

Revised April 2012

Teacher Licensure Renewal Manual



Hanover County Public Schools

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Overview for Renewing a License

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

- 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)

License holder should collaborate on their professional development options with their Advisor for the purpose of professional self-improvement.

- 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 6-8.)

- 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 5.)
- V. **License holders should annually plan and review his/her program of professional development activities in consultation with their Advisor** in the Building. *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 submitted to the Human Resources Office by March 15 of the last year of the license holder's validity period to be certified by the superintendent's designee.** The advisor should submit verification to the Human Resources Office no earlier than **January 1** and no later than **March 15**.

5. **License holders who are not employed** and need to renew licenses or request information about their licenses, should write directly to the address below. Accordingly, substitute teacher applicants and substitutes who may teach on a long-term basis should communicate directly with the State since they are not employed under a regular contract.

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

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

1. A total of 180 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.

Domains of Professional Competency

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 are required to 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.

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.

What are acceptable alternatives to content area course work?

One of the following may be completed to satisfy the content course requirement for one cycle of the renewal process:

- Special Education course work designed to assist classroom teachers and other school personnel in working with students with disabilities.
- A course in gifted education.
- A course in educational technology.
- A course in English as a second language.

In addition, professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle with prior approval of the Advisor. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools.

With prior approval of the Advisor, the 90 points in a content area also may be satisfied through course work taken to obtain a new teaching endorsement or advanced degree or course work taken because of a particular need of a particular teacher.

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. (grade reports, photocopies, and electronic records, such as e-scrip, are not accepted.)
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 ($\frac{1}{2}$ 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 ($\frac{1}{2}$ 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 activity coordinator should complete VRA-1 form "Professional Development Projects/Activities for Licensure Renewal Points". (See Appendix) and distribute to participants.
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:***For curriculum development activities sponsored by Hanover County Public Schools:***

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

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

1. Copy of curriculum guide
2. Committee assignment list
3. Participant list

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.
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:

- 6-8 week student teacher placement is valued at 45 points
- 12-16 week student teacher placement is valued at 90 points
- Up to 20 points may be awarded for a practicum or observation student depending on the amount of interaction; please complete a mentoring log.

In the event of multiple mentors/supervisors, the 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 school designee. Verification of this activity can be obtained by completing a Cooperating Teacher Verification Form (see appendix), obtaining Principal's signature and submitting to HR Licensure Analyst to verify points.
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. Acceptance for exchange program from college/university
2. Written summary/journal of project activities
3. Other evidence accepted by Advisor

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 B. Training Sponsored by Other Agencies/Departments
(page 16)

- 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 building level administrator. 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.

Point Assignment Value: Participation -1 point per clock hour
Presentation - 15 points per presentation

Verification: VRA-1 Form

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).

Point Assignment Value: Participation - 1 point per clock hour

Verification:

1. Certificate of Completion/Attendance
2. Registration verification or payment

C. County-Wide In-service Activities-Professional development activities planned by instructional specialists

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
Presentation - 15 points per presentation

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

Verification: VRA-1 Form

Renewal Fees/Procedures

At the time of renewal, each license holder should submit the following items to the Human Resources Department after **January 1** and no later than **March 15** of the renewal year:

1. the approved Individualized Renewal Record (see appendix),
2. official transcript,
3. child abuse recognition and intervention training certificate (free online course available www.vcu.edu/vissta/training/va_teachers), if needed.
4. evidence of completion of educational technology standards for those graduating from a teacher preparation program prior to December 1998.

If any license holder cannot meet the March 15 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, during which time the contract will be held. **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. Adding a degree
2. Requesting an evaluation to add an endorsement
3. 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 Office, 365-4500.

*Responsibilities of the License Holder and the Advisor in the License Renewal Process**

The renewal process described in the Virginia Licensure Renewal Manual (effective September 21, 2007) is based on mutual trust between the license holder and an advisor. It is intended that this relationship be one of collaboration for the purpose of professional self-improvement. While advisor systems will vary among employing educational agencies, all designated advisors will be responsible for promoting quality renewal plans by confirming and assessing the proposed professional development activities suggested by the license holder. Inherent in this trust are non-evaluative discussions to ensure that the individual's professional growth occurs as intended for renewal. The advisor should provide assistance and resource information regarding renewal options that the individual may elect to include within his/her plan. The manual builds upon the conviction that all license holders are willing to be responsible for planning and completing professional development activities leading to their renewal.

Employing educational agencies must recognize the validity of the eight options and are encouraged to provide opportunities for license holders to participate in all options for renewal.

Although the employing educational agency's staff development priorities should be considered, the license holder should be the primary determiner of which activities within the options will contribute most appropriately to his/her renewal plan.

... License Holder

To complete the requirements for renewal, the license holder should annually plan and review his/her program of professional development activities in consultation with an advisor who has been designated by the employing educational agency. When the renewal activity has been completed, the license holder must supply reasonable documentation to the advisor. During the fifth year of the validity period, the license holder and advisor should submit the Individualized Renewal Record to the chief executive officer or designee of the employing educational agency.

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

1. Develop an individualized renewal plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities.
2. Initiate an annual meeting with the advisor, as necessary, to review, amend, and verify the individualized renewal plan and activities on the Individualized Renewal Record. The record should be completed and signed by the advisor after January 1 but before June 1 of the final year of the current validity period. (The license holder may amend the individualized renewal plan during the annual review or at any other appropriate time in consultation with

the advisor.)

3. With the advisor, verify and submit the completed Individualized Renewal Record to the chief executive officer or designee of the employing educational agency to be forwarded to the Division of Teacher Education and Licensure. The completed Individualized Renewal Record, the official student copy of the college transcript, if applicable and appropriate fee will be the only items required for submission to the Department of Education for renewal of an expired certificate. Other documentation should be maintained at the local school division level.

. . . Advisor

The advisor should be a colleague who assists and supports the license holder throughout the renewal process. No evaluative discussions must occur during this process in order to ensure that individual professional growth occurs as intended for renewal purposes. An advisor assigned to a license holder has the following responsibilities:

1. The advisor should know the requirements for renewal of a Virginia license.
2. The advisor should review the license holder's individual renewal plan with the license holder on an annual basis or as necessary until the requirements for renewal have been satisfied. While the conference time may vary depending upon the needs of the license holder, a meeting with the advisor could be held in conjunction with other conference sessions throughout the year.
3. The advisor should assist the license holder in completing his/her renewal plan by recommending activities that are consistent with the employing agency's staff development goals and the individual license holder's professional development goals.
4. The advisor should verify that the professional development activities have been completed and that the points accrued for the activity are consistent with the criteria of this manual. The advisor should not sign the renewal plan if a selected activity does not meet the criteria in one of the renewal options.
5. The program is built on the basis of trust; minimal paperwork is expected and reasonable documentation is all that is required if the advisor does not have personal knowledge of the activity.
6. The advisor should forward the license holder's completed and verified Individualized Renewal Record to the chief executive officer or designee.

* Virginia Licensure Renewal Manual, Virginia Department of Education, effective September 21, 2007

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 Form

(Available on Hanover's Intranet site: http://hcps1/HR/teacher_licensure.htm)

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 Office by **March 15** 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.

Professional Development VRA-1 Form

(available on Hanover's Intranet site: http://hcps1/HR/teacher_licensure.htm)

Mentorship Verification Form

(available on Hanover's Intranet site: <http://hcps1/HR/mentorship.htm>)

Cooperating Teacher Verification

(available on Hanover's Intranet site: <http://hcps1/HR/mentorship.htm>)

