

Summary of the Eight Renewal Options

License holders are required to document the accrual of 180 professional development points to renew their licenses. Points for renewal will be based upon activities that may be earned from the following eight options:

1. College Credit
2. Professional Conference
3. Curriculum Development
4. Publication of Article
5. Publication of Book
6. Mentorship/Supervision
7. Educational Project
8. Professional Development Activities

All activities 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. **There shall be complete reciprocity among employing educational agencies of the Commonwealth with respect to professional development points earned by the license holder.** Professional development activities completed by provisional license holders may not be credited towards license renewal. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

The activity can only be reported under one renewal option. For example, an educator who participates in a special project assigned by the division superintendent 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.

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*
- 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 Virginia Department of Education if the license holder is not employed. Once you have completed coursework from a regionally accredited college or university, contact the registrar’s office of the institution(s). **Request official student transcripts to be sent to you, and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar’s signature and embossed seal) that have been issued to students **are** acceptable. **{Do not have transcripts sent separately to this office.}**

Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted or returned. **Please do not have transcripts sent directly from the institution to this office.**

D. Verification:

Official transcripts or official student transcripts are accepted. A transcript that arrives separately may not provide sufficient identifying

information to be accurately matched to an individual's other credentials. **A transcript must be submitted with a cover letter or other document that includes the Social Security number or Virginia teaching license number.** Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will not be accepted or returned. **Please do not have transcripts sent directly from the institution to this office.**

E. Examples:

- 1) ENG 565, Eighteenth Century and Romantic British Literature
- 2) CHE 512, Physical Chemistry for the Life Sciences

2. Professional Conference

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours in length, 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.
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) An invitation, acceptance letter, and thank you letter
- 2) Employing educational agency approved leave request
- 3) List of conference participants
- 4) Certificate of attendance/completion

E. Examples:

- 1) Instructional workshops or seminars sponsored by consulting groups
- 2) Conferences sponsored by professional organizations or the Virginia Department of Education
- 3) Principals' assessment center participation

3. Curriculum Development

Curriculum development is a group activity in which the license holder contributes to the improvement of the curriculum 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.

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

E. Examples:

- 1) Development and/or revision of curriculum guides
- 2) Development of teaching strategies and/or supplemental materials
- 3) Integration of Standards of Learning objectives with basal series objectives and curriculum guides
- 4) Service on textbook adoption committee
- 5) Critique of textbook for publication

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
 - 1) In the event of multiple authors, the 45 points shall be divided among the authors or investigators.
 - 2) 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, 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
- E. Examples:
 - 1) Publication in a professional or content-area journal
 - 2) Publication in a magazine sponsored by the employing educational agency
 - 3) Report of educational research project results

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
 - 1) In the event of multiple authors, the 90 points shall be divided among the authors or editors.
 - 2) 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) Should represent a substantive change of the original text in the case of revision.
- D. Verification (one or more of the following):
 - 1) Copy of the published book or book title pages, including the author's (license holder's) name and publishing information. [Please note that books and other materials will not be returned.]
 - 2) Copyright for the completed work in the field of theatre, fine arts, or music
 - 3) Copyright for instructional program
- E. Example:
 - 1) Published books for purchase

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 also may 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. Note: An activity should not be a routine employment responsibility.
 - 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
- E. Examples:
 - 1) Supervision of a student teacher in an approved teacher education program
 - 2) Supervision of an intern in an approved principal preparation/graduate degree program
 - 3) Mentoring a beginning teacher/beginning administrator during the first year of teaching/administration

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 special project assigned by the division superintendent; 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
- E. Examples:
 - 1) Participation in a special project assigned by the division superintendent
 - 2) Sabbatical leave for a high school technology education teacher to work in the semiconductor industry
 - 3) Institutional self-study
 - 4) A Quality Assurance Review team
 - 5) Teaching of a course for a college/university or for an employing educational agency activity

8. Professional Development Activities

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
- E. Examples:
 - 1) Instructional skills programs
 - 2) Differentiation of instruction program
 - 3) Classroom management staff development programs