



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF EDUCATION

DATE: May 12, 2023  
TO: Division Superintendents  
FROM: Dr. Lisa Coons, Superintendent of Public Instruction  
SUBJECT: **Licensure SUMMARY 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:

1. State Board of Education approval of emergency regulations to **extend the expiration date of all renewable teacher licenses by one year**. If a teacher's renewable license is set to expire on June 30, 2023 that license has been extended to June 30, 2024.
2. Please send **ALL educator licensing questions** to a specially created teacher licensure support hotline available during business hours at **804-786-2302**. This hotline will replace the "assigned" licensure specialist process that previously was in place.
3. Beginning **May 24, 2023**, Division Superintendents will be able to login to SSWS to request the one-year extension of any **provisionally licensed** teacher that has met the criteria for extending a provisional license. The Division Superintendent will be responsible for maintaining the documents verifying the individual has met the criteria for the requested extension. Once the Division Superintendent has verified the teacher's extension eligibility in SSWS, they will receive an email and updated provisional license certificate for that license holder reflecting the new expiration date on June 30, 2024. The license holder will also receive an email stating the extension has been processed, as well as an electronic copy of the certificate.

4. The current licensure team has been reorganized and additional part time licensure specialists are being added to increase processing speed.
5. Our new fully, digital licensing system will launch September 1, 2023. (Originally, this system was scheduled for a January 1, 2024 date, but the launch has been moved up significantly to ensure the VDOE has a strong licensing program moving forward.

This information is a summary of the information shared at the VDOE/VASS licensure update held at 12:00 p.m. on Friday, May 12.

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