

HARRISONBURG CITY PUBLIC SCHOOLS
ADVISORS FOR LICENSURE RECERTIFICATION

<u>CERTIFICATE HOLDER</u>	<u>ADVISOR</u>
1. Teacher	Principal or Assistant Principal
2. Instructional Assistant	Principal or Assistant Principal
3. Assistant Principal	Principal
4. Principal	Director of Human Resources
5. Instructional Supervisors, Director of Special Education, and Supervisor of Student Services	Director of Instruction
6. Psychologists, Social Worker, & Visiting Teacher	Director of Special Education
7. Superintendent, Director of Administrative Operations, and Director of Instruction	Director of Human Resources

RESPONSIBILITIES

1. The advisor should know the requirements for recertification of a renewable Virginia certificate.
2. The advisor should review the certificate holder's individual recertification plan with the certificate holder on an annual basis or as necessary until the requirements for recertification have been satisfied.
3. The advisor should assist the certificate holder in completing her/her recertification plan by recommending activities that are consistent with the employing agency's staff development goals and the individual certificate holder's professional development goals.
4. The advisor should verify that the professional development activities have been completed and that the points accrued for the activity are consistent with the criteria of this manual. The advisor should not sign the recertification plan if a selected activity does not meet the criteria in one of the recertification Options.
5. The program is built on the basis of trust; minimal paperwork is expected - reasonable documentation is all that is required if the advisor does not have personal knowledge of the activity.
6. The advisor should forward the certificate holder's completed and verified Individualized Recertification Record to the Director of Human Resources.