HUMAN RESOURCES

Certificated Employees

Licensing

I. Within 30 days after employment, teachers and other personnel for whom licensure is required must submit one of the following to the Certification Office.

A. A valid Virginia Teaching License

B. All forms and documents as prescribed by the Virginia Department of Education to obtain a Virginia Teaching License

II. Employees who do not comply with the requirement specified in Item I shall be recommended for non-renewal of contract if credentials are not in the Certification Office by March 1.

III. It is the employee's responsibility to maintain on file a valid license in accordance with procedures prescribed by the Virginia Board of Education.

IV. All credits required for the renewal of a license must be earned prior to the expiration date of the current license. A complete license renewal packet including transcripts must be submitted to the Certification Office by April 1 of the year in which the license expires.

V. Noncompliance with the provisions of Item IV may be interpreted as noncompliance with school laws and regulations and other good and just cause which may result in a recommendation for non-renewal of the contract or dismissal from a position.

VI. An employee who is eligible for a Virginia Teaching License but needs assessments or additional course work for an appropriate endorsement relative to the employee's teaching assignment shall be given a timeline to complete the requirements. Failure to complete licensure requirements in accordance with the timeline shall constitute noncompliance with school laws and regulations and other good and just cause and may result in a recommendation for non-renewal of the employee's contract, or reassignment of the employee to a position for which an endorsement is held.
VII. The Certification Specialist shall:

A. Assist employees in obtaining and renewing licenses.

B. Notify each licensed employee approximately one year prior to the expiration date of the employee's license.

C. Upon request, assist employees in adding other license endorsements.

VIII. Any licensure eligibility evaluation performed by a Certification Specialist or other PWCS employee shall be deemed advisory in nature, and any information provided by PWCS regarding Virginia’s licensing or endorsement requirements is intended as guidance only. Employees are directly responsible for obtaining all necessary information and meeting the requirements of the Virginia Department of Education for Licensing and Endorsement.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2011.