of Teacher Education and Licensure, for resolution.

8VAC20-22-690. Revocation of a Teaching License

Part VII. Revocation, Cancellation, Suspension, Denial, and Reinstatement of Teaching Licenses

- A. A license issued by the Board of Education may be revoked for the following reasons:
1. Obtaining or attempting to obtain such license by fraudulent means or through misrepresentation of material facts;
 2. Falsification of school records, documents, statistics, or reports;
 3. Conviction of any felony;
 4. Conviction of any misdemeanor involving moral turpitude;
 5. Conduct with direct and detrimental effect on the health, welfare, discipline, or morale of students;
 6. Misapplication of or failure to account for school funds or other school properties with which the licensee has been entrusted;
 7. Acts related to secure mandatory tests as specified in § 22.1-292.1 of the Code of Virginia;
 8. Knowingly and willfully with the intent to compromise the outcome of an athletic competition procures, sells, or administers anabolic steroids or causes such drugs to be procured, sold, or administered to a student who is a member of a school athletic team, or fails to report the use of such drugs by a student to the school principal and division superintendent as required by § 22.1-279.3:1 of the Code of Virginia. Any person whose administrative or teaching license is suspended or revoked by the board pursuant to this section shall be ineligible for three school years for employment in the public schools of the Commonwealth; or
 9. Other just cause in the best interest of the public schools of the Commonwealth of Virginia.
- B. Procedures.
1. Submission of complaints. A complaint may be filed by anyone, but it shall be the duty of a division superintendent, principal or other responsible school employee to file a complaint in any case in which he has knowledge that a holder of a license is guilty of any offense set forth in subsection A of this section. The person making the complaint shall submit it in writing to the appropriate division superintendent.
 2. Action by division superintendent; investigation. Upon receipt of the complaint against the holder of a license, a division superintendent or his duly authorized representative shall investigate the charge. If, on the basis of such investigation, the division superintendent finds the complaint to be without merit, he shall so notify the complaining party or parties in writing and then close his file on the matter. This action shall be final unless the local school board, on its own motion, votes to proceed to a hearing on the complaint or unless circumstances are present making subsection A of this section applicable.
- C. Petition for revocation. Should the division superintendent or local school board conclude that there is reasonable cause to believe that a complaint against the holder of a license is well

founded, the teacher shall be notified of the complaint by a written petition for revocation of a license signed by the division superintendent. A copy of such petition shall be sent by certified mail, return receipt requested, to the teacher's last known address. If not otherwise known, the last known address shall be the address shown in the records of the Department of Education.

- D. Form of petition. The petition for the revocation of a license shall set forth:
1. The name and last known address of the person against whom the petition is being filed;
 2. The type of license and the license number held by the person against whom the petition is being filed;
 3. The offenses alleged and the specific actions that comprise the alleged offenses;
 4. The name and address of the party filing the original complaint against the license holder;
 5. A statement of rights of the person charged under this chapter. The statement of rights shall include notification to the person of the right to cancel the license if he chooses not to contest the charges. The statement must notify the individual that he shall receive a notice of cancellation that will include the statement: "The license holder voluntarily returned the license in response to a petition for revocation." The individual also shall be notified that the cancellation of the license will be reported to division superintendents in Virginia and to chief state school officers of the other states and territories of the United States; and
 6. Any other pertinent information.
- E. Filing of petition. The original petition shall be entered in the files of the local school board where the license holder is employed.
- F. Response to petition. The license holder shall present his written answer to the petition, if any, within 14 days after the date of service of the petition as certified by the United States Postal Service.
1. If the teacher does not wish to contest the charges, he may cancel the license by returning the license to the division superintendent with a written, signed statement requesting cancellation. The division superintendent shall forward the request for cancellation along with the petition for revocation to the Superintendent of Public Instruction within 14 days of receipt. The Superintendent of Public Instruction shall cancel the license and send a notice of cancellation by certified mail within 14 days of receipt of the request for cancellation.
 2. If the license holder files a written answer admitting the charges, or refuses to accept the copy of the petition from the postal authorities, or fails to file a written answer within 14 days after service of the petition or has failed to provide postal authorities with a forwarding address so that the petition can be delivered, the local school board shall proceed to a hearing as described in subdivisions 3 and 4 of this subsection.
 3. If the license holder files his written answer denying the charges in the petition, the local school board shall provide a hearing at the time and place of its regular meeting or at such other reasonable time and place it may specify. The license holder or his representative, if any, shall be given at least 14 days' notice of the hearing.

4. Following the hearing, the local school board shall receive the recommendation of the division superintendent and then either dismiss the charges or recommend license revocation or suspension. A decision to dismiss the charges shall be final, except as specified in subsection G of this section, and the investigative file on the charges shall be closed and maintained as a separate file. Any record or material relating to the charges in any other file shall be placed in the investigative file. Should the local school board recommend the revocation or suspension of a license, the division superintendent shall forward the recommendation and the investigative file to the Superintendent of Public Instruction within 14 days.
- G. Revocation on motion of the Board of Education. The Board of Education reserves the right, in situations not covered by this chapter, to act directly to revoke a license when the division superintendent or the local school board has not filed a petition for revocation and the Board of Education has reasonable cause to believe that subsection A of this section is applicable. The Superintendent of Public Instruction shall send a petition for revocation to the license holder as provided by subsection D of this section. The license holder shall have the opportunity to respond to the petition or request cancellation of the license within 14 days of receipt.
1. If the license holder files a written answer admitting the charges, or refuses to accept the copy of the petition from the postal authorities, or fails to file a written answer within 14 days after service of the petition or has failed to provide postal authorities with a forwarding address so that the petition can be delivered, the petition shall be forwarded to the Board of Education for action. No revocation will be ordered without the involved license holder being given the opportunity to appear at a hearing specified in 8VAC20-22-740 B.
 2. If the license holder timely files his written answer denying the charges in the petition, the Superintendent of Public Instruction shall schedule a hearing with the investigative panel provided in 8VAC20-22-740. The license holder or his representative, if any, shall be given at least 14 days' notice of the hearing. The investigative panel shall take action on the petition as specified in 8VAC20-22-740. No revocation will be ordered without the involved license holder being given the opportunity to appear at a hearing specified in 8VAC20-22-740 C.
- H. Reinstatement of license. A license that has been revoked may be reinstated by the Board of Education after five years if the board is satisfied that reinstatement is in the best interest of the former license holder and the public schools of the Commonwealth of Virginia. The individual must apply to the board for reinstatement. Notification to all appropriate parties will be communicated in writing by the state agency.

Statutory Authority

§ 22.1-298.1 of the Code of Virginia.

Historical Notes

Derived from Volume 23, Issue 25, eff. September 21, 2007.

Glossary

Advisor

An advisor is a person designated to assist 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 Virginia Department of Education. In CCPS the Director of Human Resources, Strategic Planning and Professional Learning shall serve as the division licensure specialist for all professional staff.

Application for License Renewal

The three-page VDOE 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. (Appendix D)

Domain of Professional Competency

A domain of professional competency is an area of professional competency within the license holder's field of knowledge.

Employing Educational Agency

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. Endorsements are granted by the Virginia Department of Education upon the successful completion of required related coursework.

Individualized Professional Development Plan (PDP)

The individualized renewal plan is the document developed by the license holder and the advisor describing the options and/or activities to be completed during the five-year validity period in order to renew the license holder's license. (Appendix E)

License Holder

The license holder is a person who holds a renewable Virginia Division Superintendent, Collegiate Professional, Postgraduate Professional, Technical Professional, Pupil Personnel Services, School Manager and Vocational Evaluator (no longer issued in Virginia) license.

Mentorship

Mentorship is an induction process in which an experienced professional is assigned to assist, guide, and support a new member of the CCPS professional faculty or staff member during the first year of employment in an area of responsibility.

Point Value Assignment

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

Renewable License

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

Appendix A

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

**REQUEST FOR WAIVER FORM
EMERGENCY FIRST AID, CPR, AND USE OF AEDs REQUIREMENT**

This form must be completed when an individual is requesting a waiver from the requirement for initial licensure or renewal of a license set forth by Section 22.1-298.1 of the *Code of Virginia* (effective July 1, 2013). The *Code* states, in part, the following:

§ 4. 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 be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. (Emphasis added)

This request form is for use by an individual with a disability whose disability prohibits such person from completing the certification or training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED). Please note that the statute does not specifically state that the license holder must have “hands-on” training.

Part I—Information (To be completed by Applicant for a Virginia License or License Renewal)

License or Application Number		Date of Birth (Month/Day/Year)	
Last Name		First Name	Middle Name
Address (Street, City, State, Zip Code)			
Daytime Telephone Number (include area code)		Home Telephone Number (include area code)	
Disability Prohibiting Completion of Requirement:			

Part II—Applicant’s Verification Statement

By my signature, I verify that I have a disability that prohibits me from completing the certification or training requirement (Emergency first aid, CPR, and use of AED) and that the information on this form is accurate and complete.

Applicant’s Signature _____ Date _____

Part III—Physician’s Verification Statement (Part III is to be completed by your physician.)

By my signature, I verify that the above-named individual has a disability that prohibits the individual from completing the certification or training requirement (emergency first aid, CPR, and use of AED).

Physician’s Signature _____ Date _____

Physician’s Name _____ Office Phone Number _____

Appendix B

VIRGINIA LICENSURE RENEWAL OPTIONS AT A GLANCE			
Option 1	College Credit	180 Points	1 semester hour = 30 points or 1 quarter hour = 20 points
Criteria:	<ol style="list-style-type: none"> 1. Must provide new information and be earned at a regionally accredited two-year or four-year college/university. All coursework for renewal must be completed at a regionally accredited college or university. 2. Must be taken for credit. 3. Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis. 4. Must be verified by an official transcript submitted to the chief executive officer or designee of the employing educational agency. 		
Evidence:	<ul style="list-style-type: none"> • Sealed official transcript or official sealed “student ” transcript 		
Option 2	Professional Conference, Formal Meeting, Workshop, Institute or Seminar	45 Points	Participation-5 points per day Presentation-15 points per topic presentation
Criteria:	<ol style="list-style-type: none"> 1. May be local, regional, state, national, or international in scope but 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 Director of Human Resources, Strategic Planning and Professional Learning. 		
Evidence:	<ul style="list-style-type: none"> • Employing educational agency approved leave request and certificate of attendance/completion • An invitation, acceptance letter or thank you letter on official letterhead or stationery • Conference participants sign-in list • Work completed at the training – book, manual, presentation, lesson or unit plans 		
Option 3	Curriculum Development	90 Points	1 point per clock hour
Criteria	<ol style="list-style-type: none"> 1. Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2. Must have prior approval from the chief executive officer or designee. 3. Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization. 		
Evidence	<ul style="list-style-type: none"> • Employing educational agency’s participant list • Curriculum guide • Committee assignment list 		
Option 4	Publication of Article	45 Points	points per narrative, article,
Criteria	<ol style="list-style-type: none"> 1. Must be published in a professional journal or a publication sanctioned by the employing educational agency. 2. If a grant, 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). 		
Evidence	<ul style="list-style-type: none"> • Copy of the published article or report • Copy of the final grant report • Publisher’s letter of publication date 		
Option 5	Publication of Book	90 Points	90 points per book
Criteria	<ol style="list-style-type: none"> 1. Must be published for purchase. 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. 		
Evidence	<ul style="list-style-type: none"> • Copy of the published book or book title pages, including the author’s (license holder’s) name and publishing information • Copyright for the completed work in the field of theatre, fine arts, or music • Copyright for instructional program 		
Option 6	Mentorship/Supervision	90 Points	
Criteria	<ol style="list-style-type: none"> 1. Must assist an 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. 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. 		
Evidence	<ul style="list-style-type: none"> • Participant list from college/university • Employing educational agency assignment list 		
Option 7	Educational Project	90 Points	1 point per clock /contact hour
Criteria	<ol style="list-style-type: none"> 1. Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2. Must have prior approval from the chief executive officer or designee. 3) Must result in a written report or other tangible product. 		
Evidence	<ul style="list-style-type: none"> • Acceptance for exchange program from college/university, or business • Written summary/journal of project activities 		
Option 8	Professional Development Activity	180 Points	1 point per clock/contact hour
Criteria	<ol style="list-style-type: none"> 1. Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2. Must have prior approval from the chief executive officer or designee. 		
Evidence	<ul style="list-style-type: none"> • Participants list from employing educational agency • Certificate of completion of attendance 		

Appendix C

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

July 2015
Page 1 of 3

Type or print in ink.
Make checks payable to
Treasurer of Virginia.

APPLICATION FOR LICENSE RENEWAL
Individualized Renewal Record (All three pages must be submitted.)

Please submit a complete application with supporting credentials. The renewal fee is \$25. A \$35 fee is assessed for a returned check.

Part I-INFORMATION

PLEASE PRINT OR TYPE

Last Name		First Name		Middle Name		Date of Birth		License No. or Social Security No.	
Home Address*		City				State		Zip Code	
Daytime Phone Number <small>Include Area code</small>		Home Phone Number <small>Include Area code</small>		Email Address					
Endorsement(s)						Renewal Year		Highest Degree Earned	
Virginia employing school division or accredited nonpublic school (if applicable)									
Charles City County Public Schools									

***THE APPLICANT MUST NOTIFY THE OFFICE OF LICENSURE, DEPARTMENT OF EDUCATION, IN WRITING OF AN ADDRESS CHANGE. Name and address (of persons applying for a license) may be disseminated pursuant to a request under § 2.2-3802(5) of the Code of Virginia.**

Part II

Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___Yes	___No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___Yes	___No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___Yes	___No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___Yes	___No
Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license; or had any other adverse action taken against such a license? (If yes, please attach a statement giving full details and official documentation of the action taken.)	___Yes	___No
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency? (If yes, please attach a statement giving full details and official documentation of the founded complaint.)	___Yes	___No
Have you ever left any education- or school-related employment, voluntarily or involuntarily, while the subject of an investigation, inquiry, or review of alleged misconduct or when you had reason to believe an investigation of alleged misconduct was under way or imminent? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	___Yes	___No
To your knowledge, are you currently the subject of any investigation, inquiry, or review of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	___Yes	___No

Part III-Signature and Verification of Renewal Activities

BY MY SIGNATURE I CERTIFY THAT THE INFORMATION ON THIS THREE-PAGE APPLICATION IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

Applicant's Signature _____ Date _____

**APPLICATION FOR LICENSE RENEWAL
Individualized Renewal Record**

Name: Last First Middle License Number or SSN

Part IV-Individualized Renewal Record

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

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

Required for individuals employed by a Virginia educational agency:

Division or Accredited Nonpublic School Charles City County Public Schools

Advisor's Name Dr. Lynda Byrd-Poller Title Director of Human Resources
Advisor's Signature _____ Date _____

I recommend the renewal of the 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 Name Dr. Lynda Byrd-Poller Title Director of Human Resources
Superintendent's or _____ Date _____

Designee's Signature _____

				Verification of Completed Activities			
				Activity Points	Applicant Initials	Advisor Initials	Date
Option 1: College Credit				180			
Course No./Title	College/Year Taken						
				45			
Conference Name	Dates Attended						
				90			
Title	Dates						
				90			
Title	Magazine	Date Published					

APPLICATION FOR LICENSE RENEWAL Individualized Renewal Record

Name: Last First Middle License Number or SSN

Table with columns: Activity Points, Verification of Completed Activities (Applicant Initials, Advisor Initials, Date). Rows include Option 5: Publication of Book, Option 6: Mentorship/Supervision, Option 7: Educational Project, and Option 8: Professional Development Activities.