

TO: Certified Staff with a VDOE License Due to Expire on June 30, 2019
FROM: Dawn L. LaPuasa, Supervisor of Personnel
RE: Licensure Renewal – **Due by March 1, 2019**
DATE: September 4, 2018

Important

It is important to remember that certified employees must take action to renew their license before it expires.

Teachers and certified employees holding a **5-year renewable license** (designated on the list as CP, PGP, PPS, SUPT or TP) must summarize their renewal activities to document at least 180 renewal points and complete all VDOE renewal requirements as outlined in the renewal manual.

Teachers and certified employees holding a temporary **Provisional license** (designated as PROV or PRSE) must satisfy requirements cited by the DOE in order to convert their license to a regular license and be eligible for continuing employment. Please refer to the document sent to you with your original PROV or PRSE license listing the requirements for you to receive a regular license. You will need to turn in this document with your full license application.

You may access the renewal manual and application at [NEW Licensure Renewal Manual](#)

Renewal information and forms are accessible on the MCPS website under [Staff Links–Licensure Renewal](#)

DIRECTIONS

- Utilize the [NEW 2019 NEW MCPS VIRGINIA LICENSURE RENEWAL CHECKLIST](#) and return the checklist with your license renewal packet.
- Please complete your application form and attach all documentation for renewal points.
 - You may print a copy of your ERO transcript as a summary of professional development points earned in the division. All other professional development point activities should be accompanied by a verification of the points earned.
 - If you have taken a course for college credit, original college transcripts must be included with your packet. The VDOE will not accept electronic college transcripts.
- MCPS will cover the cost of license renewal for those employed in full or part-time teaching positions in the division. You do not need to send a check.**
- Document the following requirements with a certificate or card. Please plan accordingly as these each take time to complete.
 - [Dyslexia Awareness Training Module](#) (approximately 1.25 hours)
 - [Child Abuse and Neglect Training Module](#) (approximately 1.25 hours)
 - [Emergency First Aid, CPR, and AED Training](#) – One option is [Pro Trainings](#) (Online 4 hours, Training 1 hour)
- There are additional components for those who hold a School Counselor, History and/or certain Middle School endorsements, or a CTE endorsement. You may review these requirements in the renewal manual.
- Have your principal, administrator, or supervisor initial your application as your advisor and sign your renewal application.
- Return your checklist and packet to the Human Resources Department.
The VDOE will accept renewals after January 1, 2019, and you may forward completed packet to me after this date.

NAME OR ADDRESS CHANGE

If you wish to change your name or address on your license, you may do so at no additional charge if you change your name or address at the same time that you are renewing your license. Please complete your renewal application with your new name and/or address.

ADDING A DEGREE AND/OR AN ADDITIONAL ENDORSEMENT TO A CURRENT LICENSE

Please contact me soon about the details for submission and fees for these actions. dlapuasa@mcps.org

SUBMISSION DEADLINE

Please submit your checklist and all renewal paperwork to the Human Resources Department by March 1, 2019, so that we may process your renewal in a timely manner. Although the VDOE will accept your renewal packet until the expiration date of your license, MCPS needs time to process your packet prior to submission to the VDOE.

If you are completing a spring semester course or other work that will not be completed until after March 1, 2019, and the transcript or certificate is needed for renewal, please inform Dawn LaPuasa via e-mail by January 12, 2019, at dlapuasa@mcps.org.

Please remember that all certified personnel must hold an active license for continued employment.

RENEWAL PACKETS ARE DUE TO THE HUMAN RESOURCES DEPARTMENT BY MARCH 1, 2019.