Attachment A

Superintendent’s Memo No. 123-19

May 24, 2019

***Virginia Department of Education***

***Department of Teacher Education and Licensure***

***P. O. Box 2120***

***Richmond, Virginia 23218-2120***

# FORM TO REQUEST A LICENSE PURSUANT TO HOUSE BILL 2037 AND

# SENATE BILL 1397 OF THE 2019 GENERAL ASSEMBLY (Effective July 1, 2019)

This form may be used by a Virginia division superintendent to request a renewable license when specific criteria are met. 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.*

In addition to this form 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.

## LICENSEE’S Information

Licensee’s Name(First, Middle, Last Name):

Virginia Provisional License Number:      -

## DIVISION SUPERINTENDENT RECOMMENDATION

By my signature, I am verifying that the individual named above holds a provisional license that will expire within three months (or June 30, 2019, for this year only); is employed by this school board; has attempted, unsuccessfully, to obtain a qualifying score(s) 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 licensure. Attached are the additional documents required.

**Signature of** **Superintendent**: Date:

Name of Superintendent:

School Division:

**mail to:** Dr. Kendra Crump, Director of Licensure and School Leadership, Department of Teacher Education and Licensure, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120.