

## License Renewal FAQs

**Q: How many points are needed to renew my teaching license?**

A: Currently, the VDOE requires 180 points when renewing a 5-year teaching license.

**Q: Where can I find how many points I currently have?**

A: You can view your points in Frontline (professional development) under detail report or summary.

- To view your current total in PLMS/Frontline:
  - Go to My Info > My License Summary(current)
    - o RenewalPoints column for total points qualifying for renewal
    - o EarnedPoints column for all points earned in current validity period
    - o MaxPoints column for maximum points allowed for each Option

**Q: What are statutory requirements?**

A: Statutory requirements are items that are required by the Virginia Department of Education to be completed by all license holders each renewal period. Certain requirements are required for all license holders and some are for particular endorsement holders. The statutory requirements are listed below. Please contact HR with any questions regarding the statutory requirements.

**Q: I completed the requirements when I previously renewed my license. How often do I have to complete the statutory requirements?**

A: All statutory requirements must be completed during each renewal period.

**Q: What is the point value associated with the statutory requirements?**

A: All of the statutory requirements are (5) points each.

**Q. Can I put all my statutory requirements on one Relicensure report form?**

A: No, please use a separate form for each and select the appropriate category.

**Q: How do I submit a relicensure report form in Frontline?**

- A: Navigation > Forms > Relicensure Report Form
- Complete the relicensure report form
  - Attach supporting documents
  - Submit to initiate the approval process

**Q: Is it necessary to save documents in “my file library” in Frontline? Is it ok to email you the certificate and not complete a relicensure report form?**

A: It is necessary to save all licensure documents that need to be submitted for verification in “my file library”. We cannot accept them via email. Frontline serves as the record keeping system if you or HR needs to review your documents at any time, they will always be there.

**Q: What is the difference between the relicensure report form and the college credit form?**

A: Due to the increased point value and the nature of college credit, it does have to be submitted on a different form. Some college courses will award points based on credit hour and some are based on CEUs. There is also a different approval process for college courses. The Relicensure report form is used to report all other relicensure activities.

**Q: How do I complete the college credit form?**

A: Navigation > Forms > College Credit Request Form

- o Complete the college credit request report form
- o Submit to initiate the approval process
- o Attach your final transcript once the class has been completed, attach the form and submit for final approval.

**Q: Where will I find the license renewal application?**

A: The renewal application can be found on the NNPS Human Resources website under the licensure tab. <http://www.nnschools.org/hr/licensure/>

**Q: When can I submit my renewal application?**

A: Per VDOE regulations we are not able to process any renewal applications until after January 1st of the renewal year. NNPS begins accepting renewal applications after January 1st.

**Q: How do I submit my renewal application?**

A: You may utilize the internal mail (pony), the drop box outside of Human Resources or you may mail your application to Human Resources at 12507 Warwick Blvd Newport News VA 23608.

**Q: How long is my license renewed for?**

A: All renewable teaching licenses are now being renewed for a 10-year period. This change went into effect July 1, 2018.

**Q: I submitted a relicensure report form, however, it has not been approved.**

A: Please check in Frontline to ensure you marked the activity as complete. If the activity is marked as complete, please check with your building Principal to ensure it has been approved.

**Q: I attended a division-wide training, however, I have not received final credit.**

A: Division-wide professional development points are approved by the activity facilitator once the attendance has been reconciled for the event. Please direct questions regarding delay of points for division-wide training to the activity facilitator.

**Q: Who is required to complete Training in the Recognition of Mental Health Disorder and Behavioral Distress?**

A: Individuals seeking licensure renewal with an endorsement in School Counselor are required to complete Training in Recognition of Mental Health Disorder and Behavioral Distress (School Counselors Only).

**Q: Who is required to complete Virginia History or State and Local Government Module?**

A: Individuals licensed and endorsed to teach any of the middle or high school social sciences who are seeking renewal of such license is required to demonstrate knowledge of Virginia history or state and local government. The Virginia History and Local Civic Education Module will satisfy this renewal requirement.

**Q: I had a Student Teacher within my renewal period but don't see points awarded for it, how do I get those points?**

A: You will need to complete a relicensure report form with detailed information of the student teacher including the name of the student and college. Any supporting documentation received from the college needs to be submitted as well.

**Q: I completed the relicensure report form for my statutory requirements and they were approved, why don't I see the points awarded under renewal points?**

A: That information is currently being updated in Frontline and will be resolved soon.