

HUMAN RESOURCES

Recruitment, Selection, and Appointment

Licensure Requirements—Educational Personnel

This regulation supersedes Regulation 4130.5

I. PURPOSE

To state the specific requirements outlined in the Virginia Licensure Regulations for School Personnel and to explain the responsibilities of the educational employee in meeting those requirements.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section III.B.1. deleted special education conditional license; added special education provisional license; changed six semester hours of core competencies to three semester hours.

III. TEACHER AND ADMINISTRATOR LICENSURE

A. Eligible Employees

All teachers and school-based administrators shall be required to obtain Virginia teacher's licenses with appropriate endorsements. The Department of Human Resources acts as liaison with the Virginia Department of Education in obtaining licenses for contracted teachers and school-based administrators. Specific licensure may be required of other educators and administrators by the Fairfax County School Board. Fairfax County Public Schools will not seek licensure for individuals in positions such as instructional assistant, substitute teacher, adult education teacher, and homebound teacher.

B. Types of Licenses

1. Provisional License (Three-Year Nonrenewable)

A provisional license may be issued to an individual who holds a baccalaureate degree from a regionally accredited institution and who meets the requirements for one or more endorsement areas; an individual entering the teaching field through the alternate route to licensure upon recommendation of the employing school division; an individual meeting an allowable portion of general, professional, or specific endorsement requirements; an individual seeking the technical professional license; or an individual who is eligible for licensure but has not successfully completed the professional teachers assessment prescribed by the Virginia Board of Education.

A special education provisional license may be issued to an individual who holds a baccalaureate degree from a regionally accredited institution; is employed as a special education teacher and has the recommendation of the employing school division; has an assigned mentor who meets state expectations; has a planned program of study in the assigned endorsement area; and has completed a minimum of three semester hours in the core competencies of characteristics of students with disabilities and legal aspects associated with students with disabilities. This license is not applicable to individuals employed as speech pathologists.

2. Collegiate Professional License (Five-Year)

A collegiate professional license may be issued to an individual who has earned a bachelor's degree from a regionally accredited institution and has met all requirements for licensure, including the professional teachers assessment prescribed by the Virginia Board of Education.

3. Postgraduate Professional License (Five-Year)

A postgraduate professional license may be issued to an individual who has qualified for the collegiate professional license and who holds an appropriate graduate degree from a regionally accredited institution.

4. Pupil Personnel Services License (Five-Year)

A pupil personnel services license may be issued to an individual who has earned an appropriate graduate degree from a regionally accredited institution with an endorsement for school guidance counselor, school psychologist, school social worker, or visiting teacher. This license does not require teaching experience.

5. Technical Professional License (Five-Year)

A technical professional license may be issued to an individual who has graduated from an accredited high school or possesses a General Educational Development certificate and who does not hold a baccalaureate degree but has exhibited academic proficiency, technical competency, occupational experience, has the recommendation of the employing school division, and has completed nine semester hours of specialized professional studies credit from an accredited institution. The nine semester hours must include human growth and development (three semester hours), curriculum and instructional procedures (three semester hours), and applications of instructional technology or foundations of education (three semester hours). The technical professional license is issued in the areas of vocational education, educational technology, and military science. In addition to demonstrating competency in the endorsement area sought, individuals must hold a license issued by the appropriate Virginia boards for those program areas requiring licenses and a minimum of two years of satisfactory experience at the journeyman level or an

equivalent; must have completed a registered apprenticeship program and two years of satisfactory experience at the journeyman level or an equivalent level in the trade; or have four years of work experience at the management or supervisory level or equivalent or have a combination of four years of training and work experience at the management or supervisory level or equivalent.

6. Division Superintendent License (Five-Year)

A division superintendent license may be issued to an individual who has earned a master's degree from a regionally accredited institution of higher education and meets the requirements specified in 8VAC20-21-590 under Division Superintendent License section of the Virginia Licensure Regulations for School Personnel. The individual's name must be listed on the Virginia Board of Education's list of eligible division superintendents.

All licenses will be effective from July 1 in the school year in which the application is made.

IV. LICENSE RENEWAL

A. Conditions

Effective July 1, 1990, the Virginia Department of Education mandated an Individualized Recertification Point System. Holders of five-year licenses must accrue 180 professional development points within each five-year validity period. An Individualized Recertification Record form is required by the Virginia Department of Education from each five-year license holder.

The collegiate professional, postgraduate professional, pupil personnel services, technical professional, and division superintendent license may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan. Professional development points may be accrued by the completion of activities drawn from the approved renewal options outlined in the Virginia Licensure Renewal Manual, including approved Fairfax County Public Schools professional development activities.

Accrual of professional development points shall be determined by the criteria set forth in the Virginia Licensure Renewal Manual and in the Fairfax County Public Schools Guide for Implementing the Virginia Recertification Point System. (<http://www.pen.k12.va.us/VDOE/Compliance/TeacherED/remanual.pdf>).

For teachers using the option of completing 180 professional development points to meet the definition of "highly qualified" through High Objective Uniform State Standard of Evaluation (HOUSSE), the qualifying points must be in the eight options of college credit, professional conference, curriculum development, publication of

article, publication of book, mentorship or supervision, educational project, and professional development activity. Educational travel and peer observation are not available options for achieving “highly qualified” status.

Child abuse recognition and intervention (CARI) training is a requisite for license renewal.

Educational technology standards must be met for license renewal.

B. Responsibility

The license holder's supervisor or administrative designee shall serve as advisor to meet with the license holder as needed until the requirements for recertification have been satisfied. It shall be the employee's responsibility to maintain a record of the approved activities and to submit the individualized recertification record to the Department of Human Resources licensure office after January 1 but before April 1 of the year in which the license expires. All contracted teachers and school-based administrators shall hold valid teacher licenses and shall be endorsed for their current assignments.

Failure to maintain a valid license may result in nonrenewal of the employment contract.