



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF EDUCATION

DATE: May 23, 2023  
TO: Division Superintendents  
FROM: Dr. Lisa Coons, Superintendent of Public Instruction  
SUBJECT: **Provisional License Extension Request SSWS Application**

As previously shared in [Superintendent's Memo #93-23](#), the Virginia Department of Education (VDOE) has developed several strategies that will immediately impact the processing of teacher licenses in a timely manner.

**Beginning May 24, 2023**, school divisions will be able to login to the [Single Sign-on for Web Systems](#) (SSWS) portal to request a one-year extension of any provisional license expiring June 30, 2023, that meets the extension criteria pursuant to the *Code of Virginia*. The school division will be responsible for maintaining the documents verifying the individual has met the criteria for the requested extension. School divisions will submit the license numbers and email addresses of eligible provisionally licensed teachers through the new Provisional License Extension Request application, accessible from the VDOE's SSWS portal. Once the school division has submitted the report of licensure information for eligible license holders, the division superintendent or designee must verify the report. After the report has been verified in SSWS, the school division and the license holder will receive an email and updated electronic provisional license certificate, reflecting the new expiration date of June 30, 2024. In order to ensure all applications are processed by June 30, the application window to collect this information will close on **Monday, June 19, 2023**. After June 30, 2023, school divisions will submit the provisional license extension directly to the Office of Licensure and School Leadership.

Each school division has an SSWS account manager who can provide the designated human resources or licensure coordinator access to the application. Instructions for entering and submitting the data will be available online as part of the extension application.

The Office of Licensure and School Leadership provided a training session for school division human resources and licensure staff on Monday, May 22, that focused on information related to the extension of provisional licenses and the functionality of the new SSWS extension application, as well as information about the extension of renewable licenses approved by the Board of Education at the [emergency meeting](#) on May 11, 2023.

For questions regarding the SSWS extension application, please reach out to **Maggie M. Clemmons, Director of the Office of Licensure and School Leadership**, at **804-692-0157** or [Maggie.Clemmons@doe.virginia.gov](mailto:Maggie.Clemmons@doe.virginia.gov). For questions regarding the extension of renewable or provisional licenses expiring June 30, 2023, please call the **specially created Teacher Licensure Support Line available during business hours at 804-786-2302** or email [licensure@doe.virginia.gov](mailto:licensure@doe.virginia.gov).

LC