

# SD2's

All licensed personnel holding a renewable Virginia teaching license shall accrue 180 points toward license renewal within each five-year validity period. **Teachers holding provisional or conditional licenses may not accrue points.** The teacher is responsible for maintaining record of license renewal points and submitting activity documentation (SD2's) to Staff Development.

- Complete an SD2 form for each qualifying activity. See License Renewal Guidelines for qualifying activities.
- Your *HRMS Teacher Number* is on your paycheck stub.
- *Total Hours* is the number of contact hours of involvement. For college credit, list semester hours.
- *Points Earned* is equal to contact hours. For college courses, one semester hour = 30 points.
- The advisor signature line is for your principal or principal's designee.
- Be sure to submit all three copies. The yellow copy will be returned to you. Please keep this in your file to use when completing the IRR for license renewal.
- Send SD2 form to the Department of Staff Development within one week of completing activity.

## **Additional Information Available:**

Virginia DOE Relicensure: <http://www.pen.k12.va.us/VDOE/Compliance/TeacherED/remanual.pdf>

HCPS Relicensure: [http://henrico.k12.va.us/administration/instruction/staff\\_develop/relicensure.html](http://henrico.k12.va.us/administration/instruction/staff_develop/relicensure.html)

## **Email Questions to:**

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