

## 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.