

REQUIREMENTS FOR LICENSURE RECERTIFICATION  
(EFFECTIVE September 21, 2007)

- A. The Division Superintendent, Postgraduate Professional, Collegiate Professional, Technical Professional, Pupil Personnel Services Licenses, and School Manager Licenses may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan that includes ongoing, sustained, and high-quality professional development.
- B. Virginia public school divisions and public education agencies must report annually to the Department of Education that instructional personnel have completed high quality professional development each year as set forth by the Virginia Department of Education following the *Domains of Professional Competency*:

**Domains of Professional Competency**

The substance or content of each renewal activity must be consistent with the license holder's goal(s) for professional development and must clearly fit one or more of six domains of professional competency in education. License holders should choose, and advisors should verify, only those activities whose substance is clearly included within one or more of the following domains of professional growth:

1. Curriculum or subject(s) specifically related to one's assigned professional duties or responsibilities;
  2. Specialization area one serves or reasonably expects to serve; (Examples of specialization areas include but are not limited to bilingual education, vocational education, career education, technology education, international education, or special education.)
  3. Concepts, principles, and methods of effective teaching, supervision, and administration; (Examples include but are not limited to classroom management, leadership skills, curriculum development, and administrative management.)
  4. Concepts and principles of physical, intellectual, psychological, social, and emotional development of children and youth;
  5. Concepts and principles of communication, learning, exceptionality, individuality, and cultural differences; (Examples include but are not limited to oral and written communication, motivation, retention, and individual differences) and,
  6. Concepts and principles of effective relationships among schools, families, and communities.
- C. Professional development points may be accrued by the completion of professional development activities to improve and increase instructional personnel's knowledge of the academic subjects the teachers teach or the area assigned from one or more of the *Eight Renewal Options*.

**Summary of the Eight Renewal Options**

Each license holder is required to document the accrual of 180 professional development points to renew their license. Points for renewal will be based upon activities drawn from the following eight options.

An activity is used to accrue points under only one renewal option. For example, an educator who exchanges positions with another educator for an extended period of time (Option 7) and writes an article about the experience (Option 4) may not earn points for both options.

An activity should not be a routine employment responsibility. For example, someone whose job function is to observe teachers may not earn points through observations that are a standard part of employment duties.

## 1. College Credit

- a. **License holders without a master's degree** - A minimum of 90 points (three semester hours in a content area) in the license holder's endorsement area(s) shall be required of license holders without a master's degree and may be satisfied with undergraduate or graduate-level course work completed at a two-year or four-year regionally accredited college or university.
- b. **License holders with a master's degree** - License holders with a master's degree may take undergraduate or graduate-level course work from a regionally accredited two-year or four-year college or university within or outside of the license holder's endorsement area(s) that meet the criteria of the *Domains of Professional Competency*.
- c. **Technical Professional License holders** - Technical Professional License holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate course work at two-year or four-year regionally accredited institutions. The remaining 90 points of the 180 total professional development points, if accrued within Option 1, may be taken from a regionally accredited two-year or four-year college or university through undergraduate course work within or outside of the license holder's endorsement area(s) that meet the criteria of the *Domains of Professional Competency*.
- d. **What is content area course work?**
  1. Content refers to the endorsement(s) on a license. Content area courses are courses at the undergraduate level (two-year or four-year regionally accredited college or university) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts and sciences.
  2. License holders with an elementary endorsement may satisfy the requirement by taking an academic content course in English, social sciences, mathematics, sciences, fine arts, and/or health and physical education. A grade-level endorsement requires course work in the major academic content areas of the endorsement.
  3. License holders with an endorsement and/or current teaching assignment in the areas of history and the social sciences may satisfy the content requirement by taking an academic content course in history or any of the related social science disciplines (geography, anthropology, psychology, political science, economics, and sociology).
  4. License holders in English may satisfy the content requirement by taking an academic content course in English, literature, journalism, theatre arts, and/or speech. A subject-specific endorsement requires course work in the academic content area indicated by the endorsement or a related subject area.
- e. **What are acceptable alternatives to content area course work?**

One of the following may be completed to satisfy the content course requirement for one cycle of the renewal process:

  1. Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities.
  2. A course in gifted education.
  3. A course in educational technology.
  4. A course in English as a second language.

In addition, professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools.

With prior approval of the division superintendent, the 90 points in a content area also may be satisfied through course work taken to obtain a new teaching endorsement or advanced degree or course work taken because of a particular need of a particular teacher.

1. Maximum number of points: 180
2. Point value assignment:
  - a. One semester hour = 30 points
  - b. One quarter hour = 20 points
3. Verification:
  - a. Official transcript or official “student copy” of transcript (Grade reports, photocopies, and electronic records are not accepted.)

## 2. **Professional Conference**

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours which addresses educational concerns through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students.

- a. Maximum number of points: 45
- b. Point value assignment:
  1. Participation - 5 points per day
  2. Presentation - 15 points per topic presentation.
  3. Points may be assigned for only one presentation on the same topic per validity period.
- c. Criteria:
  1. Must be four or more hours in length.
  2. Must include only time spent in those portions of the conference program that contribute to the participants’ professional knowledge, competence, performance or effectiveness in education.
  3. Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for professional conference attendance is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
  4. May be local, regional, state, national, or international in scope.
- d. Verification (one or more of the following):
  1. Conference program
  2. Letters of invitation, acceptance, and thank you
  3. Employing educational agency approved leave request
  4. Conference participants list
  5. Certificate of attendance/completion

### 3. Curriculum Development

Curriculum development is a group activity in which the license holder contributes to the improvement of the curricula of a school, a school division, or an educational institution. The license holder may accrue points within this option for time spent in preliminary planning and development or in completing materials for use by teachers and/or students. Credit shall be given for service as an official member of a division, state, national, or international panel or committee. Development and/or revision of curriculum guides, development of teaching strategies and/or supplemental materials, integration of Standards of Learning objectives with basal series objectives and curriculum guides, service on textbook adoption committee, and critique of a textbook for publication are examples of curriculum development activities.

- a. Maximum number of points: 90
- b. Point value assignment : one point per clock hour
- c. Criteria:
  1. Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
  2. Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for curriculum development is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
  3. Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.
- d. Verification (one or more of the following)
  1. Employing educational agency's participant list
  2. Curriculum guide
  3. Committee assignment list

### 4. Publication of Article

Writing about one's professional research, experiences, perceptions, and beliefs can be a rewarding experience. The written narrative, article, or report should contribute to the effective practice of the profession and/or to the body of knowledge of the profession. Grant reports that present the results of educational research are acceptable within this option, provided the license holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating, or evaluating the study or innovation.

- a. Maximum number of points: 90
- b. Point value assignment: 45 points per narrative, article, or report  
In the event of multiple authorship, the 45 points shall be divided among the authors or investigators. In no instance shall more than 45 points be awarded for a single narrative, article, or report.
- c. Criteria
  1. Must be published in a professional journal or a publication sanctioned by the employing educational agency.
  2. If a grant, it must be approved by the employing educational agency.
  3. Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).
- d. Verification (one or more of the following):
  1. Copy of the published article
  2. Copy of the final grant report
  3. Publisher's letter of publication date

## 5. Publication of Book

The writing of a book represents a substantial effort to bring significant experience(s) or new subject matter to an intended audience. Books assigned renewal credit should focus on concepts that augment new theories or practices applicable to the teaching profession. A book whose content increases the body of knowledge of literature, history, science, or other content area may also earn credit within this option.

- a. Maximum number of points: 90
- b. Point value assignment:
  - 90 points per book. In the event of multiple authorship, the 90 points shall be divided among the authors or editors. In no instance shall more than 90 points be awarded for a single book.
- c. Criteria:
  1. Must be published for purchase (self-publications are not applicable.)
  2. Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).
  3. In the case of revision, should represent a substantive change of the original text.
- d. Verification (one or more of the following):
  1. Copy of the published book
  2. Copyright for the completed work in the field of theatre, fine arts, or music
  3. Copyright for instructional program

## 6. Mentorship/Supervision

Mentorship/Supervision is a process by which an experienced professional provides assistance to one or more persons for the purpose of improving performance. Assistance may involve role modeling, direct instruction, demonstration, observation with feedback, development of plans, and informal contact. This option includes the supervision of field experiences of a pre-service student teacher or an intern in an approved teacher/principal preparation program. The option may also include mentor programs designed as part of the induction process for the beginning teacher or first-year administrator.

- a. Maximum number of points: 90
- b. Point value assignment : one point per clock hour
- c. Criteria:
  1. Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher, beginning teacher, or beginning administrator.
  2. Must have prior approval from the chief executive officer or designee. Prior approval for mentorship/supervision is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
  3. Must be in conjunction with an approved educator/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.
- d. Verification (one or more of the following):
  1. Participant list from college/university
  2. Employing educational agency assignment list

## **7. Educational Project**

An educational project is an option for the license holder to enhance the skills or advance the educational needs of the group being served. Activities within this option may include a broad range of programs: participation in a professional exchange program in which the license holder changes position with another educator for an extended period of time; participation in an alternative work-experience program (paid or volunteer) in which the license holder fulfills new professional responsibilities for a specified period of time; participation in a program of independent study, provided that the license holder investigates a specific aspect of education, produces a written report or other tangible product, and evaluates the independent study and its product. Additional activities within this option may include institutional self-study projects, administrative review projects, teaching of a course for a college/university or for an employing educational agency activity and/or other activities for school improvement.

- a. Maximum number of points : 90
- b. Point value assignment : one point per clock/contact hour
- c. Criteria:
  1. Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
  2. Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for an educational project is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.
  3. Must result in a written report or other tangible product.
- d. Verification (one or more of the following):
  1. Acceptance for exchange program from college/university, or business
  2. Written summary/journal of project activities

## **8. Professional Development Activity**

Staff development programs have become more sophisticated in recent years with the advent of needs assessment, program design, training, implementation, follow-up, and evaluation components being included in professional development activities. The research on effective staff development includes a large body of knowledge on adult learning that describes which types of programs will best meet the instructional, psychological, emotional, and physical needs of the participants. Quality staff development is sequential in nature and needs ongoing support and/or follow-up in-service programs. Local employing educational agencies are encouraged to design staff development activities using teams of teachers, administrators, and central office personnel working in a collaborative effort to enhance professional performance and advance the goals of the employing educational agency. Non-college credit activities previously sponsored by educational agencies are now included in several of the options, especially Option 8.

- a. Maximum number of points: 180
- b. Point value assignment: one point per clock/contact hour.
- c. Criteria:
  1. Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
  2. Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for employing educational agency professional development activity is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing agency.
- d. Verification (one or more of the following):
  1. Participants list from employing educational agency
  2. Certificate of completion/attendance