

7. Educational Project (cont.)

D. Verification:

1. Within one week after completion of the activity, submit the SD2 form (all copies) to Staff Development to validate points.
2. Written report or other tangible project.
3. **Keep the returned/approved yellow copies in your individual license-renewal file.**

8. Professional Development Activity

A. Maximum number of points: 180

B. Point value: One point per contact hour or 1 CEU = 10 points

C. Criteria:

1. Must be a minimum of five hours of activity--hours do not have to be consecutive.
2. May include staff development planned by educational specialists, administrative training programs, Summer Institute classes, site-based classes, assessment-center activities, activities related to professional growth plans, attendance at in-service programs in another school system.
3. Presentations - One point per hour of preparation time and instructional time up to 15 points. May include presentations for faculty meetings and Summer Institute classes. **(Points for only one presentation on the same topic per validity period)**

D. Verification:

1. For calendar Staff Development days, submit an SD2 form (all copies) in May to validate points.
2. For all other activities: Within one week after completion, submit SD2 form (all copies) to Staff Development to validate points.
3. For CEU's, proof of participation or certificate of completion.
4. **Keep the returned/approved yellow copies in your individual license-renewal file.**

Links to Information:

Henrico County Staff Development:

<http://staffdev.henrico.k12.va.us/>

Child Abuse Recognition and Intervention Training:

http://www.vcu.edu/vissta/training/va_teachers/

Technology Standards for Instructional Personnel

<http://staffdev.henrico.k12.va.us/tsips.htm>

Copyright

<http://henricostaffdev.org/copyright/>

Department of Education: Teacher Licensure

<http://www.doe.virginia.gov/VDOE/newvdoe/teached.html>

License Holder's Responsibilities

1. Develop an individualized license renewal plan based on one's professional needs/goals and on Henrico County Public Schools' priorities. Submit Activity Documentation forms (SD2's) to Staff Development for completed activities. Keep the returned/approved yellow copies in your individual license-renewal file.
2. Meet annually with the advisor to review and amend the individualized renewal plan and/or to verify completed license renewal activities on the Individualized Renewal Record (IRR).
3. Monitor the IRR annually to ensure that the activities submitted for renewal points (1) do not exceed the maximum allowable points under any option and (2) do not exceed the overall 180-point maximum. The Office of Staff Development does not accept points submitted in excess of the 180-point maximum required for license renewal.
4. **During a renewal year**, complete and certify the completed Individualized Renewal Record (IRR) with the advisor. Submit the completed IRR form, official transcripts for coursework, and a check/money order (made payable to the Treasurer of Virginia) to the Office of Staff Development **after January 1 and prior to March 1** of the renewal year. Staff Development will certify the record and will forward it to the Department of Education's Division of Teacher Education and Licensure. Once the record has been forwarded and you have been notified, activities for the next license renewal period may begin.

Advisor's Responsibilities

1. Know the requirements for renewal of a Virginia license.
2. Review the individual renewal plan with the license holder on an annual basis.
3. Assist the licensure holder in completing his/her renewal plan by recommending activities that are consistent with the division's staff development goals and the individual license holder's professional development goals.
4. Verify that the professional development activities have been completed and that the points accrued are consistent with the criteria of the renewal options outlined in this document.

Revised January 2008

For additional information contact the

Office of Staff Development

652-3679

Henrico County Public Schools License Renewal Guidelines Effective September 21, 2007

Purpose

The purpose of the individualized **license renewal point system** is to provide alternative opportunities for meeting the diverse professional development and self-improvement needs of Henrico educators. The integrity of the system is based upon the conviction that all license holders accept the responsibility for annual planning and for completing professional development activities.

Requirements

All licensed personnel holding a renewable Virginia teaching license shall accrue 180 points toward license renewal within each five-year validity period. All license holders will have an advisor who will be the person's evaluator, i.e., principals/assistant principals for teachers, directors for principals, etc.

Note: Provisional and conditional license holders are not eligible to accrue points. These licenses are handled through Human Resources.

Master's or doctoral degree - Must earn 180 points from one or more of the eight (8) options.

Bachelor's degree - Must earn a minimum of 90 points (3 semester hours) through course work **in one's endorsement area** from an accredited two- or four-year college or university. The remaining 90 points may be earned through one or more of the eight (8) options including undergraduate course work within or outside one's endorsement area.

Without bachelor's degree - Must earn a minimum of 90 points from an accredited vocational school, trade school, or a two- or four-year college or university through undergraduate course work in one's endorsement area. May satisfy the requirement through vocational education workshops or institutes. The remaining 90 points may be earned through one or more of the eight (8) options including undergraduate course work within or outside one's endorsement area.

Additionally, all licensed personnel must complete Technology Standards for Instructional Personnel and Child Abuse Recognition and Intervention Training.

Options for License Renewal Activities

The selection of an activity for license renewal will be contingent upon its meeting the following criteria:

1. The activity is consistent with the license holder's need(s)/goal(s) for professional development.
2. The activity will contribute to the license holder's competence, performance, or effectiveness.
3. The activity is clearly included in one or more of the domains of professional competency.
4. The activity is used to accrue points under only one renewal option.
5. The activity is completed during the five-year renewal period.
6. The activity is not a routine employment responsibility.

Domains of Professional Competency

The substance or content of each renewal activity must be consistent with the license holder's goal(s) for professional development and must clearly fit one or more of the six domains of professional competency in education. The six domains:

1. Curriculum or subject(s) specifically related to one's assigned professional duties or responsibilities.
2. Specialization area one serves or reasonably expects to serve. Some examples of specialization areas include bilingual education, vocational education, career education, technology education, international education, and special education.
3. Concepts, principles, and methods of effective teaching, supervision, and administration. Some examples include classroom management, leadership skills, curriculum development, and administrative management.
4. Concept and principles of physical, intellectual, psychological, social, and emotional development of children and youth.
5. Concepts and principles of communication, learning, exceptionality, individuality, and cultural differences. Some examples include oral and written communication, motivation, retention, and individual differences.
6. Concepts and principles of effective relationships among schools, families, and communities.

1. College Credit

A. Maximum number of points: 180

B. Point Value: One semester hour = 30 points

C. Criteria:

1. Bachelor's Degree: Undergraduate/graduate course work (3 semester-hours minimum) taken from an accredited two- or four-year college/university in the content area of one's assignment or endorsement according to Henrico County guidelines.
2. Without Bachelor's Degree: Undergraduate course work from an accredited four-year college/university, two-year college, vocational school, or trade school.
3. Master's degree: Undergraduate/graduate course work from accredited college/university.
4. Must be taken for credit and a passing grade earned.

D. Verification:

1. Must request an official transcript be mailed directly to the Office of Staff Development. Grade reports, photocopies and electronic records are **NOT** accepted.
2. Send SD2 form (all copies) to Staff Development.
3. **Keep the returned/approved yellow copies in your individual license-renewal file.**

2. Professional Conference

A. Maximum number of points: 45

B. Point Value Assignment:

1. Participation: Maximum 5 points per day
2. Presentation: Additional 15 points per topic presentation (credit for only one presentation on the same topic per validity period)

C. Criteria:

1. Conference content must be within the domains of professional competency.
2. Must be four (4) hours or more per day devoted to content. (Registration, social hours and meals without keynote speakers do not count.)
3. At least two weeks prior to event, secure approval and assignment of point value from advisor.
4. May be local, regional, state, national or international in scope.
5. Attendance at a public hearing is not considered a conference.

D. Verification:

1. Approved school-related leave request.
2. Certificate of attendance, conference program, copy of invitation acceptance.
3. Within a week after completion of the activity, submit the SD2 form (all copies) to Staff Development to validate points.
4. **Keep the returned/approved yellow copies in your individual license-renewal file.**

3. Curriculum Development

A. Maximum number of points: 90

B. Point Value: 1 point per contact hour

C. Criteria:

1. Must be a minimum of five hours of group activity -- hours do not have to be consecutive.
2. At least two weeks prior to activity, secure approval and assignment of point value from advisor.
3. May include division coordinated curriculum development and/or revision, textbook adoptions, integration of textbooks and local and state curriculum guidelines, and development of supplemental materials.

D. Verification:

1. Committee assignment list with hours involved.
2. Within one week after completion of the activity, submit the SD2 form (all copies) to Staff Development to validate points.
3. **Keep the returned/approved yellow copies in your individual license-renewal file.**

4. Publication of Article

A. Maximum number of points: 90

B. Point value: 45 points per narrative, article, or report. The 45 points shall be divided among the authors in the event of multiple authorship.

C. Criteria:

1. Must be published in a professional journal or in a division-sanctioned publication.
2. Must be a narrative of research or a synthesis of information in one's own endorsement area.
3. Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).
4. One-time awarding of points per narrative, article, or report.

D. Verification:

1. Copy of published article.
2. Within one week of publication, submit the SD2 form (all copies) to Staff Development to validate points.
3. **Keep the returned/approved yellow copies in your individual license-renewal file.**

5. Publication of Book

A. Maximum number of points: 90

B. Point value: 90 points per book. The 90 points shall be divided among authors or editors, in the event of multiple authorship.

C. Criteria:

1. Must be published for purchase.
2. Must contribute to the education profession and/or the body of knowledge of the endorsement area(s).
3. One-time awarding of points for book unless a substantive change of original text.

D. Verification:

1. Copy of published book or copyright submitted to advisor.
2. Within one week of publication, submit the SD2 form (all copies) to Staff Development to validate points.
3. **Keep the returned/approved yellow copies in your individual license-renewal file.**

6. Mentorship/Supervision

A. Maximum number of points: 90

B. Point Value: One point per contact hour; minimum of five hours.

C. Criteria:

1. Must assist an undergraduate or graduate intern, student teacher, beginning teacher, beginning administrator, or practicum student.
2. Must be in conjunction with an approved teacher/principal preparation program; undergraduate/graduate degree program; or a clinical faculty/mentor program, peer development program, or intensive support program sponsored by the division.

D. Verification:

1. Log of mentorship/supervision contact hours.
2. Within one week after completion of the activity, submit the SD2 form (all copies) to Staff Development to validate points.
3. **Keep the returned/approved yellow copies in your individual license-renewal file.**

7. Educational Project

A. Maximum number of points: 90

B. Point Value: One point per contact hour

C. Criteria:

1. Must be a minimum of five hours of activity--hours do not have to be consecutive.
2. At least two weeks prior to activity, secure approval and assignment of point value from advisor.
3. May include self-study accreditation review committees, national board certification committees, administrative review committees, instructor for a college/university course, individual research project. Points are allowed only once per validity period for teaching the same course.