2020- LICENSE RENEWAL CHECKLIST

Please staple all applicable items listed below when submitting your renewal packet to the department of Human Resources and Talent Development (HRTD). Go to the Staff tab on the official LCPS website to review the Licensed Renewal Process. Send via the “pony” in a red envelope or bring documents to the administration building. Starting October 21, 2019, you can submit your completed packet of renewal information to HRTD.

Technology Standards for Instructional Personnel (TSIP) eliminated- Effective July 1, 2018, individuals seeking initial licensure or licensure renewal will no longer be required to meet these requirements.

APPLICATION FOR LICENSE RENEWAL & INDIVIDUALIZED RENEWAL RECORD (Word Document) or you can click on the Virginia Renewal Manual (Word Document) to access the application.

- This form must be completed, signed, and initialed by you and your advisor (Principal and/or Supervisor). In the five-year period of your license, you must have earned 180 points to renew your teaching license. An official transcript, My Learning Plan and/or other certificates must verify points. Please be sure to list your complete address on the form. This form must include an original signature and not a copy. Your application should not have a date before October 21, 2019.

TRANSCRIPTS, if applicable

- Attach supporting official transcripts (those that you received in a sealed envelope from the college/university), or circle here: ON FILE WITH HRTD. Contact HRTD to be sure your official transcripts are on file. You must submit official transcripts. Grade Reports, photocopies of transcripts, and electronic transcripts (e-scrips) are not acceptable documents.

MY LEARNING PLAN, if applicable

- Please attach a copy of My Learning Plan and/or other certificates for points earned from Options 2-8 to the Individualized Renewal Record.

RENEWAL PROCESSING FEE

- The renewal fee of $50.00 may be made using the On-Line Fee Payment (Recommended) via the Quick Links on the official LCPS website. You may also pay this fee by check (made payable to County of Loudoun). There is no cap on fees for license actions per request. For example, if you are renewing your license, changing your degree status to Master’s Degree and requesting an endorsement evaluation, you will be assessed $125.00.
NAME CHANGE, if applicable

- Please make note of name change from___________ to __________(No fee required if requested at time of renewal)

CHILD ABUSE RECOGNITION AND INTERVENTION TRAINING VERIFICATION – \(\textit{Must be completed every five years}\)

- License renewal requires completion of the Child Abuse Recognition and Intervention Training Verification certificate. Successful completion of the module at License Renewal Process will satisfy this renewal requirement. Please print and submit the module certificate with renewal documentation.

EMERGENCY FIRST AID, CPR AND AED – NEW REQUIREMENT \(\textit{Must be completed every five years}\)

- Effective September 1, 2017 HB 1829 specified that the certification or training in emergency first aid (EFA), cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED) that is required of every person seeking renewal of a license as a teacher shall include hands-on practice of the skills necessary to perform CPR. Successful completion of the EFA/CPR/AED module at the Licensed Renewal Process link will satisfy part of this renewal requirement. License renewal cannot be processed without the EFA/AED/CPR certification and/or training and evidence of the hands-on skills practice. Please print out the module certificate and take it to your Hands-on-Training session. Your instructor will sign it once you complete the training session. Once signed, submit the certificate with your renewal documents.

  - Emergency First Aid, CPR, and AED module in Vision. No enrollment code is needed
  - Check My Learning Plan for available Hands-on-Training sessions. Search CPR.

VIRGINIA STATE AND LOCAL CIVIC EDUCATION – (See below for required endorsements) ** \(\textit{Must be completed every five years}\)

- If you are licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history, license renewal cannot be processed without completing the 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 module at Licensed Renewal Process will satisfy this renewal requirement. Please print and submit the module certificate with your renewal documentation.

DYSLEXIA TRAINING VERIFICATION – NEW REQUIREMENT

- Effective July 1, 2017, HB 842 specified that every person seeking renewal of a license shall complete awareness training, provided by the Virginia Department of Education, 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. Successful completion of the Dyslexia Training Module at the Licensed Renewal Process link will satisfy this renewal requirement. Please print and submit the module certificate with your renewal documentation.
MANDATORY SCHOOL COUNSELOR TRAINING – NEW REQUIREMENT (Must be completed every five years)

- Effective July 1, 2017, the bill requires every person seeking initial licensure or renewal of a license with an endorsement as a school counselor to complete training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Successful completion of the School Counselor Training at the Licensed Renewal Process link will satisfy this renewal requirement. Please print and submit the training certificate(s) with renewal documentation.

Submission of Completed Packet
Starting October 21, 2019, you can submit your completed packet of renewal information to HRTD. The renewal packet must be received by HRTD no later than December 13, 2019, for you to be eligible for a 2020-2021 school year teacher contract. Otherwise, you may not receive a contract or be appointed for the 2020-2021 School Year.

VIRGINIA STATE AND LOCAL CIVIC EDUCATION
From DOE: “Below is 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 note that some of these endorsements are no longer issued; however, individuals may have received one or more of the endorsements pursuant to previous regulations. Individuals who hold any one of these endorsement 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

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