Administrator’s Role in License Renewal Process
License Renewal Process

- Ensures the commitment to continuous learning and growth in professional knowledge and skill
- Based on mutual trust between license holder and advisor/principal
- Relationship intended to be one of collaboration for the purpose of professional improvement
- License holder should be primary determiner of license renewal activities to meet renewal plan
Outcomes

- Become knowledgeable of the licensure renewal timeline, requirements and options.
- Understand the role administrators have in the verification process of license renewal activities.
- Identify new training requirements.
- Provide support to licensed staff.
Who must renew?

Individuals who hold the following renewable license types must renew:

- Collegiate Professional
- Postgraduate Professional
- Technical Professional
- Pupil Personnel Services

Note: Provisional and International Educator Licenses are not renewable.
What are the License Renewal Requirements?

- License renewal cycles require 180 professional development points for five-year renewable license holders and up to 360 professional development points for ten-year renewable license holders.
- All five-year license holders will be issued a ten-year license upon completing the 180 points beginning with the 2019 renewal period.
Dates for License Renewal

- Complete license renewal packets should be submitted directly to the PWCS, Office of Certification between January 1 and April 1 of the year the license expires.
- **Do not send renewal packets to the Virginia Department of Education.**
- Encourage license holders to set a goal to submit the packet beginning January 1st to allow time to correct any errors or missing documentation prior to the deadline date of April 1st.
How Can Renewal Points be Earned?

High quality, professional development offering new information, knowledge and skills can be accrued by completion of activities through one or more of the following eight options within a renewal cycle:

- **College Credit** (Maximum # of points = 180 for 5 year license holders or 360 for 10 year license holders)
- **Professional Conference** (Maximum # of points = 45 for 5 year license holders or 90 for 10 year license holders)
- **Curriculum Development** (Maximum # of points = 90 for 5 year license holders or 180 for 10 year license holders)
- **Publication of Article** (Maximum # of points = 90 for 5 year license holders or 180 for 10 year license holders)
How Can Renewal Points be Earned?

Continued

- Publication of Book (Maximum # of points = 90 for 5 year license holders or 180 for 10 year license holders)
- Mentorship/Supervision (Maximum # of points = 90 for 5 year license holders or 180 for 10 year license holders)
- Educational Project (Maximum # of points = 90 for 5 year license holders or 180 for 10 year license holders)
- Professional Development Activity (Maximum # of points = 180 for 5 year license holders or 360 for 10 year license holders)

License holders can begin earning points for the next renewal cycle after the newly updated license has been issued by the Virginia Department of Education.
First Aid/CPR/AED Training Requirements

- First Aid/CPR/AED with hands on CPR practice training is required each renewal
- PWCS Approved Training Options – earns 5 or more points
Dyslexia Awareness Training required each renewal
- earns 5 points
Who needs to complete?
- Virginia State and Local Civic Education Module - earns 5 points
School Counselor Training

- License holders with a School Counselor endorsement reflected on a license must complete the required training even if the license holder is not currently serving in a counseling assignment.
- [School Counselor Training Options](#) approved by the Virginia Department of Education.
The Virginia License Renewal Manual provides a complete overview of license renewal options, maximum # of points allowed for each option and examples of acceptable verification documents.
Current License Renewal Form

- License holders must use the most current issued License Renewal Form
- License Renewal Form must be signed and dated with a current date
- Use the [PWCS Certification License Renewal Website](#) for up-to-date forms and instructions
Verification of License Renewal Activities

Principal/Advisor should do the following:

- Meet with license holder and confirm the most recent license renewal form was used
- Review/verify all supporting documentation for all license renewal points earned
- Confirm 180 points has been earned within the last five-year window
- Confirm the appropriate license renewal options without exceeding the maximum number of points allowed per option was earned. Example: The maximum number of points allowed for Option 2, Professional Conference = 45 points
- Initial and date each activity as you review the supporting documentation for each activity listed on the License Renewal Form. Do not initial unless supporting documentation has been satisfied.
- Using the “Advisor” signature line of the form, sign and date the License Renewal Form
Verification of Home Address

- Confirm with license holder the home address reflected on the VDOE License Renewal Application is the current address on file with PWCS. The address on the license renewal application must match the address on file with PWCS.

- If the address on file with PWCS is not up-to-date, the license holder will also need to complete the PWCS Address Change Form and include it with the licensure packet.
Verification of Training Requirements

Principal/Advisor should confirm a certificate of completion for all training requirements is included in the license renewal packet:

- First Aid/CPR/AED with hands on CPR practice
- Dyslexia Awareness
- Child Abuse Recognition
- Virginia State and Local Civic Education if applicable
- School Counselor Training if applicable
Tips for Option 1: College Credit

If license holder earned points using Option 1, College Credit, Principals/Advisors should do the following:

- Confirm official transcripts are included in the license renewal packet with a passing grade and reflects credits earned. Each semester credit is worth 30 renewal points.
- Courses cannot be in progress.
- Transcripts with a stamp/seal or third party transcripts in the sealed envelope can be opened by the principal/advisor to confirm credits earned.
- Electronic or internet transcripts are not accepted.
Tips for Option 8, Professional Development

- All points earned for Option 8, Professional Development must be five (5) or more points/hours for each activity.
- Activities less than five (5) points may be grouped together on one line if offered in a series or the activities are of similar subject content completed in the same renewal cycle. For example, a 2 hour on-going ESOL professional development training can be reflected on one line, under Option 8 as ESOL Training 2015, 2016, 2017, 2018 as 8 points.
- No single entry line for an activity should be listed as less than five (5) points under Option 8.
- The PWCS Professional Development transcript may be attached to the License Renewal Form in lieu of listing each activity by indicating “see attached professional development transcript” in Option 8.
Complete License Renewal Packet

Confirm the finalized license renewal packet contains all required documents

1. A current license renewal form signed by the license holder and advisor signatures with a current date.

2. Certificate of completion for all required trainings:
   A. First Aid/CPR/AED
   B. Dyslexia Awareness
   C. Child Abuse Recognition
   D. Virginia State and Local Civic Education (if applicable)
   E. School Counselor (if applicable)

3. Official Transcript(s) if points were earned using Option 1, College Credit.
Other Supporting Documentation

- Other supporting documentation (forms/certificates etc.) are returned to the license holder to maintain with their records.
Next Steps

- Return License Renewal Packet to license holder
- License holder attaches a check, money order, or cashiers check for $50, payable to “Treasurer of VA” – (Blue or black ink only)
- License holder copies packet for their own records. (Reminder: All supporting documentation used for options 2 -8 are retained by the license holder.)
- License holder sends the complete packet to the PWCS, Office of Certification, Attn: License Renewal between January 1 and April 1 of the year the license expires.
Additional License Requests

- Additional requests may be included in the License Renewal Packet.
- License holders should use the Certification website for the most up-to-date instructions, forms and fees associated for each licensure request.
Non-compliance of License Renewal

- At the discretion of the principal/advisor, non-compliance of license renewal requirements may be reflected on the professional performance process (PPP).
- License holders who exceed the April 1 deadline will not receive a contract for the following school year until a complete packet has been provided.
- License holders who exceed the April 1 deadline are subject to termination of the contract if the license is not renewed by June 30th of the year the license expires.
License Renewal Resources

- PWCS License Renewal Process Webpage
- Administrator’s Responsibility Checklist
- License Holders Responsibility Checklist
- Virginia License Renewal Manual
- PWCS Professional Learning Catalog
PWCS Office of Certification Contacts

- **License Holders with last names A-L**
  
  Jennifer Missner: Licensure Specialist  
  missnejj@pwcs.edu  703.791.8093

- **License Holders with last names M-Z**
  
  Brock Relyea: Licensure Specialist  
  relyeab@pwcs.edu  703.791.7465

- Bev Slabaugh: Certification, Admin Coordinator  
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