# Superintendent’s Memo #123-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 24, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Request for a Renewable License Pursuant to House Bill 2037 and Senate Bill 1397 of the 2019 General Assembly

The 2019 General Assembly passed House Bill 2037 and Senate Bill 1397 that state, in part, the following:

**§ 22.1-298.1.** **Regulations governing licensure.**

F. *The Board shall issue a license to an individual seeking initial licensure who has not completed professional assessments as prescribed by the Board, if such individual*

*(i) holds a provisional license that will expire within three months; (ii) is employed by a school board; (iii) is recommended for licensure by the division superintendent; (iv) has attempted, unsuccessfully, to obtain a qualifying score on the professional assessments as prescribed by the Board; (v) has received an evaluation rating of proficient or above on the performance standards for each year of the provisional license, and such evaluation was conducted in a manner consistent with the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents; and (vi) meets all other requirements for initial licensure.*

This legislation becomes effective on July 1, 2019. The new statute allows a Virginia school division superintendent to submit a request for a renewable license for an individual who:

* holds a provisional license that will expire within three months;**\***
* is employed by a school board;
* is recommended for licensure by the division superintendent;
* has attempted, unsuccessfully, to obtain a qualifying score on the professional assessments as prescribed by the Board;
* has received an evaluation rating of proficient or above on the performance standards **for each year of the provisional license**, and such evaluation was conducted in a manner consistent with the *Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents*; and
* meets all other requirements for initial renewable licensure.

**\*Effective July 1, 2019, a school division superintendent may submit a request for an individual whose provisional license has an expiration date of June 30, 2019 (for this year only), and who has met all other criteria outlined above. In subsequent years, the requests are to be submitted within three months of the provisional license’s expiration date**.

The Form to Request a License Pursuant to House Bill 2037 and Senate Bill 1397 of the 2019 General Assembly (Attachment A) must be completed and signed by the division superintendent. The following documentation must be attached to the request:

* Updated [Application Form](http://www.doe.virginia.gov/teaching/licensure/index.shtml) --The application may be obtained at the following website:

Link: <http://www.doe.virginia.gov/teaching/licensure/index.shtml>. Only the two-page form needs to be attached. No fee is required to change a license type.

* Score reports verifying that the provisional license holder has attempted, unsuccessfully, to obtain a qualifying score on the licensure assessments; and
* Official transcripts, Report on Experience Forms, etc., (if applicable) verifying that all other requirements for a renewable license (other than passing scores on the licensure tests attempted) have been met.

If you have any questions, please do not hesitate to contact Mrs. Patty S. Pitts, Assistant Superintendent for Teacher Education and Licensure, at (804) 371-2522 or [Patty.Pitts@doe.virginia.gov](mailto:Patty.Pitts@doe.virginia.gov).

JFL/psp

# **Attachment**

# [Form to Request a License Pursuant to House Bill 2037 and Senate Bill 1397 of the 2019 General Assembly](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/123-19a.docx)