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.