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Memorandum

To: Licensed, Professional Staff
Principals/Assistant Principals

From: Jonathan Venn, Chief Human Resources Officer

Date: August 10, 2017

Subject: Teacher Licensure: Licensure Renewal Process

IMPORTANT CHANGES TO LICENSE RENEWAL PROCESS

1. Revision in License Renewal Requirements

On or after July 1, 2015, license holders will not be required to take a college or university course to renew a Board of Education license. License holders will need to complete 180 professional development points and all other renewal requirements set forth in regulation and statute. The 2015 General Assembly passed House Bill [1320](#) that amended requirements for license renewal as follows:

Every person seeking renewal of a license shall complete all renewal requirements, including professional development in a manner prescribed by the Board, except that no person seeking renewal of a license shall be required to satisfy any such requirement by completing coursework and earning credit at an institution of higher education.

2. Dyslexia Requirement-[Dyslexia Awareness Training Module](#)

Effective July 1, 2017, every person seeking initial licensure or renewal of a license shall complete awareness training, provided by VDOE, on the indicators of dyslexia, as that term is defined by the board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. This module is accessible from PCs and Mac computers. Viewing on an iPad or smartphone requires the download of the free “mobile player.” Users should complete the module in one session and have access to a printer.

3. Emergency First Aid, Cardiopulmonary Resuscitation, and Automated External Defibrillator Training or Certification-Effective July 1, 2013

NEW Effective September 1, 2017, certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators that is required of every person seeking initial licensure or renewal of a license as a teacher shall include **hands-on practice** of the skills necessary to perform cardiopulmonary resuscitation. The certification or training program must be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross.

Evidence of Completion Requirements

School divisions submitting initial requests for licenses and/or licensure renewals on behalf of employees will be required to verify that these individuals have provided evidence of completion of certification or training. Documentation must be kept on file in the school division.

§ 4. Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. The certification or training program shall be based on the current national evidence-based emergency cardiovascular care guidelines for

cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training....

Staunton City Schools will provide training opportunities in the first or second semester of the 2017-2018 school year for any individuals who must renew their license in June 2018.

Individuals who wish to independently pursue a certification program should be sure it is “based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross”. Those who are certified or choose to certify through an external agency will be required to provide a copy of both sides of their certification card. SCS will continue to offer CPR/First Aid/AED certification to those professional and support staff who are required to maintain certification as part of federal or state requirements, their work agreement, or to meet the safe school minimum requirements.

4. Knowledge of Virginia History or State and Local Government Training-Effective July 1, 2014

Please note this requirement applies for the purposes of the individual’s next or initial renewal occurring ON or AFTER July 1, 2014. Any individual licensed and endorsed (**regardless of whether you are actively teaching under this endorsement**) to teach (i) middle school civics or economics or (ii) high school government or history who is seeking renewal of such license is required to demonstrate knowledge of Virginia history or state and local government by completing a module or professional development course specifically related to Virginia history or state and local government that has a value of five professional development points. Successful completion of the Virginia State and Local Civic Education Module located at

<http://www.civiceducationva.org/> will satisfy this renewal requirement. Please print and submit the module certificate with renewal documentation.

Individuals who hold any one of these endorsements on a Virginia license **will be required** to satisfy the Virginia History or State and Local Government requirement for renewal after July 1, 2014.

Endorsements

- Early-Middle Education K-8
- Elementary Grades NK-8
- Elementary Grades K-7
- Elementary Grades K-8
- Elementary Grades 1-7
- Elementary Grades 4-7
- Kindergarten Elementary Grades 1-7
- Economics
- Government
- History
- History and Social Sciences
- Middle Education Grades 4-8
- Middle Education Grades 5-8
- Middle Education Grades 6-8
- Middle Education Grades 6-7
- Middle Education 6-8: History and Social Science
- Social Studies-Without History

5. Endorsement in School Counseling: Training in the recognition of mental health disorders and behavioral distress (School Counselor endorsement ONLY)

Every person seeking initial licensure or renewal of a license with an endorsement as a school counselor shall complete training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Please see the following for: [Training Options](#).

6. Endorsement in School Counseling: Training in the recognition of mental health disorders and behavioral distress (School Counselor endorsement ONLY)

Every person seeking initial licensure or renewal of a license with an endorsement as a school counselor shall complete training in the recognition of mental health disorder

and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Please see the following for: [Training Options](#).

7. Child Abuse and Neglect Recognition and Intervention Training:

The Child Abuse and Neglect Recognition and Intervention Training tutorial may be accessed at the following Web site: [Child Abuse and Recognition Training](#).

At the conclusion of the tutorial, please note that the license holder will need to make a copy of the certificate of completion that needs to be attached to the application for renewal.

8. Technology Standards for Instructional Personnel:

Please go to the following link and complete the Technology Standards checklist and attach to your application for renewal: [Technology Standards Checklist](#).

ADDITIONAL INFORMATION TO LICENSE RENEWAL PROCESS

Staunton City Schools will pay the \$25 fee to the Department of Education for license renewal for professional educational employees who are required by law to hold such license to perform their duties. License fees for renewal, however, will be paid only at the required period, as mandated by the Virginia Department of Education. This agreement to fund license renewal does not include payments for name changes, licensure certificate updates or other changes.

- **NOTE: If you do not know when you are due for recertification, please visit the [Teacher & Educator License Query](#) at the following link: <https://p1pe.doe.virginia.gov/tinfo/>.**

For Teachers Due for Recertification in June 2018

- ALL renewals through the Individual Renewal Record (IRR) due by **June 30, 2018** must be submitted to Human Resources **PRIOR to April 6, 2018**.
- ALL licensed staff (**due for renewal of the current school year**) **MUST** consult with their principal/assistant principal to review and verify your IRR **PRIOR to going on Winter Break**.

License Renewal Process:

- Complete a total of 180 professional development points. You must earn these points during the validity period of your license and list them on an Individualized Renewal Record (IRR).
- Consult with your principal **no later than Winter Break** to review and verify your IRR. (**Important: Prior approval** from principal is required before registering for the 3-credit course). In addition, coursework in technology, classroom management, special education, gifted education or English as a Second Language (ESL) may satisfy the content course requirement, with **prior approval** from your principal and the Chief Human Resources Officer, for one cycle of the renewal process.

Submit the following to the SCS Human Resources Department:

- Completed Individualized Renewal Record (IRR) signed by your Principal or Assistant Principal. All renewals must be submitted to Human Resources Department prior to **April 6, 2018**. **Failure to submit renewal information may result in your contract being held until requirements are submitted.**
- Please submit documentation that you have met the **Dyslexia, Child Abuse and Recognition, Technology Standards** and **First Aid, CPR and AED** training requirements.

- **If applicable**, please print and submit the Knowledge of Virginia History or State and Local Government Training Certificate and/or documentation indicating you have meet the training in the recognition of mental health disorder and behavior distress with renewal documentation.
- Official transcripts containing the courses taken.

License Holder's Responsibilities:

- Review your license to verify the date you are up for renewal. It is your responsibility to keep track of your own renewal points.
- Develop an individualized license renewal plan based on one's professional Needs/goals and on Staunton City Schools' priorities.
- **Meet annually** with your Principal/Assistant Principal to review and amend the individualized renewal plan and/or to verify completed license renewal activities on the Individualized Renewal Record (IRR).
- ***During a renewal year***, consult with your principal prior to going on **Winter Break** to review and verify your IRR. Complete and certify the completed Individualized Renewal Record (IRR) with your Principal/Assistant Principal. Submit the completed IRR form and official transcripts for coursework prior to **April 6, 2018**. Human Resources will certify the record and will forward it to the Virginia Department of Education's Division of Teacher Education and Licensure. Once the record has been forwarded and you have been notified, activities for the next license renewal period may begin.

Principals'/Assistant Principals' Responsibilities:

- Know the requirements for renewal of a Virginia license.
- Review the individual renewal plan with the license holder on an annual basis.
During a renewal year, consult with the license holder prior to going on **Winter Break** to review and verify their IRR.

- Assist the license holder in completing his/her renewal plan by recommending activities that are consistent with the division's staff development goals and the individual license holder's professional development goals.
- Verify that the professional development activities have been completed and that the points accrued are consistent with the criteria of the renewal options outlined in this document.

For support/questions regarding the **licensure renewal process**, please contact Jonathan Venn, Chief Human Resources Officer (x4955 or jvenn@staunton.k12.va.us) or Suzanne Scott, Human Resources Technician (x 4943 or sscott@staunton.k12.va.us).

For support/questions regarding **recertification points**, please contact Mariane Yukniewicz, Secretary- Department of Curriculum and Instruction (x4945 or myukniewicz@staunton.k12.va.us).

Links to Information:

Virginia Licensure Renewal Manual

[Virginia License Renewal Manual 2017](#)