

## 2024 Digital License Renewal Process

All License holders are encouraged to use the Digital License Renewal Process in PWCS Records if you are only renewing a Virginia Department of Education issued license.

### Attention to the following details required:

- Go to [PWCS– Records](#) (your login is the same as your PWCS login information)
- Click on Files on the left hand side, click on Certification folder, click on 2024 License Renewal Process and Instructions.
- When you open the link for “[License Renewal Application](#),” download the .PDF document.
- The License Renewal Application can be completed digitally and signed electronically using the Adobe Sign process. [Instructions for using Adobe Sign are linked here](#). Important Note: with each change made to your downloaded .PDF application, you’ll need to Save and Overwrite / Replace the previous version saved to your device.
- If you are not using Adobe Sign, please print all 3 pages of the application form, hand-sign, and scan/upload it with your completed license renewal packet.
- Complete all sections of the License Renewal Application [following detailed instructions provided within the form](#).
- **PWCS is paying the \$50 renewal fee for current contracted license holders with licenses expiring 6/30/2024.**
- Upload all renewal documentation to the License Renewal Process file using PWCS Records. (If you need help creating or combining PDFs containing the required documents for license renewal, contact the Instructional Technology Coach at your work location.)
- Your uploaded file(s), or if you are submitting hard copies by mail or PWCS Courier, must contain the following:
  1. [Completed/signed 3-page License Renewal Application form \(VDOE January 2022 edition is the current active version\)](#)
  2. [Professional Learning Transcript](#)
  3. [First Aid/CPR/AED Certificate of Completion, including hands-on CPR component](#)
  4. [Child Abuse Neglect and Recognition Certification of Completion](#)
  5. [Dyslexia Training Certificate of Completion](#)
  6. [Cultural Competency Training](#)
  7. [Meaningful IEP training module](#)
  8. [Building a More Inclusive School Community: Key Elements](#)
  9. [Virginia State and Local Civic Certificate of Completion \(if applicable\)](#)
  10. [School Counselor Training Certificate of Completion \(if applicable\)](#)
- **When you have completed the form, uploaded your documents and are ready to submit, please do the following:** Select “Save Final”, then electronically sign, and “Submit” your completed License Renewal Form to the PWCS Office of Certification. **Important – please read: You must complete both steps “Save Final” and “Submit” to successfully submit your digital license renewal form.**

A licensure specialist will review your digital license renewal form and uploaded file(s). Once approved, a request to renew the license will be made on your behalf to the Virginia Department of Education.

**The license renewal form will be sent back to you for revision/correction using PWCS Records if your packet is missing documentation and is not approved. Follow these steps to correct and resend your packet:**

- You will receive an email notification that you have a task to complete in PWCS Records
- Open the task and scroll down to the bottom portion of the form to the Incomplete Licensure Packet section for “Office Use Only” text box. Information pertaining to why your license renewal packet is being sent back to you is found in this field of the license renewal form.
- You may use the “Correction to License Packet” upload file button to send the missing document or information requested to complete your license renewal process.

- Select “Save Final”, then electronically sign, and “Submit” your completed License Renewal form to the PWCS Office of Certification. **Important – please read: You must complete both steps to successfully submit your corrected digital license renewal form.)**

**How to verify the digital license renewal form was received and sent to the VDOE for processing:**

- Go to [PWCS Records](#) (your login is the same as your PWCS login information)
- Click on the Files Tab
- Go to Certification Folder
- ✓ The 2024 License Renewal form is found in the Certification Folder and will indicate “Completed” with a green check mark, when your renewal has been approved.

**PWCS Licensure Contacts:**

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