

9/15/10



Earning Recertification Points

The **Relicensure Report Form** must be used to report points earned for the following options:

Option 2	Professional conferences	Option 8	Student Teacher/Mentorship
Option 6	Publication of Article	Option 9	Education project
Option 7	Publication of Book		

The form must be approved by the principal or direct supervisor and may be submitted any time after the activity has been completed. **The form MUST be submitted during the school year in which the activity was completed.**

Option 1 College Credit

Official transcript (printed on safety paper or with a raised seal).

(Grade reports or electronic records are not accepted)

Please attach a relicensure report form to include your name, location, and employee ID to assure the recertification points are assigned to your individual record.

The following options are submitted by the facilitator of the activity and/or PDMS:

Option 5 Curriculum Development

The Department of Instruction will submit a list of participants and points

Option 8 Instructional Mentoring

The Staff Development Department will submit a list of participants and points

Option 10 Professional Development Activity

The facilitator will submit a list of participants and points – (must be approved by Staff Development)

In order to keep you informed of your licensure status, Human Resources will send Individualized licensing transcripts whenever points have been submitted. We also send out an annual status report to all employees and principals. It is your responsibility to verify the information on your individualized report is correct and notify Human Resources in writing if an error is discovered. Please remember to submit earned relicensure points as soon as the activity is completed. The Relicensure Report Form may be found in your school's office or online at <http://sbo.nn.k12.va.us/hr/licensure/index.html>

All licensed personnel shall accrue 180 points for recertification within a five-year validity period. The TSIP and Child abuse training must also be completed (one time requirement).

TSIP (Technology Standards for Instructional Personnel)

Website: <http://sbo.nn.k12.va.us/technology>

Child abuse Recognition & Intervention

Website: http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html

Individuals holding provisional, conditional, or eligibility licenses do not earn points until a full five-year license is awarded.

Please email me with any questions or concerns at: james.blizzard@nn.k12.va.us