

License Renewal Info for 2019

Recertification Progress Reports:

Progress reports will be distributed to your principals quarterly, then distributed throughout your school.

All information submitted to HR must have an Individual [Recertification Input Form](#) with all requested information—a separate sheet for each activity with appropriate documentation attached.

Note: Please remember to put your name on the form. I have received a number of forms with no name.

All recertification activities **MUST** have a **begin** and **end** date as provided in the example below:

Ex: 11/1/2017 to 11/12/17

If you are requesting points for college credit, please submit an official transcript and PD input from together.

Note: Please do not have your transcripts mailed directly to HR. Instead, we request that you bring your transcripts in person.

Please make a copy of recertification certificates, forms, etc. and hold on to those until you verify information on your quarterly report. Once entered into the recertification system, items provided with the **Recertification Input Form** will be destroyed.

Those Up for Renewal in 2019:

In mid-January, I emailed everyone up for renewal in 2019. If you did not receive an email, please contact me at mthomas2@albemarle.org

I am keeping track of PD points daily and when you have reached the 180.00 points needed for renewal along with the mandatory trainings, I will send you an email. This email will include your completed recertification progress report, instructions for your renewal application, and the renewal application.

If you are new to Albemarle County and you have professional development points from another school districts, I request that you send a progress report from your old school district to Human Resources or as a PDF via email to me.

Updated progress reports will be distributed to your principals at the end of January/early February. If you would like a copy of your progress before the end of January, please email a request to mthomas2@albemarle.org

****Applications for your license renewal are due to Human Resources by March 29, 2019****

Links to Mandatory Training:

I am attaching the links to mandatory training that must be completed for your license renewal.

All of this training must be completed once every renewal cycle.

- [Dyslexia Training Requirement](#)
- [Child Abuse Recognition & Intervention Training](#)
- [Sign Up for CPR Training](#)

****If you need to complete the CPR and First Aid requirement, please sign up for this training as soon as you can.****

Licensure Updates:

First, I would like to address some licensure changes. As of January 1, 2019, the fee for license renewal has gone up from **\$25.00** to **\$50.00**.

****Albemarle County will pay for your renewal fee as long as you submit your licensure application before June 14, 2019.****

Second, as of July 1, 2018, all renewable licenses issued after this date will be usable for ten years. **To clarify: when you receive your new license, it will be valid for ten years.**

Finally, the Technology Standards have been eliminated and that is now reflected on your progress report.