

License Renewal Process

Renewals can be submitted beginning January 1 of the renewal year. All renewals are due no later than March 1 for those 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.

1. Complete a total of 180 license renewal points. You must earn these points during the validity period of your license. Note: If you hold a bachelor's degree only, a minimum of 90 points or 3 semester hours must be taken from an accredited two or four year college/university in the content area of your assignment or endorsement.
2. Complete your Individualized Renewal Record (IRR). You will receive this form from your Staff Development Planner in June and again in November of the year prior to your renewal year.
3. Submit the following to the HCPS Staff Development Office:
 - Completed Individualized Renewal Record (IRR form) signed by your principal, assistant principal or principal's designee.
 - Evidence of completion of TSIP's if not previously submitted. Individual tasks can be initialed by the technology trainer or principal's designee, and the bottom of the form must be signed by the principal. (See Technology Standards)
 - Original, official transcripts for any college courses taken (if not previously submitted).
 - Certificate of Completion for "Child Abuse & Neglect: Recognizing, Reporting, and Responding for Educators" if not previously submitted.
 - Submit \$25 check made out to Treasurer of Virginia.

Please send, by pony or US Mail, one packet that includes completed IRR forms and any of the necessary items listed above to the Staff Development Office, 3820 Nine Mile Road, Richmond, VA 23223-0480.

Additional Information Available:

VA DOE License Renewal: <http://www.pen.k12.va.us/VDOE/Compliance/TeacherED/remanual.pdf>

HCPS License Renewal Process: <http://henrico.k12.va.us/jobopps/licensure.html#licenser renewal>

Child Abuse & Neglect: http://www.vcu.edu/vissta/training/va_teachers

Email License Renewal Questions to James Coleman: jmcoleman@henrico.k12.va.us

HCPS Licensure Web Site: <http://henrico.k12.va.us/jobopps/licensure.html>

Email Licensure Questions to Seza Aldrich: saaldrich@henrico.k12.va.us