



Gloucester County Public Schools
Office of Human Resources
License Renewal Checklist

<https://www.doe.virginia.gov/teaching/licensure/index.shtml>

___ **APPLICATION FOR LICENSE RENEWAL & INDIVIDUALIZED RENEWAL RECORD**

This form must be completed, signed, and initialed by you and your advisor (Principal, Assistant Principal and/or Supervisor). In the **five-year** period of your license, you must have earned **180 points** to renew your teaching license.

___ **TRANSCRIPTS**, if applicable

Please submit supporting **official** transcripts (those that you received in a sealed envelope from the college/university), unless the Office of Human Resources has them on file. Contact HR to be confirm that your official transcripts are on file. **You must submit official transcripts. Grade reports, photocopies of transcripts are not acceptable documents.**

___ **RENEWAL PROCESSING FEE - \$50**

Renewal processing fees paid by GCPS!

___ **CHILD ABUSE RECOGNITION AND INTERVENTION TRAINING VERIFICATION – (Must be completed each renewal cycle)**

License renewal requires completion of the Child Abuse Recognition and Intervention Training. Successful completion of the online module will satisfy this renewal requirement. Please print and submit the module certificate with your renewal application.

___ **EMERGENCY FIRST AID, CPR AND AED – (Must be completed each renewal cycle)**

Effective September 1, 2017 HB 1829 specified that the certification or training in emergency first aid (EFA), cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED) that is required of every person seeking renewal of a license as a teacher shall include **hands-on practice** of the skills necessary to perform CPR. Please print and submit the **certificate of completion** with your renewal application.

STEPS TO REGISTER FOR CPR TRAINING

GCPS Homepage---Employees---Professional Development---SCHED (Log into or create an account)

STEP 1: Select one of the *Hands-on Skills Verification* classes that you plan to attend. Employees should register for **one session only**; please no “placeholders”.

- Use the SCHED registration link adjacent to the class description.
- Class capacity is **8** participants. If your preferred date/time is full, please select another class for which to register. If all classes are full, you can still register but your name will automatically go on a waiting list.

STEP 2: Once you receive your login credentials for Part I from your instructor, begin the *Online Instructional Module*.

- After you register for the class, an instructor will contact you with login credentials for Part I: *Online Instructional Module*. Part I must be completed **prior** to Part II.
- To issue the link to the online modules, the instructors need to be able to communicate with participants; therefore, participants **should not** register as "Private". Individuals who register as "Private" risk removal from the session.

STEP 3: Print your Part I completion certificate and bring to your scheduled Hands-on Skills Verification class (Part II).

- In order to attend a "hands-on" session, participants must have completed the online training in advance and arrive to the session with a certificate of completion.
- Dress comfortably and wear a mask.

Finally, please contact the instructor ASAP if you are unable to attend a hands-on session so if possible, the session instructor can invite someone on the waiting list to participate. Also, please log back into SCHED and withdraw your registration.

*If you have any questions regarding the CPR, please do not hesitate to contact **Kara Tyler** or your **session instructor**.

_____ **DYSLEXIA TRAINING VERIFICATION – (Must be completed each renewal cycle)**

Effective July 1, 2017, HB 842 specified that every person seeking renewal of a license shall complete awareness training, provided by the Virginia Department of Education, on the indicators of dyslexia, as that term is defined by the Board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. Successful completion of the online Dyslexia Training Module will satisfy this renewal requirement. Please print and submit the module certificate with your renewal application.

_____ **MANDATORY SCHOOL COUNSELOR TRAINING – (Must be completed each renewal cycle)**

Effective July 1, 2017, the licensure regulations require every person seeking initial licensure or renewal of a license with an endorsement as a school counselor to complete training in the recognition of mental health disorders and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Successful completion of the online School Counselor Training will satisfy this renewal requirement. Please print and submit the training certificate(s) with your renewal application.

_____ **VIRGINIA STATE AND LOCAL CIVIC EDUCATION – (Must be completed each renewal cycle)**

If you are licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history, license renewal requires the completion of the module or professional development course specifically related to Virginia history or state and local government that has a value of five professional development points. Successful completion of the online module will satisfy this renewal requirement. Please print and submit the module certificate with your renewal application.

Below is a list of teaching endorsements that permit an individual holding a valid Virginia teaching license to teach (i) middle school civics or economics, or (ii) high school government or history. Please note that some of these endorsements are no longer issued; however, individuals may have received one or more of the endorsements pursuant to previous regulations. Individuals who hold any one of these endorsement on a Virginia license will be required to satisfy the Virginia History or State and Local Government requirement for renewal after July 1, 2014.

Endorsements

• Early-Middle Education K-8	• History
• Elementary Grades NK-8	• History and Social Sciences
• Elementary Grades K-7	• Middle Education Grades 4-8
• Elementary Grades K-8	• Middle Education Grades 5-8
• Elementary Grades 1-7	• Middle Education Grades 6-8
• Elementary Grades 4-7	• Middle Education Grades 6-7
• Kindergarten Elementary Grades 1-7	• Middle Education 6-8: History and Social Science
• Economics	• Social Studies-Without History
• Government	

_____ **NAME CHANGE**, if applicable

Please make note of name change from

_____ to _____.
(No fee required if requested at time of renewal)

Contact Libby Hugate for questions regarding licensure at 804-693-7892 or lhugate@gc.k12.va.us

Renewal Packets will be accepted for processing after

January 1st of the year of expiration

Send all required documents to:

Libby Hugate, Human Resources Manager

Office of Human Resources