| **Virginia Board of Education Agenda Item** | **Seal of the Commonwealth of Virginia** |
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**Agenda Item: A**

## Date: November 15, 2018

### Title: Final Review of Recommendation of the Advisory Board on Teacher

### Education and Licensure to Revise the Fee Schedule for Licensure

#### Presenter: Mrs. Patty S. Pitts, Assistant Superintendent for Teacher Education

#### and Licensure

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## Purpose of Presentation:

Action required by Board of Education regulation.

## Executive Summary:

The operation of the Division of Teacher Education and Licensure, Department of Education, is supported by fees for licenses. The fees are used for salaries and benefits of staff members and non-personnel operating expenses. The current fee schedule shown below was approved by the Board of Education in September 1, 1996, and the fees have not increased since that date other than the returned check fee that was increased by the Commonwealth.

**LICENSURE FEE SCHEDULE**

INITIAL LICENSE

In-state: $50

Out-of-state: $75

SUPERINTENDENT LICENSE

In-state: $100

Out-of-state: $150

LICENSE RENEWAL\*: $25

ADD/EVALUATE FOR AN ADDITIONAL ENDORSEMENT\*: $25

OTHER ACTIONS ON LICENSES\*: $25

Add a degree or duplicate/copy a license. Please note that there is no fee for a name change on a license. However, if a name change is the only request, a $25 fee for duplicating the license will be assessed.

*\*A CAP OF $50 WILL BE ASSESSED FOR A REQUEST FOR MULTIPLE ACTIONS ON A LICENSE.*

The 2018 Virginia General Assembly passed House Bill 1125 and Senate Bill 349 that extend the length of renewable licenses from a five-year validity period to ten years. This change has impacted the fees received in the Division of Teacher Education and Licensure. To address this loss of revenue and the need for funding to support the office operations, an increase in fees is necessary.

## At its April 23, 2018, meeting, the Advisory Board on Teacher Education and Licensure reviewed the legislation passed by the General Assembly and discussed recommendations required to comport with statutes once signed by the Governor. The Advisory Board discussed the impact the issuance of ten-year licenses would have on the collection of fees. On

## September 17, 2018, the Advisory Board on Teacher Education and Licensure reviewed and discussed the current fee schedule. The Advisory Board on Teacher Education and Licensure unanimously voted to recommend to the Board of Education the following fee schedule, effective January 1, 2019. This recommended fee schedule will increase the fees for initial licensure, renewal, and added endorsements; however, the fee for other actions on licenses (duplicates, degree change) will not increase. The cap on the fees is proposed to be eliminated. ABTEL further recommended that the fee schedule be reviewed at a minimum of every five years.

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INITIAL LICENSE

In-state: $100

Out-of-state: $150

SUPERINTENDENT LICENSE

In-state: $200

Out-of-state: $300

LICENSE RENEWAL: $50

ADD/EVALUATE FOR AN ADDITIONAL ENDORSEMENT: $50

OTHER ACTIONS ON LICENSES: $25

Add a degree or duplicate/copy a license. Please note that there is no fee for a name change on a license. However, if a name change is the only request, a $25 fee for duplicating the license will be assessed.

**Action Requested:**

Final review: Action requested at this meeting.

## Superintendent’s Recommendation:

### The Superintendent of Public Instruction recommends that the Board of Education approve the Advisory Board on Teacher Education and Licensure’s proposed fee schedule for licensure to become effective January 1, 2019.

## Rational for Action:

The operation of the Division of Teacher Education and Licensure, Department of Education, is supported by fees for licenses. The fees are used for salaries and benefits of staff members and non-personnel operating expenses. The current fee schedule, last revised in 1996, will be impacted by changing the validity period of renewable licenses from five to ten years.

## Previous Review or Action:

Previous review and action. Specify date and action taken below:

October 18, 2018

Background Information and Statutory Authority:

## *Licensure Regulations for School Personnel, effective August 23, 2018,* state, in part, the following:

8VAC20-23-40. Conditions for Licensure.

A. Applicants for licensure shall:

1. Be at least 18 years of age;

2. Pay the appropriate fees as determined by the Virginia Board of Education and complete the application process;…

*Code of Virginia,* Section [22.1-305.2. Advisory Board on Teacher Education and Licensure](https://law.lis.virginia.gov/vacode/title22.1/chapter15/section22.1-305.2/).

§ 22.1-305.2. Advisory Board on Teacher Education and Licensure.

There is hereby established the Advisory Board on Teacher Education and Licensure, which shall consist of three legislative members to be appointed as follows: Two members of the House of Delegates to be appointed by the Speaker of the House of Delegates, one member of the Senate to be appointed by the Senate Committee on Rules, and 21 nonlegislative citizen members to be appointed by the Board of Education. Ten nonlegislative citizen members of the Advisory Board shall be classroom teachers, with at least the following representation: three elementary school teachers, three middle school teachers, and three high school teachers. Three nonlegislative citizen members of the Advisory Board shall be school administrators, one of whom shall be a school principal, one of whom shall be a division superintendent, and one of whom shall be a school personnel administrator. Four nonlegislative citizen members of the Advisory Board shall be faculty members in teacher preparation programs in public or private institutions of higher education, who may represent the arts and sciences. One nonlegislative citizen member of the Advisory Board shall be a member of a school board. One nonlegislative citizen member of the Advisory Board shall be a member of a parent-teacher association. One nonlegislative citizen member of the Advisory Board shall be a representative of the business community, and one nonlegislative citizen member shall be a citizen at large. The Superintendent of Public Instruction or his designee and the Director of the State Council of Higher Education or his designee and the Chancellor of the Virginia Community College System or his designee shall serve as nonvoting ex officio members of the Advisory Board.

The Superintendent of Public Instruction shall designate a staff liaison to coordinate the activities of the Advisory Board. The Advisory Board shall meet five times per year or upon the request of its chairman or the Board of Education. The Advisory Board shall annually elect a chairman from its membership. Nonlegislative citizen members are not entitled to compensation for their services. Legislative members of the Advisory Board shall be compensated as provided in § [30-19.12](http://law.lis.virginia.gov/vacode/30-19.12/). All members shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as members of the Advisory Board as provided in §§ [2.2-2813](http://law.lis.virginia.gov/vacode/2.2-2813/) and [2.2-2825](http://law.lis.virginia.gov/vacode/2.2-2825/). The funding for the costs of compensation and expenses of the members shall be provided by the Department of Education.

The nonlegislative citizen members of the Advisory Board shall be appointed for three-year terms. Legislative members shall serve terms coincident with their terms of office. No person may be appointed to serve for more than two consecutive terms. Members shall hold office after expiration of their terms until their successors are duly appointed. Appointments to fill vacancies of members, other than by expiration of a term, shall be for the unexpired terms. Such vacancies shall be filled in the same manner as the original appointments.

The Advisory Board on Teacher Education and Licensure shall advise the Board of Education and submit recommendations on policies applicable to the qualifications, examination, licensure, and regulation of school personnel including revocation, suspension, denial, cancellation, reinstatement, and renewals of licensure, **fees for processing applications**, ***[emphasis added]*** standards for the approval of preparation programs, reciprocal approval of preparation programs, and other related matters as the Board of Education may request or the Advisory Board may deem necessary. The final authority for licensure of school personnel shall remain with the Board of Education.

House Bill 1125 (identical to [SB 349](http://lis.virginia.gov/cgi-bin/legp604.exe?181+sum+SB349)) of the Virginia General Assembly requires, in part, the following.

*…2. That the Board of Education shall amend its regulations for the establishment of requirements for teacher licensure renewal set forth in 8VAC*[*20-22-110*](http://law.lis.virginia.gov/vacode/20-22-110) *to require teachers to complete no more than 360 professional development points within the 10-year license renewal period established by this act….*

Timetable for Further Review/Action: Upon Board of Education approval, a Superintendent’s Memorandum will be disseminated, and the fee schedule will be posted on the Department of Education’s website.  
  
**Impact on Fiscal and Human Resources:** The change in the licensure fee schedule will generate fees for the operation of Teacher Education and Licensure.