HUMAN RESOURCES

Certificated Employees

Local Eligibility License

The Virginia General Assembly amended the Code of Virginia to establish a mechanism for local school boards to issue a valid three-year nonrenewable local eligibility license to teachers, according to specified criteria. The licenses shall be valid only within the issuing school division and shall not entitle the license holder to continuing contract status.

I. Eligibility For a Local Teaching License

A local eligibility license shall be available only in non-core subject areas such as health, physical education, technical education, dance and theatre arts as designated by the Prince William County Public Schools Human Resources Department. Applicants must not be eligible for a Virginia regular or provisional license in the teaching areas for which they are applying but can hold regular or provisional licenses endorsed in other areas.

II. Requirements

To be eligible for a local license, applicants must satisfy the following requirements before employment with Prince William County Public Schools:

A. Earn a baccalaureate degree from an accredited institution of higher education. Applicants with foreign credentials must submit their transcripts to an evaluating agency approved by the Virginia Department of Education to document completion of the equivalent of a U.S. Bachelor's degree or higher.

B. Have experience or training in a subject or content area as the local school board and superintendent or designee may deem appropriate for the intended teaching assignment.

III. Special Education Teachers

To ensure compliance with special education laws and regulations at both the state and federal levels individuals assigned as special education teachers who have not met the full requirements for a collegiate or postgraduate professional license shall continue to receive the special education conditional license.
Individuals currently working in special education with a conditional license may be eligible for an extension to continue in their teaching position as they complete the individualized course of study leading to the full endorsement in special education. However, these individuals are not eligible for the Local Eligibility License.

IV. Employment Conditions

Teachers applying for local licenses shall be subject to the same Prince William County Schools employment conditions as applicants with other teaching licenses.

The Human Resources Department shall monitor the continued eligibility of local license holders.

To continue employment, teachers must be eligible for a provisional license when the local license expires.

V. Format of the Local Eligibility License

The following information shall appear on the local license: name of the license, name of the school division, name of the individual, effective date and expiration date of the license, date the license was issued, and the teaching area. The local license shall be dated effective July 1 of the school year the applicant is employed and expire no more than three years on June 30.

The individual receiving the local license shall also receive a memorandum of requirements and time frame to be completed to secure a full five-year license. A copy of the memorandum signed and dated by the holder of the local license must be kept on file in the Human Resources Department.

VI. Report to the Virginia Department of Education

A report about teachers receiving the local eligibility licenses must be submitted to the Virginia Department of Education, Division of Teacher Education and Licensure. The data shall be due on May 1 of each year. Information required is as follows:
A. Total number of local eligibility licenses issued.
B. Total number of classroom teachers employed by the school division during the preceding year.
C. Percentage of teachers within the school system who have been issued local licenses.
D. Names, social security numbers, degrees (including majors) of teachers issued the local license.
E. Teaching area identified on the license.
F. Total number of years of successful teaching experience under the local licenses.
G. Information on the deficiencies needed by the individual.
H. If the individual previously has held a provisional license.

No fee is required for the local eligibility license. A fee shall be required when applying for a provisional, collegiate or postgraduate license to the Virginia Department of Education.

The local eligibility license shall not be accepted through the interstate contract (reciprocity) to secure a license in another state.

The Director of Human Resources is responsible for implementing and monitoring this regulation.