

Teacher Licensure Renewal Manual



Hanover County Public Schools

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For Renewing a Teaching License

Introduction

The point system for renewing the license permits each professional to develop an individual plan that will contribute and guide his or her continued learning and growth as an educator. The integrity of the point system is based upon the conviction that all license holders accept the responsibility and are committed to continual planning and completion of professional development activities leading to self-improvement. The renewal process described in this manual is based upon a mutual trust between the license holder and an advisor. It is intended that this relationship be one of collaboration for the purpose of professional growth.

Virginia's High-Quality Professional Development Criteria are now available at the Department of Education Web site on the *No Child Left Behind (NCLB)* implementation page located at <http://www.pen.k12.va.us/VDOE/nclb/HQPDcriteria4-04.pdf> (PowerPoint handouts located in the appendix section.)

Overview for Renewing a License

- I. **Licenses are to be renewed** by earning 180 points, completed during the five-year validity period, based on an individualized professional development plan. The professional educator is given a choice of options for license renewal as career needs change. The goal is to make available unique opportunities for individual professional growth to help meet the needs of each teacher and the school division's staff development priorities.

- II. **Points are to be earned** for activities in one or more of the options listed below. Maximum points which may be used for each renewal option are listed in parenthesis. The details regarding time and completion of activities are explained later in the manual for each option. While school divisions are encouraged to make each option available, budget constraints and other factors may limit availability.
 1. College Credit (180)
 2. Professional Conference (45)
 3. Curriculum Development (90)
 4. Publication of Articles (90)
 5. Publication of Books (90)
 6. Mentorship/Supervision (90)
 7. Educational Project (90)
 8. Professional Development Activity (180)

Proposed license renewal work in areas two, three, six and eight must receive prior approval before taking the licensure renewal work as outlined under each option. Points earned are recognized in a reciprocal manner by school divisions throughout the state. Recently hired teachers who were not previously employed by or earned points in a Virginia school division or who are from another state may have licensure activities reviewed by their advisor for the possible recognition of points.

- III. **College course work.** A minimum of 90 content area points (three semester hours) must be earned through college credit in the license holder's endorsement area or areas if a master's degree is not held. The credits may be earned at the undergraduate or graduate level. (See College Credit, pages 9-10.)

- IV. **Licensure renewal work** is to be relative to the grade level(s) or teaching field(s) assigned or for which an added endorsement is being sought in order to meet, attain, maintain, or increase one's competence, performance or effectiveness in one or more of the domains of professional competency in education. The substance or content of each licensure renewal activity must clearly fit one or more of the six competencies. The license holder should choose, and the advisor should verify, only those activities whose substance is clearly included within one or more of the *Domains of Professional Competency*. (See page 8.)

Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process.

Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas:

- (i) new content knowledge to implement the Virginia Standards of Learning;
- (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives;
- (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics);
- (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and
- (v) professional development designed to implement the technology standards in the schools.

In addition, the activity may not be of a routine employment responsibility for the license holder and it may be used to accrue points under only one option.

Professional development activities, including course work, completed by Provisional License holders may not be credited by license renewal. Points must be accrued for professional development activities completed during the current validity period of the license.

V. License holders have the responsibility to initiate and develop the plan and to work collaboratively with an advisor. As needed, an annual meeting should be requested with the advisor. Reasonable documentation must be provided upon request. The State places the responsibility for licensure renewal with the license holder. Accordingly, in light of the teacher's duty to review the licensure plan annually/as needed with the advisor, reminders of the expiration date will no longer be sent to the school division by the State. *Failure to renew the teaching license prior to the expiration date may result in a change of position or termination of employment with Hanover County Public Schools.*

The advisor's role is to provide assistance and resource information in promoting quality licensure renewal plans by confirming renewal documentation and assessing the proposed activities. Advisors and license holders must agree upon a plan consistent with the requirements set forth in this manual. To pursue quality, in-depth analysis and sound judgments are needed in selecting and agreeing upon activities. An advisor may use discretion in requiring evidence of participation/completion of an activity, and should sign the plan only if it meets the criteria of licensure renewal as defined in this manual.

VI. **Implementation of information:**

1. **Superintendent's designee:** Assistant Superintendent of Human Resources
2. **Designation of advisor:** The license holder's supervisor (i.e., principal, assistant principal, director, etc.) will be the advisor.
3. Disagreements, if any, are to be resolved through an appeal process leading to a decision by the Department of Education since licensure renewal is a state and not a local school division function. As such, any complaints or disputes are not subject to the grievance procedure.
4. *All licensure renewal work must be completed, verified and check made payable to the "Treasurer of Virginia" for fees submitted to the Human Resources Office by April 1 of the last year of the license holder's validity period to be certified by the superintendent's designee and forwarded to the Office of Human Resources and Licensure Analyst. The advisor should submit verification to the Human Resources Office no earlier than **December 1** and no later than **April 1**. When a license holder leaves the school division, the advisor should send verification of completed points to the Human Resources Office.*
5. License holders who need to renew licenses or request information about their licenses and are not employed should write directly to:

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

Accordingly, substitute teacher applicants, substitutes who may teach on a long-term basis should communicate directly with the State since they are not employed under a regular contract.

Please contact the Assistant Superintendent of Human Resources or the Personnel/Licensure Analyst at (804)365-4500 with any comments, questions, or concerns that will help lead to successful use of the new licensure renewal point system.

VII. **For those persons holding master's degrees:**

1. One hundred eighty points may be accrued in any combination of the 8 options.
2. College credit may be taken, but is not required for any of the 180 points.

The substance or content of each licensure renewal activity must be consistent with the license holder's goal(s) for professional development and must clearly fit one or more of six domains of professional competency in education. License holders should choose, and advisors should verify, only those activities whose substance is clearly included within one or more of the following domains of professional growth:

1. curriculum or subject(s) specifically related to one's assigned professional duties or responsibilities;
2. specialization area one serves or reasonably expects to serve (Examples of specialization area include, but are not limited to, bilingual education, vocational education, career education, technology education, international education, or special education.);
3. concepts, principles, and methods of effective teaching, supervision, and administration (Examples include, but are not limited to, classroom management, leadership skills, curriculum development, and administrative management.);
4. concepts and principles of physical, intellectual, psychological, social, and emotional development of children and youth;
5. concepts and principles of communication, learning, exceptionality, individuality, and cultural differences; (Examples include, but are not limited to, oral and written communication, motivation, retention, and individual differences.); and
6. concepts and principles of effective relationships among schools, families, and communities.

Summary of Eight Renewal Options

Option 1: College Credit

Maximum Number of Points: 180
Point Assignment Value: 1 semester hour = 30 points
1 quarter hour = 20 points

License Holders without a Master's Degree

License holders without a master's degree must earn a minimum of 90 points (three semester hours) in the academic content area of the endorsement area(s) indicated on the license or the teaching assignment. These hours may be satisfied at the undergraduate (two-year or four-year institution) or at the graduate level.

Special education course work designed to assist classroom teachers and other school

personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process. Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas:

- (i) new content knowledge to implement the Virginia Standards of Learning;
- (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives;
- (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics);
- (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and
- (v) professional development designed to implement the technology standards in the schools.

Academic content area course work is defined as courses in the humanities, history and the social sciences, the sciences, mathematics, health and physical education, and the fine arts. These courses may not duplicate previous courses and are usually available through the college or department of arts and sciences. This means that license holders with elementary education, middle education, special education, and/or reading endorsement(s) must satisfy this 90 point content requirement through content course work in one of the areas listed above.

License holders with endorsements in health and physical education, vocational education, and library science may satisfy the 90 point content requirement through the college or department of education; however, the 90 points must be in the individual's teaching specialty area(s).

The remaining 90 points may be accrued through college course work from an accredited four-year college, two-year college, vocational school, trade school, or through any of the other licensure renewal options consistent with the goals of the license holder.

Technical professional license holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate course work at two-year or four-year institutions.

Examples of the 90 point (three semester hours) content

Requirement: License holders without a master's degree

Endorsement/Teaching Assignment

Acceptable Courses

History and Social Studies

History or any of the social science disciplines (geography,

	anthropology, psychology, political science, economics, sociology)
English	English, literature, journalism, theatre arts, and/or speech
Early Education, Elementary Education	Humanities, social sciences, mathematics and/or sciences, the fine arts, and/or health and physical education
Early Education, Elementary Education, Middle Education, Special Education, Reading	Humanities, social sciences, mathematics and/or sciences, the fine arts, and/or health and physical education

License Holders with a Master's Degree

License holders with a master's degree may accrue renewal points through any of the 8 licensure renewal options consistent with the domains of professional competency and the goals of the license holder. This may or may not include college course work. If the license holder selects Option 1 (College Credit) as an activity, the course work may be within or outside of the endorsement area(s) and may be from an accredited two- or four-year college or university.

Criteria:

1. The course must be taken for credit.
2. The course must result in a passing grade or "pass" for courses taken on a "pass" or "fail" basis.

Verification:

1. The official transcript or the official student copy of transcript **should be sent** to the Human Resources Office.
2. The license holder should keep a file copy of the final grade in his or her licensure renewal for advisor's review.
3. The license holder and advisor should initial and date individualized licensure renewal plan record form at the time entry is made.

Option 2: Professional Conference

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours (½ day) which addresses educational concerns through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students. Continuing Education Credits (CEU) are equivalent to 10 points per CEU credit.

Maximum Number of Points: 45
Point Assignment Value: Participation = 5 points per day
Presentation =15 points per topic presentation

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

Criteria:

1. The license holder must be in attendance at the conference for four or more hours (½ day) in length.
2. The license holder must include only the time spent in those portions of the conference program that contribute to the participant's professional knowledge, competence, performance, or effectiveness in education.
3. The conference may be local, regional, state, national, or international in scope.
4. If professional leave is being requested, the license holder must follow the guidelines for professional leave established by Hanover County Public Schools.

Examples:

1. Leadership Conference
2. Virginia Secondary Reading Association Conference
3. I/D/E/A Institute
4. Trade and Industrial Educational Summer Conference
5. Richmond Area Friends of the Gifted Conference
6. Workshop for Physics Teachers

Verification:

For activities sponsored by Hanover County Public Schools:

1. The license holder should complete VRA-1 form "Professional Development Projects/Activities for Licensure Renewal Points". (See Appendix).
2. The license holder should place a copy in the individual's renewal plan.

For activities conducted/sponsored by other agencies or organizations, verification could include one or more of the following:

1. Professional Conference Permission Request form (See Appendix) plus conference program.
2. Letters of invitation/acceptance/thank you.
3. Certificate of attendance or completion.
4. Conference participant list.
5. Other verification deemed appropriate by the advisor.
6. Place copies in individual renewal plan on file with the advisor.
7. License holder and advisor should initial and date individualized renewal plan record form at the time entry is made.

Option 3: Curriculum Development

Curriculum development is a group activity in which the license holder contributes to the improvement of the curricula 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.

Maximum Number of Points: 90
Point Assignment Value: 1 per clock hour

Criteria:

1. The license holder must participate a minimum of five hours of activity. The five hours do not have to be consecutive.
2. The activity must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.

Examples:

1. The license holder works in the development and/or revision of curriculum guides.
2. The license holder works in the development of teaching strategies and/or supplemental materials.
3. The license holder works in the integration of Standards of Learning objectives with the basal series objectives and curriculum guides.
4. The license holder serves on a textbook adoption committee.

Verification:

1. The activity coordinator should first complete the VRA-1 "Professional Development Projects/Activities for Licensure Renewal" form.
2. The VRA-1 Form should be sent to the Licensure Analyst of Human Resources.
3. Approved activities will be assigned a number (according to professional development option and department) and returned to the activity coordinator.
4. Once the assignment is completed, the activity coordinator should complete VRA-1 "Professional Development Projects/Activities Licensure Renewal Points" form (see Appendix) and give each participant a copy.
5. The license holder should inform his or her advisor of activities undertaken and place the VRA-1 forms in the individual's renewal plan file.

Option 4: Publication of an 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 professional 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. The use of the Internet is also an acceptable medium provided it meets the criteria stated below.

Maximum Number of Points: 90

Point Assignment Value: 45 points per narrative, article or report

In the event of multiple authorship, the 45 points shall be divided among the authors or investigators. In no instance shall more than 45 points be awarded for a single narrative, article or report.

Criteria:

1. The document must be published in a professional journal or a publication sanctioned by the employing educational agency.
2. If the document is a grant, it must be approved by the employing educational agency.
3. The document must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).

Examples:

1. The license holder's document is published in a professional or content-area journal.
2. The license holder's document is published in a newspaper/magazine sponsored by the employing educational agency. (Article must be research-based.)
3. The license holder's document reports his or her educational research project results.

Verification:

1. The license holder should inform his or her advisor in advance of his or her intent to utilize Option #4.
2. A copy of the published article should be given to the advisor and HR Licensure Analyst.
3. A copy of the published article should be filed in the license holder's individual renewal plan file.

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 licensure renewal credit should focus on concepts that augment new theories or practices 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.

Maximum Number of Points: 90

Point Assignment Value: 90 points per book

In the event of multiple authorship, the 90 points shall be divided among the authors or writers. In no instance shall more than 90 points be awarded for a single book.

Criteria:

1. The book must be published for purchase.
2. The book must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).
3. In the case of revision, the book should represent a substantive change of the original text.

Examples:

1. *Tales Out of School*, Patrick Welsh. (90 points)
2. *When Past is Prologue: A History of Roanoke County*, Deedie Kagey. (90 points)
3. *Test Booklet ECCE ROMANI 2: Rome at Last*, Cathy Daugherty. (90 points)
4. *Teacher Expectations and Student Achievement*, Sam Kerman and Mary Martin. (45 points each)

Verification:

1. The license holder must inform his or her advisor in advance of his or her intent to utilize Option #5.
2. A copy of the published text should be shown to the advisor and HR Licensure Analyst.
3. A copy of the book's cover and publication dates should be placed in the license holder's individual licensure renewal plan school file.

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 their 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 an undergraduate student aide, a pre-service student teacher, or an intern in an approved teacher/principal preparation program. The option may also include mentor programs designed as part of the induction process for the beginning teacher or first-year administrator.

Maximum Number of Points: 90

Point Assignment Value: one point per hour of actual contact time

In the event of multiple mentors/supervisors, the 90 points shall be divided among the mentors/supervisors. In no instance shall more than 90 points be awarded for a single mentorship/supervision program.

Criteria:

1. The license holder must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher, beginning teacher, or beginning administrator.
2. The mentorship/supervision must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a mentor program sponsored by the school division.

Examples:

1. The license holder mentors a beginning teacher.
2. The license holder supervises a student teacher.
3. The license holder supervises the internship of an educator enrolled in a Master's Degree in Administration and Supervision program.
4. The license holder serves on the clinical faculty of a college or university.

Verification:

1. Mentorship will be determined by the local school principal and interested teachers. Individuals assigned as mentors will record the mentoring hours on the Mentoring Log/Verification form (see appendix). The completed log will be given to the advisor to calculate the renewal points.
2. Student teacher placements will be determined by the principal and content area directors. Verification will be received by returning one copy of the student teacher's college application form to the school principal with supervising teacher's name and point value assigned.
3. Both the mentor and student teaching verifications should be filed in the license holder's licensure renewal plan file.

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 professional exchange program in which the license holder changes position with another educator for an extended period of time; participation in an alternative work-experience program (paid or volunteer) in which the license holder fulfills new professional responsibilities for a specified period of time; and 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, and/or other activities for school improvement.

Maximum Number of Points: 90
Point Assignment Value: 1 point per clock/contact hour

Criteria:

1. The license holder must participate a minimum of five hours of activity. The five hours do not have to be consecutive.
2. The license holder must have prior approval from the advisor, appropriate instructional director and the Assistant Superintendent of Human Resources. 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 Hanover County Public Schools Policy Manual 5-7.9.
3. The project must result in a written report or other tangible project.

Examples:

1. The license holder exchanges assignments with an elementary reading specialist and a local public librarian.
2. A high school technology education teacher receives sabbatical leave to work in an auto assembly plant.
3. The license holder participates in an institutional self-study.
4. The license holder participates in an administrative review committee.
5. The license holder teaches a course for a college/university or for an employing educational agency activity.
6. The license holder participates in school renewal committee work/organizational structure.

Verification:

1. The initiator of the educational project should complete form VRA1 "Projects/Activities for Licensure Renewal Points" with appropriate documents attached (activity description, project overview, etc.).
2. Form VRA-1 should be sent to the Coordinator of HR Licensure Analyst.
3. Approved activities will be assigned a number [according to professional development option and department] and returned to the initiator.
4. Once the educational project is complete, the initiator should complete the VRA-1 "Professional Development Projects/Activities for Licensure Renewal Points" form (see Appendix) for each participant.
5. License holders should inform their advisors of projects undertaken and place form VRA-1 in their individual licensure renewal plan files.

Option 8: Professional Development Activity

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

Hanover County Public Schools designs staff development activities using teachers, administrators, and central office personnel working in a collaborative effort to enhance professional performance and advance the goals of this school system.

Maximum Number of Points: 180

Point Assignment Value: 1 point per clock/contact hour

Criteria:

1. The activity must be a minimum of five hours. The five hours do not have to be consecutive.
2. Courses and activities must follow the usual course approval procedures. Prior approval by the instructional area director and Assistant Superintendent of Human Resources is a commitment that professional development points will be awarded for the activity. If job-related leave is requested, the license holder must follow the guidelines in the Hanover County Public Schools Policy Manual 5-7.9.

Examples:

1. Principal as Instructional Leader
2. Clinical Supervision Program
3. Word Processing for Educators
4. Basic Concepts of Experimental Design
5. Talents Unlimited
6. Differentiation for Instruction
7. Projects/programs generated through School Renewal initiatives
8. Completion of National Board Certification Program (NBPTS Certification)

Verification:

For activities initiated by Hanover County Public Schools:

1. The initiator of the professional development activity should complete form VRA-1 "Projects/Activities for Licensure Renewal Points" and attach appropriate documentation.
2. Form VRA-1 should be sent to the HR Licensure Analyst.
3. Approved activities will be assigned a number [according to professional development option and department] and returned to the initiator.
4. Once the professional development activity is complete, the initiator should complete form VRA-1 "Professional Development Projects/Activities for Licensure Renewal Points" (see Appendix) for each participant.
5. License holders should inform their advisors of professional development projects undertaken and place form VRA-1 in their individual licensure renewal plan school files.

For activities conducted/sponsored by outside agencies or organizations, verification

could include one or more of the following:

1. Participant list
2. Certificate of completion
3. Other verification deemed appropriate by the advisor

NOTE: See Training Sponsored by Other Agencies/Departments

A. In-service Programs Designed for Individual Schools or Select Groups of Instructional Personnel

Building principals, curriculum specialists or staff development committees at sites may design and implement in-service programs using the following guidelines:

1. The activities must focus on staff development and/or training which is appropriate for the group. It may include, but is not limited to, workshops on various topics (Examples: team building, learning styles, cooperative learning), specialized programs orienting staff to new programs, and may involve the use of guest speakers or consultants. This time may not be used for staff meetings, practice time for extra-curricular activities, individual teacher planning or regular team meetings.

The activities must have prior approval from the content area director or Assistant Superintendent of Human Resources. A plan for the in-service program must be submitted to the Human Resources Office on form VRA-1 (see Appendix) and must include the following information: dates and times of each session; topic(s) of the activity; objectives of the activity; brief activity description; and name(s) of person(s) conducting each session/activity.

Maximum Number of Points: 45

Point Assignment Value: Participation = 1 point per clock hour
-Option 8

Presentation = 5 points per hour of
presentation -Option 8

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

B. Training Sponsored by Other Agencies/Departments

Agencies or organizations not affiliated with Hanover County Public Schools offer training appropriate under Option 8 (Examples: Department of Education, Mathematics and Science Center). Training or courses of this nature must have prior approval from the Assistant Superintendent of Human Resources. This can be obtained by submitting form VRA-1 (see Appendix) and a course description

to the Human Resources Office.

Point Assignment Value: Participation =1 point per clock hour
-Option 8

C. County-Wide In-service Activities

Professional development activities planned by instructional area directors. These activities must be a minimum of five hours of activity. The five hours do not have to be consecutive. Initiators should complete form VRA-1 and send to the HR Licensure Analyst. Approved projects will be assigned a course number. Once the project/activity is complete, the project director should complete form VRA-1 for each participant.

Point Assignment Value: Participation = 1 point per clock hour
-Option 8
Presentation = 5 points per hour of
presentation-Option 8

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

Renewal Fees/Procedures

At the time of renewal, each license holder should submit the following items to the Human Resources Department after **December 1** and no later than **April 1** of the renewal year:

1. the individualized renewal record,
2. official transcript,
3. child abuse recognition and intervention training certificate (free online course available www.vcu.edu/vissta/training/va_teachers .)
4. technology standards for those graduating from a teacher preparation program prior to December 1998 must meet the requirements outlined by HCPS.

If any license holder cannot meet the April 1 deadline, the individual must submit in writing to the Assistant Superintendent of Human Resources the reason so that consideration can be given to granting an extension. **Under present Virginia regulations the license holder with an expired license may not be employed by a local public school division.**

Actions that can be requested at no additional charge at the time the license is renewed are:

1. Name change- Attach a request to the renewal record.
2. Added endorsement if a formal evaluation and the requirements have been

completed within the three-year period specified on the evaluation. A copy of the evaluation must accompany the request.

Actions that cost \$25 each, if done separately, which can be done at the time of the renewal with a cap of \$50 are:

1. Upgrade of license.
2. Adding a degree.
3. Requesting an evaluation for an added endorsement.
4. Adding an endorsement for which an evaluation has not been done, the effective period of the evaluation has expired, or a copy of the unexpired evaluation cannot be provided.

If any license holder wishes any of these actions to be taken, the individual should attach a written request to the renewal record and a money order, cashier's check or certified check payable to the "Treasurer of Virginia" to cover the additional action(s) requested.

Questions regarding this procedure should be directed to the Human Resources Licensure Analyst in the Human Resources Office, 365-4500.

Responsibilities of the License Holder

The license holder is responsible for completing the following steps:

1. Develop an individualized licensure renewal plan based on professional need(s)/goal(s) and staff development priorities with Hanover County Public Schools.
2. Meet **annually** with the advisor as necessary to review and amend the individualized licensure renewal plan and/or verify completed licensure renewal activities on the Individualized Renewal Record card.
3. With the advisor, complete, certify, and submit the completed Individualized Renewal Record card to the division's Human Resources Office **after December 1 and prior to April 1 of the renewal year**. The Human Resources Office will process the renewal request and any additional changes to the license when all requested documentation is received.
4. ***Any license holder who fails to renew his/her license within the five-year validity period will not be re-employed.***
5. (Resignation) It is the responsibility of the license holder to obtain the completed Individualized Licensure Renewal Record Card and all supporting information

from the advisor or building administrator before leaving the school system.

Responsibilities of the Advisor

An advisor assigned to a license holder has the following responsibilities:

1. The advisor should know the requirements for licensure renewal of a renewable license.
2. The advisor should review the license holder's individual licensure renewal plan with the license holder on an annual basis or as necessary until the requirements for licensure renewal have been satisfied.
3. The advisor should assist the license holder in completing his/her licensure renewal plan by recommending activities that are consistent with Hanover County Public Schools' staff development goals and the individual license holder's professional development goals.
4. The advisor should provide a filing system accessible to all license holders for the purpose of collecting records of licensure renewal points with the Individualized Renewal Record card.
5. The advisor should verify that the professional development activities have been completed and that the points accrued for the completed activities are consistent with criteria of the Virginia Licensure Renewal Regulations.
6. The license holder should forward completed and verified Individual Renewal Record card to the Assistant Superintendent of Human Resources.

Procedures for Exceptions for Content Area Requirement

The State Department of Education regulations indicate that with prior approval by the division superintendent, an exception to the three semester hour requirement in the content area may be made if the course is taken to satisfy a new teaching endorsement area.

Hanover County Public Schools procedures for this exception are as follows:

1. Request must be made in writing to the Assistant Superintendent of Human Resources and include the following:
 - a. New endorsement area,
 - b. Evidence that this endorsement area is being actively pursued (Examples: letter requesting State Department evaluation for an additional endorsement; State Department evaluation; grade report indicating courses

- taken toward this endorsement), and
- c. Expected date that requirements for endorsement will be completed.
2. Request will be answered in writing.
 3. Exceptions will be made only once for the same endorsement area.

Resolution of Disagreement

Licensure renewal is a state function. Complaints or disputes regarding approval of licensure renewal work or application of such work toward renewal or licenses are not grievable within the meaning of the Virginia Code, Title 22.1, Chapter 15, Section 22.1-306. Such issues **cannot** be grieved under the grievance procedure prescribed by the Board of Education.

Disagreements regarding licensure renewal activities for which points are awarded are subject to an informal review procedure as follows:

1. The license holder shall discuss the matter with his/her advisor and request consideration.
2. If the disagreement is not resolved, the license holder shall state in writing:
 - a. the action that prompted the request for review,
 - b. the names of the person(s) involved, and
 - c. the attempts that have been made to resolve the disagreement.

The license holder shall send this statement, with a copy of the licensure renewal plan in question, to the superintendent or his/her designee.

3. If the decision of the superintendent or his/her designee does not resolve the disagreement, the license holder should forward the documentation to the Office of Professional Licensure, Division of Compliance Coordination, Virginia Department of Education, for resolution.

Appendix



Individualized Renewal Record Card

It is the license holder's responsibility to maintain this form using the following directions:

1. Complete section on GENERAL INFORMATION such as name, address, etc.
2. Record all completed activities and initial *each entry*.
3. Secure initials of advisor by each completed activity and have advisor enter date verification was made.
4. Prepare form for license renewal during the fifth year of the validity period (year the license expires). This includes summary, license holder's signature and advisor's signature.
5. Make sure the **completed** form is forwarded to the Human Resources/Licensure Analyst by **April 1** of the license expiration year.

NOTE: The completed form must include all activities totaling 180 professional development points, initials of license holder, and initials of advisor by each

activity verifying approval of a completed activity; date verification was made by advisor, summary of points earned, signature of license holder, and the signature of the advisor. If the form is incomplete, it will be returned to the license holder.



HANOVER COUNTY PUBLIC SCHOOLS

Mentoring Log for Actual Contact Hours

Mentor _____ Protégé _____

*No more than 90 licensure renewal points will be awarded for Option 6.

DATE	EVENT	TOPICS	TIME	FOLLOW-UP NOTES