

MCPS VIRGINIA LICENSURE RENEWAL CHECKLIST

Renewal packets will be accepted in the Human Resources Department after January 1, 2021.

If you are completing a spring semester course or other work that will not be completed until after March 1, 2021, and a transcript or a certificate is needed for renewal, please inform Dawn LaPuasa via e-mail by January 1, 2021. dlapuasa@mcps.org.

Initials licensed applicant	Initials Principal/ Supervisor	Requirement
		Read and review the VDOE License Renewal Manual .
		Complete the three (3) page renewal application form at the end of the manual and have your administrator <u>initial</u> your renewal point listings and <u>sign</u> your renewal form. License Renewal Application Form
		List 180 Renewal Points (verification information is within the renewal manual.) If using points from ERO, you will need to print and submit your ERO transcript. THE VDOE WILL ONLY ACCEPT ORIGINAL COLLEGE TRANSCRIPTS FOR COURSES BEING USED FOR RENEWAL.
		Complete the Child Abuse and Neglect Recognition and Intervention Training and print the certificate. Child Abuse and Neglect Recognition Module (5 renewal points)
		NEW – Hands-On certification has been waived for licenses expiring on 6.30.2021. Complete online Emergency First Aid, CPR and AED Training and include your certificate. One training option that is available through the division is detailed in the link ProTrainings and costs \$25.00. (5 renewal points)
		Complete the Dyslexia Awareness Training Module and print your certificate. (5 renewal points)
		SCHOOL COUNSELORS – Complete the Recognition of Mental Health Disorder and Behavior Distress Training and print the certificate(s). (Renewal points are based on individual module completion.)
		ALL HISTORY TEACHERS and TEACHERS HOLDING CERTAIN ENDORSEMENTS TO TEACH AT THE MIDDLE SCHOOL LEVEL - REFER TO RENEWAL MANUAL- Complete Virginia History or State and Local Government Module and print the certificate. (5 renewal points)
		COPY ALL MATERIALS FOR YOUR RECORDS
		Submit your renewal packet to your supervising administrator for approval and signatures and request that the packet be sent to Dawn LaPuasa in Human Resources by MARCH 1, 2021.

Employee Printed Name Employee Signature Date

Administrator Signature Date