

APPLICATION FOR LICENSE RENEWAL
Individualized Renewal Record (Page 1 of 3)

Please submit a complete application with supporting credentials. The renewal fee is \$25. There is a \$35 fee for a returned check.

Part I-INFORMATION

PLEASE PRINT OR TYPE

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>License No. or Social Security No.</u>
<u>Home Address*</u>		<u>City</u>	<u>State</u> <u>Zip Code</u>
<u>Endorsement(s)</u>	<u>Highest Degree Earned</u>	<u>Renewal Year</u>	
<u>Virginia employing school division or accredited nonpublic school (if applicable)</u>			

*The applicant must notify the Office of Licensure, Department of Education, in writing of an address change.

Part II

Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony anywhere in the United States? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	<u>Yes</u>	<u>No</u>
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country or a U.S. territory? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	<u>Yes</u>	<u>No</u>
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving children (minor) (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	<u>Yes</u>	<u>No</u>
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	<u>Yes</u>	<u>No</u>
Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license; or had any other adverse action taken against such a license? (If yes, please attach a statement giving full details and official documentation of the action taken.)	<u>Yes</u>	<u>No</u>
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency? (If yes, please attach a statement giving full details and official documentation of the founded complaint.)	<u>Yes</u>	<u>No</u>
Have you ever left any education or school-related employment, voluntarily or involuntarily, while the subject of an investigation, inquiry, or review of alleged misconduct or when you had reason to believe an investigation of alleged misconduct was under way or imminent? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	<u>Yes</u>	<u>No</u>
To your knowledge, are you currently the subject of any investigation, inquiry, or review of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	<u>Yes</u>	<u>No</u>

Part III-Signatures and Verification of Renewal Activity

BY MY SIGNATURE I CERTIFY THAT THE INFORMATION ON THIS FORM (PAGES 1-3) IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

Applicant's Signature _____ Date _____

APPLICATION FOR LICENSE RENEWAL
Individualized Renewal Record

Name: Last _____ First _____ Middle _____

License Number or SSN _____

Part IV-Individualized Renewal Record

Summary of Points Earned During the Past Five Years to be Credited Toward Renewal:

Option Maximum Points	1 (180)	2 (45)	3 (90)	4 (90)	5 (90)	6 (90)	7 (90)	8 (180)	Credit for All Options
Total Points									

Required for individuals employed by a Virginia educational agency:

Division or Accredited Nonpublic School _____

Advisor's Name (Please print) _____ Title _____

Advisor's Signature _____ Date _____

I recommend the renewal of the Virginia license and certify that the above-named license holder completed the listed activities and that these activities comply with Virginia's renewal regulations.

Superintendent's or Designee's Name (Please print) _____ Title _____

Superintendent's or Designee's Signature _____ Date _____

Exception to content course work requirement granted? Yes ____ No ____

Reason: Particular need of teacher ____ New endorsement ____

		Verification of Completed Activities			
		Activity Points	Applicant Initials	Advisor Initials	Date
Option 1: College Credit (180)					
Course No./Title	College/Year Taken				
Option 2: Professional Conference (45)					
Conference Name	Dates Attended				
Option 3: Curriculum Development (90)					
Title	Dates				
Option 4: Publication of Article (90)					
Title Magazine	Date Published				

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Name: Last First Middle

License Number or SSN

			Verification of Completed Activities			
			Activity Points	Applicant Initials	Advisor Initials	Activity Points
Option 5: Publication of Book (90)						
Title	Publisher	Date Published				
Option 6: Mentorship/Supervision (90)						
Person		Date Supervised				
Option 7: Educational Project (90)						
Title		Dates				
Option 8: Professional Development Activities (180)						
Project/Title		Dates				