

TO: Certified Staff with a VDOE License due to expire on June 30, 2023  
FROM: Dawn L. LaPuasa, Supervisor of Personnel  
RE: Licensure Renewal – **Due by March 1, 2023**  
DATE: October 2022

**Important**

It is important to remember that certified employees must take action to renew their license before it expires.

Teachers and certified employees holding a **5-year renewable license** (designated on the list as CP, PGP, PPS, SUPT or TP) must summarize their renewal activities to document at least 180 renewal points and complete all VDOE renewal requirements as outlined in the renewal manual.

Teachers and certified employees holding a temporary **Provisional license** (designated as PROV or PRSE) must satisfy requirements cited by the VDOE in order to convert their license to a regular license and be eligible for continuing employment. You may refer to the document sent to you with your original PROV or PRSE license listing the requirements for you to receive a regular license. Please contact me to set up an appointment to come to HR to complete an initial license application and turn in a copy of your provisional license packet and other required documents. We will then forward your license conversion packet to the VDOE.

**\*\*Renewal information and forms are accessible on the MCPS website under [Staff Links–Licensure Renewal](#)**

## **DIRECTIONS**

- Utilize the [MCPS VIRGINIA LICENSURE RENEWAL CHECKLIST](#) and return the checklist with your license renewal packet.
- Please complete your application form and attach all documentation for renewal points.
  - You may print a copy of your Unified Talent or Simple K12 transcript as a summary of professional development points earned in the division. List the TOTAL points for each of these and attach only the transcript. All other professional development point activities should be accompanied by a verification of the points earned.
  - If you have taken a course for college credit, original and official college transcripts must be included with your packet.
  - For verification of student placements, please contact Kim at [Kimberlydickerson@mcps.org](mailto:Kimberlydickerson@mcps.org). She will need the semester and year that you served as a cooperating teacher.
- MCPS will cover the cost of regular license renewal for those employed in full or part-time teaching positions in the division. You do not need to send a check.** See the note below with regard to adding a degree or an additional endorsement.
- Document the following requirements with a certificate or card. Please plan accordingly as these each take time to complete.
  - [Dyslexia Awareness Training Module](#) (approximately 1.25 hours)
  - [Child Abuse and Neglect Training Module](#) (approximately 1.25 hours)
  - [Emergency First Aid, CPR, and AED Training](#) – One option is [ProTrainings](#) (Online 4 hours – Hands-on 1 hour)
- There are additional components for those who hold a School Counselor, History and/or certain Middle School endorsements, or a CTE endorsement. You may review these requirements in the renewal manual and on the checklist.
- Please initial where necessary and sign and date your renewal application. **All application initial and signature dates must be January 1, 2023 or later.**
- Have your principal, administrator, or supervisor initial and sign your application as your advisor and return your checklist and packet to the Human Resources Department. **YOU DO NOT NEED TO SEND PAYMENT.**  
**The VDOE will accept renewals after January 4, 2023, and you may forward the completed packet to me after this date.**

## **NAME OR ADDRESS CHANGE**

If you wish to change your name or address on your license, you may do so at no additional charge if you change your name or address at the same time that you are renewing your license. Please complete your renewal application with your new name and/or address and place a note on the front page with your previous name.

## **ADDING A DEGREE AND/OR AN ADDITIONAL ENDORSEMENT TO A CURRENT LICENSE**

Please contact me as soon as possible about the details for submission and fees for these actions. [dlapuasa@mcps.org](mailto:dlapuasa@mcps.org)

## **SUBMISSION DEADLINE**

Please submit your checklist and all renewal paperwork to the Human Resources Department by March 1, 2023, so that we may process your renewal in a timely manner. Although the VDOE will accept your renewal packet until the expiration date of your license, MCPS needs time to process your packet prior to submission to the VDOE.

**If you are completing a spring semester course or other work that will not be completed until after March 1, 2023, and the transcript or certificate is needed for renewal, please inform Dawn LaPuasa via e-mail by January 1, 2023 at [dlapuasa@mcps.org](mailto:dlapuasa@mcps.org).**

**Please remember that all certified personnel must hold an active license for continued employment.**

**RENEWAL PACKETS ARE DUE TO THE HUMAN RESOURCES DEPARTMENT BY MARCH 1, 2023.**