



*COMMONWEALTH of VIRGINIA*  
DEPARTMENT OF EDUCATION

DATE: May 11, 2023  
TO: Division Superintendents  
FROM: Dr. Lisa Coons, Superintendent of Public Instruction  
SUBJECT: **Licensure Update**

In response to the current processing delays in processing teacher license applications, the VDOE has developed several strategies that will immediately improve the current crisis, including:

- State Board of Education approval of emergency regulations to extend the expiration date of all renewable teacher licenses by one year.
- Creation of a dedicated teacher licensure support hotline available during business hours at 804-786-2302.
- Streamlined processes for Superintendents for employees with provisional licenses expiring on June 30, 2023.
- Reorganization of current licensure processing teams, and the addition of new part time processing staff.

More information will be provided to division superintendents during the VDOE/VASS licensure update scheduled for 12:00 p.m. on Friday, May 12.

LC/JJR