

Professional Staff – Licenses, License Renewal, Endorsement,  
and Supplemental Salary Award

I. Purpose

The purpose of this Alleghany County Public School regulation is to establish procedures for licensure acquisition and licensure maintenance. This regulation also establishes a framework for the award of educational stipends offered for advanced training and advanced degrees.

II. Definitions

A. License renewal is the process of keeping a license valid on a five-year renewal basis by completion of 180 professional development points based on an individualized professional development plan.

B. Endorsements are the specific subject areas or grade levels indicated on a teaching license that the individual is approved to teach and or the administrator is approved to supervise.

The following licenses are recognized by the Virginia Department of Licensure and Alleghany County Public Schools according to 8 VAC 20-22-50.

C. Technical Professional License is a five-year, renewable license issued to an individual who has graduated from an accredited high school or possesses a General Education Development certificate and has met all license requirements.

D. Provisional License is a three-year, nonrenewable license issued to an individual holding an undergraduate degree, but who has not met all requirements to hold full licensure.

E. Collegiate Professional License is a five-year, renewable license issued to a teacher holding a bachelor's degree and who has met all license requirements.

F. Postgraduate Professional License is a five-year, renewable license issued to a teacher holding a master's degree or beyond, and who has met all license requirements.

G. Pupil Personnel Services license is a five-year, renewable license available to an individual who has earned an appropriate graduate degree from an accredited institution with an endorsement for guidance counselor, school psychologist, school social worker, or visiting teacher. This license does not require teaching experience.

H. Division Superintendent License is a five year, renewable license issued to an individual who has earned a master's degree and has met all licensure requirements.

I. School Manager License is a five-year, renewable license to provide for the differentiation of administrative responsibilities in a school setting. Must hold a baccalaureate degree with three years successful managerial experience.

J. International Educator License provides for a three-year cultural exchange. See 8 VAC 20-22-50 for specific requirements.

K. Teach for America License is a two-year provisional license. See 8 VAC 20-22-50 for specific requirements.

### III. Procedures

A. New teachers to Alleghany County Public Schools must immediately supply a valid teaching license to be placed in the personnel office. If the individual does not possess a valid license at the time of employment, he/she must take the initiative to obtain this license, either from a college or university official making application on their behalf, or by making application to the Department of Education through the personnel office of Alleghany County Public Schools. The office of Teacher Education and Licensure, Virginia Department of Education, will not act on a direct inquiry from the license holder. The personnel office will assist newly hired teachers in the process and advise them on procedures that normally require the following

1. Complete an application form and provide the appropriate fee required by the Department of Education.
2. Arrange for official college or university transcripts to be sent to the Director of Human Resources.
3. Arrange for the college or university to complete the college verification form validating student teaching information.
4. Provide scores from the appropriate Praxis tests and appropriate Specialty Area tests administered through Educational Testing Service, to meet the Virginia professional teacher's assessment requirement.

B. Teachers are responsible for meeting all requirements to convert a Provisional License to a five-year renewable license by completing the procedures outlined by the Department of Education upon issuance of the Provisional License. When college courses are required, the employee is expected to earn a minimum six semester hours of college credit each year or the number of hours, if greater than six that are required to complete this process in a three year period.

C. Teachers who hold a five-year, renewable license are responsible for meeting the requirements during the five-year validity period renew that license by obtaining 180 points of professional development activities, as outlined in the Virginia Licensure Renewal Manual.

1. Points can be obtained through a combination of professional development activities outlined in the above Renewal Manual.
2. Teachers should keep appropriate records of professional development activities on an annual basis, and work closely with their school principal in providing copies for documented recertification points. It is the responsibility of the license holder to be aware of the type of license he/she holds and the expiration date that appears on the license.
3. January 1 of the renewal year, the license holder must complete and submit a completed Individualized Recertification Record to the Office of Human Resources and arrange to have the college or university registrar to send an official transcript to the Office of Human Resources.

D. For employees who are interested in having endorsements added to their Teaching License, a written request that their transcripts be officially reviewed by the Department of Education for the added endorsement must be provided.

1. Official current transcripts must be provided to the Office of Human Resources.
2. Appropriate fees required by the Department of Education must be included.

E. Teacher without proper endorsements are expected to earn a minimum of six semester hours of college credit each year toward the endorsement.

F. Employees interested in making any other changes to their license such as adding a master's degree or a name change must make written request to the Office of Human Resources and provide the appropriate fees.

#### IV. Supplemental Salary Award and/or Reimbursement for Course Work

A. Professional instructional staff members who hold the postgraduate professional license may qualify for supplemental salary award and/or reimbursement for course work if they:

1. Qualify for the master's degree-plus-30 hours supplement, the individual must submit transcripts from an accredited college or university indicating that the applicant has satisfactorily completed 30 semester hours following the completion date of his or her master's degree program. All credits must be completed in courses related to the field of education and/or in the content area(s) in which the individual is licensed as a teacher:  
and
2. Qualify for the doctoral degree supplement, the individual must submit transcripts from an accredited college or university indicating: the applicant has been awarded a doctoral degree.
3. Administrators are not eligible for the master's-degree, master's degree plus-30 or the doctoral stipend.

B. Professional instructional staff members who hold a collegiate professional license may qualify for a supplemental salary award and/or reimbursement for course work if they:

1. Receive school division approval to enroll in a graduate degree program.
2. Submit transcripts from an accredited college or university indicating that the applicant has satisfactorily completed 12 semester hours, or 18 semester hours, or satisfactorily completed master's degree requirements in an approved graduate degree program to the Office of Human Resources and submit the educational increment form to the Office of Human Resources prior to October 1.
3. Qualifying applicants will receive the appropriate salary award during the November pay period. No applications will be processed after October 1 and no awards will be paid after the November pay period.
4. Complete master's degree requirements within four years after receipt of their first bachelor's-plus-12 and/or bachelor's -plus-18 supplement.

C. Classified personnel may qualify for tuition reimbursement if they complete courses which:

1. Increase their competency in a particular assignment.

2. Update their knowledge in a subject area that relates to their job description assignment.
3. Qualify them for other positions within the system.

Adopted: June 9, 2014  
Amended: June 20, 2016