

RECERTIFICATION PROGRESS REPORT—HELPFUL INFORMATION

Below you will find information that will be helpful to know as you submit recertification activities for renewal of your Virginia teaching license. Questions regarding licensure should be emailed to Beth Churms, Licensure Specialist, at echurms@albemarle.org.

Recertification Progress Reports

- Recertification Progress Reports will be provided quarterly to each licensed employee.
- Recertification point information on the progress reports is a snapshot of information that has been received in HR and entered into the Teacher Recertification System as of the date the report is processed. Points entered beyond that time will appear on your next report.
- If an item is missing from the report, please submit a new input form for that item as the original forms will be destroyed after initial entry.
- ACPS summer professional development activities have been submitted to HR for 2017 and have been imported into each individual licensure account. If the information is not present on the report that you receive please submit a [Recertification Input Form](#) for the activities in which you participated.
- If duplicate items appear on your report, please contact Beth Churms via email for correction.
- The Recertification Progress Report that you will receive in June of 2018 will become a part of your personnel record.

Submission of Recertification Points

- All recertification documentation should be sent in paper form via Pony Mail to Beth Churms in HR.
- Once received in HR, points will be entered into individual accounts within two weeks.
- 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.
- Full name must be provided on all forms—**no nicknames may be used**. If received in HR with identification other than HR official employee information the forms will not be accepted and will be returned to the individual for correction. The ACPS Employee Number must be provided on the input form—your employee number is provided on the progress reports you receive from HR.
- Recertification points can only be added to a licensure account within the validity period stated on the front of the Virginia license—Example: Effective Date: 7/1/2013 to Expiration Date: 6/30/2018
- All recertification activities MUST have a begin and end date provided in the following format: 11/1/2017
- 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.

Renewal Information

- Please submit recertification documentation as your professional development activities are completed—do not hold and submit as a huge packet of information in the renewal year.
- **Do not complete any renewal forms until you are notified by HR that you have been cleared for renewal.**
- **Please take the time to review the sample Renewal Application provided BEFORE you complete the actual forms.**
- The final phase of the renewal process is to verify information on the official documents to ensure all information is duplicated on the Renewal Application.
- Summary of points listed across the top of application page 2 on SAMPLE provided **MUST** indicate the same number of points indicated on the Recertification Progress Report and totals for each renewal option must be provided by license holder—incorrect information found in this section will cause your Renewal Packet to be returned for correction.
- **You do not have to write all professional development activities on the renewal form**—simply attach a copy of your progress report, which **MUST** indicate that renewal items have been successfully completed.

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- Renewal Packets submitted to HR with “**REQUIRED**” indicated on any mandatory items will be returned to individual for correction.
- Principals must review, sign and date Renewal Applications—Forms received with any other signature will be returned for correction. Principal is required to sign the forms verifying accuracy of information provided and submission of a complete renewal packet to HR.
- ***The date indicated on the Renewal Application Packet MUST be listed as a current 2018 date indicating the date of submission to HR—NOT when you completed the information on forms.***
- If you have professional development activity points to be entered in HR, you must submit those in paper form in the required format with correct information supplied by **March 1, 2018**.
- You **will not** receive notification that your paperwork has been received in HR—the assumption is that all paperwork sent to HR via ACPS Delivery Service will be handled properly and in a timely manner.
- You will have seven (seven) working days from the report processed date to complete the necessary forms for submission to HR. Final processing steps for renewal will be completed in HR within two (2) weeks for final verification.
- You will receive email notification/confirmation that your license renewal request has been processed in HR and submitted to VDOE.
- Once licensure requests are received in Richmond, it will take approximately **4-6 weeks** to complete the process and have a new license issued.
- New licenses will be delivered to your home address via USPS.
- If name and address changes need to be made prior to submission to VDOE, please provide a written request indicating the new information. This should be included in your renewal paperwork packet. Please do not send this information in a separate email—keep all renewal paperwork together.
- **ACPS will fund your renewal as long as your current license does not expire before it can be renewed. All renewal paper work submitted to HR after June 1, 2018 will require a \$25.00 check made payable to the Treasurer of Virginia.**
- If you have questions or concerns, send an email message to Beth Churms indicating the problem noted on the report. Email is preferred as this supports efficient tracking of licensure requests. Allow three (3) business days for a reply to licensure email issues.
- Please do not call and leave a phone message after sending an email message regarding the same information, this causes additional use of production time and slows down the entire process.
- Email messages are addressed first, then phone messages—expected reply time is approximately 3-4 business days.

NOTE: VDOE has modified the applications required for licensure requests and renewal applications several times in the past few months. Please be sure you are using the correct application forms. Only use those posted on the VDOE website under the Renewal Section as of today 1/23/2018. <http://www.doe.virginia.gov/teaching/licensure/index.shtml>