



# Virginia Teacher License Recertification WPS Renewal Activity Form

Print Full Name: \_\_\_\_\_

School: \_\_\_\_\_

**A separate form must be submitted for each activity**

<b>No. 1 College Credit</b> <b>Maximum Points: 180 Points</b>	<b>Point Assignment: 1 semester hour = 30 points</b> <b>1 quarter hour = 20 points</b>
Course #: Course Title: Credit Hours: Institution: Level: graduate/undergraduate/vocational <b>Circle One: 2 year / 4 year</b> Date Completed:	<b>Criteria:</b> <ul style="list-style-type: none"> <li>Course must provide new information and be earned at a regionally accredited two-year or four-year college/university,</li> <li>Must be taken for credit</li> <li>Must result in a passing grade or "pass" for courses taken on a "pass" or "fail" basis.</li> </ul> <b>Required Verification:</b> <ul style="list-style-type: none"> <li>Official Transcript</li> </ul>
<b>No. 2 Professional Conference</b> <b>Maximum Points = 45</b>	<b>Point Assignment: Participant = 5 points per day</b> <b>Presenter = 15 points per topic</b>
Title: Location: Date(s): <b>Circle one: participant / presenter</b>	<b>Point Assignment:</b> <i>Points may be assigned for only one presentation on the same topic per validity period</i> <b>Criteria:</b> <ul style="list-style-type: none"> <li>Must be 4 or more hours in length.</li> <li>Must include only time spent in those portions of the conference program that contribute to the participant's professional knowledge, competence, performance, or effectiveness in education.</li> <li>Must have prior approval from the Superintendent or designee</li> </ul> <b>Required Verification (one or more of the following):</b> <ul style="list-style-type: none"> <li>Invitation, acceptance letter, and thank you letter</li> <li>Employing educational agency approved leave request</li> <li>List of conference participants</li> <li>Certificate of attendance/completion</li> </ul>
<b>No. 3 Curriculum Development</b> <b>Maximum Points = 90</b>	<b>Point Assignment = 1 point per clock hour</b> Minimum of 5 points/activity (hours do not need to be consecutive)
Activity: Date(s):	<b>Criteria:</b> <ul style="list-style-type: none"> <li>Must have prior approval from the Superintendent or designee</li> <li>Must be coordinated by WPS or another state, national, or international educational agency or organization</li> </ul> <b>Required Verification:</b> <ul style="list-style-type: none"> <li>Employing educational agency's participation list</li> <li>Curriculum guide</li> <li>Committee assignment list</li> </ul>
<b>No. 4 Publication of Article</b> <b>Maximum Points = 90</b>	<b>Point Assignment = 45 points</b> Per narrative, article, or report
Title: Publisher: Date Published:	<b>Criteria:</b> <ul style="list-style-type: none"> <li>Must be published in a professional journal or a publication sanctioned by WPS</li> <li>If a grant, it must be approved by WPS</li> <li>Must contribute to the effective practice of the educational profession and/or to the body of knowledge of the endorsement area(s).</li> </ul> <b>Required Verification (one or more of the following):</b> <ul style="list-style-type: none"> <li>Copy of the published article</li> <li>Copy of the final grant report</li> <li>Publisher's letter of publication date</li> </ul>

<b>No. 5 Publication of Book</b> <b>Maximum Points = 90</b>		<b>Point Assignment = 90 points per book</b> In the event of multiple authors, the 90 pts. shall be divided among the authors/editors. In no instance shall more than 90 pts. shall be awarded for a single book.
Book Title:		<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Must be published for purchase (self-publications are not applicable)</li> <li>• Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s)</li> <li>• Should represent a substantive change of the original text in the case of revision</li> </ul> <b>Required Verification (one or more of the following):</b> <ul style="list-style-type: none"> <li>• Copy of the published book or book title pages, including the author's (license holder's) name and publishing information</li> <li>• Copyright for the completed work in the field of theatre, fine arts, or music.</li> <li>• Copyright for instructional program</li> </ul>
Publisher:		
Date Published:		
<b>No. 6 Mentorship/Supervision</b> <b>Maximum Points = 90</b>		<b>Point Assignment = 1 point per clock hour</b>
Person Assisted:		<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Must assist an undergraduate or graduate intern, pre-service student teacher, beginning teacher, or beginning administrator. <i>Note: An activity should not be a routine employment responsibility.</i></li> <li>• Must have prior approval from the Superintendent or designee</li> <li>• Must be in conjunction with an approved educator/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.</li> </ul> <b>Required Verification (one or more of the following):</b> <ul style="list-style-type: none"> <li>• Participant list from college/university</li> <li>• WPS assignment list</li> </ul>
Date Range:		
<b>No. 7 Educational Project</b> <b>Maximum Points = 90</b>		<b>Point Assignment = 1 point per clock/contact hour</b> <b>Must be min. of 5 hours per activity (hours do not need to be consecutive)</b>
Project Title:		<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Must have prior approval from the Superintendent or designee</li> <li>• Must result in a written report or other tangible product</li> </ul> <b>Required Verification (one or more of the following):</b> <ul style="list-style-type: none"> <li>• Acceptance for exchange program from college/university or business</li> <li>• Written summary/journal of project activities</li> </ul>
Date(s):		
<b>No. 8 Professional Development</b> <b>Maximum Points = 180</b>		<b>Point Assignment = 1 point per clock/contact hour</b> <b>Minimum of 5 points per event (hours do not need to be consecutive)</b>
Activity:		<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Must have prior approval from the Superintendent or designee (WPS programs must be approved by Department of Instruction prior to program being delivered)</li> </ul> <b>Verification:</b> <ul style="list-style-type: none"> <li>• Participant's list from WPS</li> <li>• Certificate of completion/attendance</li> </ul>
Date (s):		
Comments:		

**Approval: To be Completed by Principal/Supervisor**

Prior approval granted:  Yes  No

The above professional development activity meets the selected renewal option criteria as outlined in the Virginia Department of Education License Renewal Manual.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Principal/Supervisor Signature**

## Examples of Activities

Activity	Examples
College Credit	<ul style="list-style-type: none"> <li>• ENG 565, Eighteenth Century and Romantic British Literature</li> <li>• CHE 512, Physical Chemistry for the Life Sciences</li> </ul>
Professional Conference	<ul style="list-style-type: none"> <li>• Instructional workshops or seminars sponsored by consulting groups</li> <li>• Conferences sponsored by professional organizations or the Virginia Department of Education</li> <li>• Principals' assessment center participation</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>• Development and/or revision of curriculum guides</li> <li>• Development of teaching strategies and/or supplemental materials.</li> <li>• Integration of Standards of Learning objectives with basal series objectives and curriculum guides.</li> <li>• Service on textbook adoption committee</li> <li>• Critique of textbook for publication</li> </ul>
Publication of Article	<ul style="list-style-type: none"> <li>• Publication in a professional or content-area journal</li> <li>• Publication in a magazine sponsored by the employing educational agency</li> <li>• Report of educational research project results</li> </ul>
Publication of Book	<ul style="list-style-type: none"> <li>• Copy of the published book or book title pages, including the author's (license holder's) name and publishing information.</li> <li>• Copyright for the completed work in the field of theatre, fine arts, or music</li> <li>• Copyright for instructional program</li> </ul>
Mentorship/Supervision	<ul style="list-style-type: none"> <li>• Supervision of a student teacher in an approved teacher education program</li> <li>• Supervision of an intern in an approved principal preparation/graduate degree program</li> <li>• Mentoring a beginning teacher/beginning administrator during the first year of teaching/administration</li> </ul>
Educational Project	<ul style="list-style-type: none"> <li>• Participation in a special project assigned by the division superintendent</li> <li>• Sabbatical leave for a high school technology education teacher to work in the semiconductor industry</li> <li>• Institutional self-study</li> <li>• A Quality Assurance Review team</li> <li>• Teaching of a course for a college/university or for an employing educational agency activity</li> </ul>
Professional Development Activities	<ul style="list-style-type: none"> <li>• Instructional skills programs</li> <li>• Differentiation of instruction program</li> <li>• Classroom management staff development programs</li> </ul>