

Licensure Procedures

The Department of Human Resources Licensure Office acts as a liaison with the Virginia Department of Education Division of Teacher Education and Licensure. We assist Hanover County Public Schools contracted teachers and other school professionals to obtain and maintain valid licensure.

Contracted instructional personnel are required to obtain and maintain a Virginia School Personnel License with appropriate endorsement(s). An endorsement area is the subject area you are licensed to teach or serve. All newly hired instructional personnel should apply for a Virginia teaching license no later than 90 days after hire date, as per their contractual agreement (30 days is needed for processing).

Meeting the four bulleted items below is required for contracted instructional personnel renewing their five-year professional licenses.

PLEASE NOTE: The four bulleted items below must be completed once. If this information is already on file, it does NOT need to be resubmitted.

- **Child Abuse Recognition and Intervention Training:** The 2002 Virginia General Assembly amended the *Code of Virginia* to require that individuals seeking initial licensure and license renewal on and after July 1, 2004, must complete study in child abuse recognition and intervention in accordance with curriculum guidelines approved by the Board of Education. All instructional personnel required to hold a license for their positions are required to complete this requirement. Individuals must complete the Child Abuse Recognition and Intervention requirement **PRIOR TO LICENSURE AND PRIOR TO EMPLOYMENT IN A VIRGINIA PUBLIC SCHOOL**. A free training module is available at: http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html. Be sure your computer is connected to a printer when completing this training so you can print the certificate of completion. This free on-line course takes approximately 30 minutes. Submit this certificate to the Human Resources Department, Licensure Office.
- **Technology Standards for Instructional Personnel:** The Virginia Department of Education requires individuals seeking initial licensure to demonstrate proficiency in the use of educational technology for instruction.
 - If you completed a Virginia teacher preparation program after December 1998, you have met those standards as they were incorporated in the program.
 - If you have met this requirement in another Virginia school division, please forward evidence of completion to the Human Resources Department in the School Board Office.
 - If you hold a Virginia license, verification of completion may be noted at the bottom of your teaching license and will suffice for evidence in lieu of the documentation.
 - *All other individuals will need to meet this requirement by the end of the first year of employment. Contact the Technology Coach at your school to complete this requirement and upon completion, submit the TSIP's Verification Form (provided by the Tech Coach) to the Human Resources Department.*

- **Emergency First Aid, CPR, and use of AEDs.** The 2013 General Assembly amended the *Code of Virginia* to require that individuals seeking initial licensure and license renewal on and after July 1, 2013, shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. 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. For additional information on this requirement, please see the question and answer document accessible at the following Web site: http://www.doe.virginia.gov/administrators/superintendents_memos/2013/156-13a.pdf.
- **Virginia State and Local Civic Education.** Effective July 1, 2014, any individual licensed and endorsed 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. **This requirement applies to the individual's next or initial renewal occurring after July 1, 2014.** 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.** For more information, and to see a list of teaching endorsements that permit an individual holding a valid Virginia teaching license to teach (i) middle school civics or economics, or (ii) high school government or history, please see Superintendent's Memo #053-14 located at http://www.doe.virginia.gov/administrators/superintendents_memos/2014/053-14.shtml.

License Renewal Process

(Provisional licenses are not renewable – requirements must be completed by the expiration date on the Provisional license)

- Complete a total of 180 professional development points. Please refer to the Hanover County Teacher Licensure Renewal Manual located on the Hanover intranet site under Human Resources http://hcps1/HR/teacher_licensure.htm for a description of the eight renewal options. You must earn these points during the validity period of your license and list them on an Individualized Renewal Record (IRR), also available on the same Hanover intranet site.
- Consult with your principal or advisor annually, or until all 180 points have been accrued, to review, verify, and sign your IRR.
- Please refer to the following if you are using Option 1: College Credit as a renewal option.
- Various opportunities for professional development/college credit can be found on the HR Blog: <http://weblog.hcps.us/hr/blogs/hrblog>.

- **Option 1. College Credit:**

Acceptable coursework offers content that provides new information and is offered by a regionally accredited two-year or four-year college or university. Courses must be taken for credit, and the license holder must earn a passing grade or a “pass” in courses taken on a “pass” or “fail” basis.

 - A. Maximum number of points: 180
 - B. Point value assignment:
 - 1) One semester hour = 30 points
 - 2) One quarter hour = 20 points
 - C. Criteria:
 - 1) Must provide new information and be earned at a regionally accredited two-year or four-year college/university. All coursework for renewal must be completed at a regionally accredited college or university. The regional accreditation agencies are:
 - New England Association of Schools and Colleges
 - Middle States Commission on Higher Education
 - The Higher Learning Commission-North Central Association of Colleges and Schools
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and Schools Commission on Colleges
 - Western Association of Schools and Colleges (WASC)
 - 2) Must be taken for credit.
 - 3) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.
 - 4) Must be verified by an official transcript or official student transcript submitted to the chief executive officer or designee of the employing educational agency or to the Department of Education if the license holder is not employed.
 - D. Verification: Official transcripts or official student transcripts are accepted. Grade reports, photocopies, and electronic records (e-scripts) are not accepted.
 - E. Examples:
 - 1) ENG 565, Eighteenth Century and Romantic British Literature
 - 2) CHE 512, Physical Chemistry for the Life Sciences

For License Renewal, submit the following to HCPS Human Resources-Licensure:

- Renewals may be submitted beginning January 1 of the renewal year. All renewals are due no later than March 15 for licenses expiring June 30 of the current school year. *Failure to submit renewal information will result in your contract being held until requirements are submitted or until June, at which time the HR Department will begin seeking a qualified replacement for the position.*
- Completed Individualized Renewal Record (IRR form) **signed** by your Principal/Advisor, Assistant Principal or Principal’s designee.

- Original, **official** transcripts reflecting the coursework completed for renewal. Please be aware that e-scrip transcripts are not currently recognized as official by the VDOE, therefore, HCPS will **not** accept e-scrip as official.
- *If not previously submitted*, a signed and completed Technology Standards Proficiency form. Individual tasks can be initialed by Technology Coach and principal's designee; the bottom of the form must be signed by the principal.
- *If not previously submitted*, a copy of the Certificate of Completion for "Child Abuse & Neglect: Recognizing, Reporting, and Responding for Educators" course at http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html.
- *If not previously submitted*, a copy of the CPR, AED and Emergency First Aid Certificate.
- *If not previously submitted*, a copy of the Virginia State and Local Civic Education Module Certificate.

Renewal Fee

Hanover County Public Schools pays the \$25 fee for license renewal. Other fees for name changes, adding endorsements, etc., must be paid by the license holder. Checks must be made payable to the Treasurer of Virginia.

Please send completed IRR form signed by your Principal/Advisor, Assistant Principal, or Principal's designee, to Human Resources-Licensure at the HCPS School Board Office: 200 Berkley Street, Ashland, VA 23005.

Add/Remove Endorsement(s) from Teaching License

The Virginia Licensure Regulations for School Personnel allow a license-holder to add an endorsement based on verification of the completion of an approved program for that endorsement or the inclusion of the new endorsement on a full, renewable out-of-state license. If neither of the above applies, an evaluation for the endorsement must be requested by the employing Virginia school division.

Added endorsements are available through the following options:

- Completing the courses for an additional major in the new area with specific requirements met.
- Completing the requirements for a designated add-on endorsement (Driver Education, Gifted Education, Algebra I, etc.).
- A passing score on a Praxis II Specialty Area Test in an area for which Virginia requires a Praxis II test (except Elementary Education). This option requires that the individual already hold a full endorsement on a valid license. If the individual holds a Provisional License, the Praxis II assessment for their original endorsement must be completed before additional endorsements can be added through testing. *This route is not an option for areas that do not require a Praxis II assessment (Special*

Education, ESL, Latin, etc.) This route is not an option for the elementary education endorsement (PK-3 or PK-6).

Adding endorsement(s):

- Submit notification to the Licensure Office requesting the addition of the endorsement(s) to their teaching license.
- Official transcript(s). Only an original transcript as provided from the issuing school will be accepted. Copies downloaded from the internet will not be accepted. E-script Transcripts are not considered "Official Transcripts" by VDOE or HCPS. Also include supporting documentation, i.e., course descriptions or syllabi.
- Professional Teacher Assessment score report(s), i.e., Praxis II or RVE. Copies are acceptable.
- Submit \$25 check payable to Treasurer of Virginia.
- If the Virginia Department of Education (VDOE) determines that all of the required coursework is met, the teacher is issued a license with the new endorsement(s).
- If a teacher is deficient in coursework (6 credit hours or less) for the additional endorsement, the teacher may be issued a provisional license with the new endorsement(s).
- If the request to add an endorsement requires more than 6 credit hours, a letter delineating the required coursework is issued by the Virginia DOE. This evaluation is valid for a period of three years in which the individual has an opportunity to complete the coursework.

Removal of endorsement(s) - The following steps are required:

- Discuss with your Principal your desire to drop an endorsement *before* contacting the HCPS licensure office.
- Please submit a written request addressed to the Virginia Department of Education, Division of Teacher Education and Licensure, to the HCPS licensure office and include in your written request that you desire dropping an endorsement with a statement that includes, "I am aware that there will be a fee to evaluate/add this endorsement if needed in the future and that I will have to meet the requirements at the time the endorsement is requested."

Please forward your request(s) to Human Resources-Licensure at the HCPS School Board Office: 200 Berkley Street, Ashland, VA 23005.

Adding a Degree

- Submit official transcripts (only an original/official transcript as provided from the issuing school will be accepted) reflecting conferral of degree to the Human Resources Department, Licensure Office. Copies downloaded from the internet will not be accepted. E-script Transcripts are not considered "Official Transcripts" by VDOE or HCPS.
- Attach a written request to add the degree.
- If you wish to change your license from a Collegiate Professional to a Postgraduate Professional license, include a \$25 check payable to the Treasurer of Virginia.
- If you wish to change your license from a Collegiate Professional to a Postgraduate Professional license and add an endorsement, include a \$50 check payable to the Treasurer of Virginia.
- *To receive the additional compensation for earning a graduate level degree, the notification of receiving such degree must be forwarded to the Human Resources Department no later than December 1 in order to process the paperwork to assure that your salary adjustment will be effective for the current school year.*

Please send all of the above information to Human Resources Licensure Specialist at the HCPS School Board Office: 200 Berkley Street, Ashland, VA 23005 (804) 365-4587.

Changing Your Name

You may change the name on your license at any time. In order to complete this request, you must submit in writing the appropriate name change (from ___ to ___) to the HCPS Human Resources Department Licensure Office. *If the request is in conjunction with your license renewal, there will be no additional cost for this change.* However, there will be a \$25.00 charge to process any name change requests not associated with a license renewal or other action. For the latter, please attach a check for \$25.00, payable to Treasurer of Virginia, with your request.

Please send all of the above information to Human Resources Licensure Specialist at the HCPS School Board Office: 200 Berkley Street, Ashland, VA 23005.

Additional Resources:

Virginia Department of Education, Licensure: <http://www.doe.virginia.gov/teaching/licensure>

HCPS Licensure Contact Information:

Hanover County Public Schools
Human Resources - Licensure
200 Berkley Street
Ashland, VA 23005
804-365-4587