

**VIRGINIA LICENSURE RENEWAL OPTIONS**

	<b>Maximum # of Points</b>	<b>Point Value Assignment</b>	<b>Verification</b>
<b>1. College Credit</b>	180	1 semester hour = 30 points  1 quarter hour = 20 points	•Official transcript or official “student copy” of transcript
<b>Criteria:</b>	1) Must be course work (3 semester hours) taken in the content area of the endorsement on the license and/or teaching assignment if the license holder does not have a master’s degree.  2) Must be earned at a regionally accredited four-year college/university, two-year college; or must be earned at a vocational education workshop.  3) Must be taken for credit.  4) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.  5) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency.		
<b>2. Professional Conference</b>	45	Participation-5 points per day Presentation-15 points per topic presentation	•Conference program  •Letters of invitation, acceptance, and thank you  •Employing educational agency approved leave request  •Conference participants list  •Certificate of attendance/completion
<b>Criteria:</b>	1) Must be 4 or more hours in length.  2) Must include only time spent in those portions of the conference program that contribute to the participant’s professional knowledge, competence, performance, or effectiveness in education.  3) Must have prior approval from the chief executive officer or designee.  4) May be local, regional, state, national, or international in scope.		

	<b>Maximum # of Points</b>	<b>Point Value Assignment</b>	<b>Verification</b>
3. Curriculum Development	90	1 point per clock hour	<ul style="list-style-type: none"> <li>•Employing educational agency’s participant list</li> <li>•Curriculum guide</li> <li>•Committee assignment list</li> </ul>
Criteria:	<p>1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> <p>3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.</p>		
4. Publication of Article	90	45 points per narrative, article, or report	<ul style="list-style-type: none"> <li>•Copy of the published article</li> <li>•Copy of the final grant report</li> <li>•Publisher’s letter of publication date</li> </ul>
Criteria:	<p>1) Must be published in a professional journal or a publication sanctioned by the employing educational agency.</p> <p>2) If a grant, it must be approved by the employing educational agency.</p> <p>3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).</p>		
5. Publication of Book	90	90 points per book	<ul style="list-style-type: none"> <li>•Copy of the published book</li> <li>•Copyright for the completed work in the field of theatre, fine arts, or music</li> <li>•Copyright for instructional program</li> </ul>
Criteria:	<p>1) Must be published for purchase.</p> <p>2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).</p> <p>3) In the case of revision, should represent a substantive change of the original text.</p>		

	Maximum # of Points	Point Value Assignment	Verification
6. Mentorship/ Supervision	90	1 point per clock hour	<ul style="list-style-type: none"> <li>•Participant list from college/university</li> <li>•Employing educational agency assignment list</li> </ul>
Criteria:	<p>1) Must assist an undergraduate or graduate intern, pre-service student teacher/beginning teacher, or beginning administrator.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> <p>3) Must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.</p>		
7. Educational Project	90	1 point per clock /contact hour	<ul style="list-style-type: none"> <li>•Acceptance for exchange program from college/university, or business</li> <li>•Written summary/journal of project activities</li> </ul>
Criteria:	<p>1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p> <p>3) Must result in a written report or other tangible product.</p>		
8. Professional Development Activity	180	1 point per clock/contact hour	<ul style="list-style-type: none"> <li>•Participants list from employing educational agency,</li> <li>•Certificate of completion/attendance</li> </ul>
Criteria:	<p>1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive.</p> <p>2) Must have prior approval from the chief executive officer or designee.</p>		

*Type or print in ink*  
*Make checks payable to*  
*Treasurer of Virginia*

Virginia Department of Education  
 Division of Teacher Education and Licensure  
 Post Office Box 2120  
 Richmond, VA 23218-2120

INDIVIDUALIZED RENEWAL RECORD

Name: Last First Middle Renewal Year Social Security No.

Home Address City State Zip Code

Endorsement(s) Highest Degree Earned

**Summary of Points Earned During the Past Five Years to be Credited Toward Renewal:**

Option	1	2	3	4	5	6	7	8	Credit for All Options
Maximum Points	(180)	(45)	(90)	(90)	(90)	(90)	(90)	(180)	
Total Points									

**Verification and Recommendation for License Renewal**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required for individuals employed by a Virginia educational agency:**

Division \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I recommend the renewal of the enclosed Virginia license and certify that the above-named license holder completed the listed activities and that these activities comply with Virginia's renewal regulations.

Superintendent's or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Exception to content course work requirement granted?

Yes \_\_\_\_ No \_\_\_\_

Reason:  
 Particular need of teacher \_\_\_\_ New endorsement \_\_\_\_

**Verification of Completed Activities**

		Activity Points	Applicant Initials	Advisor Initials	Date
<b>Option 1: College Credit (180)</b>					
Course No./Title	College/Year Taken				
<b>Option 2: Professional Conference (45)</b>					
Conference Name	Dates Attended				

Name: Last

First

Middle

Social Security No.

Verification of Completed Activities

		Activity Points	Applicant Initials	Advisor Initials	Date
<b>Option 3: Curriculum Development (90)</b>					
Title	Dates				
<b>Option 4: Publication of Article (90)</b>					
Title	Magazine	Date Published			
<b>Option 5: Publication of Book (90)</b>					
Title	Publisher	Date Published			
<b>Option 6: Mentorship/Supervision (90)</b>					
Person	Date Supervised				
<b>Option 7: Educational Project (90)</b>					
Title	Dates				
<b>Option 8: Professional Development Activities (180)</b>					
Project/Title	Dates				