

## How to Request Approval of Recertification Points

School personnel holding any of the following types of Virginia licenses must renew them every five years:

- Collegiate Professional License
- Postgraduate Professional License
- Technical Professional License
- Pupil Personnel Services License
- Division Superintendent License

Each holder of a renewable license in Virginia must accrue a total of 180 recertification points during the five-year validity period of the license. These points may be earned through a variety of options as described in the [Virginia Licensure Renewal Manual](#). There are additional requirements for license holders who do not have a master's degree and for holders of licenses who do not have a baccalaureate degree.

### Follow These 3 Steps...

Points earned under all options, with the exception of the college credit option, must have prior approval through the Department of Instruction. To obtain approval, simply follow these steps:

1. Complete a "Request for Approval of Recertification Points" form (see following sample) and send it to Angilee Downing, Director of Instruction. Once approved, the form will be returned to you.
2. After you have completed your activity (conference, workshop, etc.) attach documentation of your attendance to your signed approval form and return it to the Department of Instruction. Documentation can be anything that shows your participation in the activity, such as a copy of the program agenda, etc.
3. You will receive a "Recertification Points Certificate" from the Department of Human Resources. Give a copy to your principal and keep a copy for your own records. The Department of Human Resources will also keep a copy in your licensure file.

#### **Important Note:**

If you plan to participate in a professional development activity held at a Martinsville City Public Schools site, you do not need to complete a "Request for Approval of Recertification Points" form. Points for these activities will be pre-approved at the division level. Be sure you sign the sign-in sheet when you attend such sessions. You will then receive a "Recertification Points Certificate" as explained above.

**Please feel free to contact Darlene Stroud, Director of Human Resources,  
or Angilee Downing, Assistant Superintendent of Instruction,  
if you have any questions about recertification points!**

See sample form below



**SAMPLE**

Martinsville City Public Schools  
**Request for Approval of Recertification Points**

**SAMPLE**

Submitted by:	<b>Jane Doe</b>			School:	<b>Martinsville High School</b>	
Name of Activity:	<b>2010 VASCD Annual Conference</b>					
Sponsoring Organization:	<b>VASCD</b>					
Location of Activity:	<b>Williamsburg, VA</b>			Number of Participants:	<b>1</b>	
Description of Activity: <i>(or attach copy of activity brochure or flyer)</i>	<b>Conference flyer attached</b>					
<b>Activity Time Schedule</b>	Days					
	1 Date <b>12/4/10</b>	2 Date <b>12/6/10</b>	3 Date	4 Date	5 Date	Additional Dates
Beginning Time	<b>8:00 a.m.</b>	<b>8:00 a.m.</b>				
Ending Time	<b>4:00 p.m.</b>	<b>4:00 p.m.</b>				
Total Time	<b>8 hours</b>	<b>8 hours</b>				
Less Lunch & Breaks	<b>2 hours</b>	<b>2 hours</b>				
Total Participation Time	<b>6 hours</b>	<b>6 hours</b>				
Total Activity Hours <i>(must be a minimum of 5 hours)</i>						<b>12 hours</b>

Activity falls under the following recertification option (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Option 1 – College Credit                     | <input type="checkbox"/> Option 5 – Publication of Book               |
| <input checked="" type="checkbox"/> Option 2 – Professional Conference | <input type="checkbox"/> Option 6 – Mentorship/Supervision            |
| <input type="checkbox"/> Option 3 – Curriculum Development             | <input type="checkbox"/> Option 7 – Educational Project               |
| <input type="checkbox"/> Option 4 – Publication of Article             | <input type="checkbox"/> Option 8 – Professional Development Activity |

*Jane Doe*

Signature

**10/26/10**

Date Submitted

Principal/Supervisor Signature

Date

Activity Approved

Activity Not Approved

Number of Recertification Points

Option Number

Assistant Superintendent of Instruction Signature

Date

**SUBMIT TO: ASSISTANT SUPERINTENDENT OF INSTRUCTION**