Instructions for Submitting a Hard Copy License Renewal Packet

**If any of the following applies, you must submit a hard copy license renewal packet with an original, hand- written signature to the PWCS Office of Certification following the instructions provided:**

1. **I am renewing a license and making other licensure requests such as Adding an Endorsement, Adding a Degree, etc. Additional licensure requests require a** [**Licensure Request Form (Word)**](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/LicensureRequestForm.doc) **– include all documents with the License Renewal Packet – no additional fee for a name change when submitted with a renewal packet.**
2. **I am renewing a license and paying the fee with a personal check, cashier’s check, money order or paying electronically on the VDOE website. (I am not paying my fee electronically using the PWCS Electronic Fee Payment.) You must submit a hard copy license renewal packet with an original, hand-written signature to the PWCS Office of Certification.**
3. **I have retired from PWCS and I will be submitting a hard copy license renewal packet with supporting documentation for all points earned to the PWCS Office of Certification. (The External Credit Approval Process does not apply to retirees since all documentation for license renewal will be reviewed and signed by a licensure specialist.) License holders who have retired and are no longer employed by PWCS must include a personal check, cashier’s check or money order payable to “Treasurer of Virginia” with the license renewal packet.**
4. **I answered “Yes” to any of the criminal history background questions for license renewal.**
5. **I hold a Superintendent License issued by the Virginia Department of Education. You must submit a hard copy (paper) license renewal packet with an original, hand-written signature to the PWCS Office of Certification to renew your regular license and the Superintendent License. Total fee of $100 to renew both licenses.**

**Note:** Renewable license holders expiring 2022 who have already completed a hard copy (paper) license renewal packet and your principal has already signed and approved your license renewal with an original, hand-written signature **may** choose to send in the completed paper packet for this renewal period.

**Instructions:**

* Complete the[**Application for License Renewal Form**](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/LicenseRenewal/PWCS_2022_License_Renewal_Application.pdf) **– you may include your professional learning transcript reflecting 180 points in lieu of listing each activity on the license renewal form.**
* The VDOE requires a current signed and currently dated application with an original, hand-written signature. The VDOE will **not** accept electronic signatures; faxed, copied or scanned license applications. **The form should be signed and dated with the date you turn in your paperwork.**
* Your principal/advisor signature is **not** required. The External Credit Request Process replaces the process when principals/advisors were required to manually sign and initial by each option used on the license renewal form.
* **The address provided on all licensure forms must match the address on file with Prince William County Schools.** To verify your current address on file or to update your address go to [Employee Self Service](https://prodhrapp.pwcs.edu/webapp/ESSPROD/ESS) Your login and password for ESS is the same as your PWCS login information. (Note: Paper address change forms are no longer accepted, employees must make all address changes using ESS.)
* **License Renewal Fee of $50**- Pay electronically using the [**Electronic License Fee Payment**](https://www.pwcs.edu/cms/One.aspx?portalId=340225&pageId=37684318) option or make check, money order or cashier's check payable to**Treasurer of Virginia**- use only blue or black ink.
* If you pay electronically, include a copy of the School Payment Receipt Confirmation with your licensure packet. (This receipt was emailed to you when you paid your fee using the electronic payment portal and must reflect the amount paid. A copy of the license fee form with check boxes is not acceptable, since it doesn't confirm payment was made.)
* Emergency First Aid, hands-on CPR, AED Training Certificate of Completion
* Dyslexia Awareness Training Certificate of Completion
* Child Abuse and Neglect Recognition Training Certificate of Completion
* **Virginia History or State and Local Government (Civics) Module Certificate of Completion (if applicable)**
* School Counselor Training (if applicable)
* **Professional Learning Transcript. Make sure your principal/advisor has approved all external credit requests and the points are reflected on your PWCS professional learning transcript.**
* **Official Transcripts if applicable**. **(License holders must order transcripts to be sent to home address and include in the license renewal packet).** Graduate or undergraduate transcripts must include grade and credits earned. (1 credit = 30 points) License holders will need to obtain official transcripts from the college offering the college credit for any courses taken through PWCS cohorts or the PWCS Professional Learning Catalog.

**IMPORTANT:** Use caution when ordering transcripts. Official transcripts with a stamp or seal is required.

Some institutions contract with other companies (third party) to issue official transcripts. The transcripts may be accepted if received in sealed envelopes to be reviewed first by principal/advisor. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted. In some cases, you may have to contact the registrar's office directly to make a special request for acceptable transcripts. Marked up or highlighted transcripts are also not accepted.

* If you answered “Yes” to any of the criminal history background questions for license renewal you must include a letter giving full details and any official documentation available regarding the matter.
* Remove all other supporting documents or certificates (other than those required and listed above) from the license renewal packet. Other supporting documents should be maintained by the license holder. C**ertificates will not be returned to the license holder.**
* Take time to verify your license renewal packet is complete. Compare the required list of documents to your licensure packet prior to sending. Incomplete packets cannot be processed.

**Send a single, complete license renewal packet to Prince William County Schools, HR-Office of Certification for processing via courier/pony mail from your work location or via U.S. Mail:**

**SEND VIA PWC S COURIER TO HR / CERTIFICATION, KLC**

**or MAIL TO: PWCS, Office of Certification, P.O Box 389, Manassas, Virginia 20108**

* License Renewal packets must be received in the Office of Certification between **January 1st and April 1st of the year the license expires. The VDOE does not accept license renewal packets prior to January 1. Do not send packets early.**
* **Do not send your license renewal request to the Virginia Department of Education (VDOE)**.
* Non-compliance of licensure requirements and deadlines will be reflected on performance evaluation processes and may result in a breach of contract and termination

**How to verify a hard copy (paper) license renewal packet was received, approved and sent to the VDOE for processing:**

* Go to**:** <https://www.pwcs.edu/departments/certificationlink>
* Select the Alpha Roster button and look for your name on the spreadsheet

**Receipt of the new license certificate:**

* The license renewal process may take 6-12 weeks.
* A new license issued by the VDOE will be mailed to your home address.
* A courtesy copy of the new certificate is sent to the PWCS Office of Certification

**PWCS Licensure Contacts:**

Last names A-L: Jennifer Missner missnejj@pwcs.edu

Last names M-Z: Brock Relyea relyeab@pwcs.edu

 Administrative Coordinator of Certification & Compliance: Shelby Elliott elliotsg@pwcs.edu