

License Renewal Packet Checklist:

- ☐ A printout of this checklist with your FCPS ID # listed here - _____
- ☐ Original blue pen ink signed, currently dated, and completed License Renewal Application Forms: They are the last three pages of the [current license renewal manual](#) for you to print and complete in blue pen ink.
 - You are responsible for listing and counting the required 180 points on your forms.
 - You must sign off where “applicant” is indicated on the forms.
 - Your current Principal or program manager must approve your 180 points listed on the forms and sign off where “advisor” is indicated.
 - The FCPS Office of Licensure must sign off where “superintendent designee” is indicated on the forms.

Please note that VDOE will not process the license renewal forms of current employees without all of these signatures. VDOE will require newly signed and dated forms to be submitted to FCPS Office of Licensure to continue the license renewal process.

- ☐ Official proof of 180 points earned: It is advised that the 180 points be acquired during the validity period of your license.

If applicable to you, the following competency record(s) must be included:

- ☐ [Child Abuse and Neglect Recognition and Intervention](#): Please follow the instructions to complete the training and print the certificate.
- ☐ [Evidence of Emergency First Aid, CPR, and AED](#): FCPS offers a free online training course that meets this requirement through our eLearnIT platform – visit [eLearnIT](#), use your FCPS log on, and do a keyword search for “CPR”. If you have trouble accessing this course, please contact itservicedesk@fcps.edu or call 703-503-1600.
- ☐ [Technology Standards](#): Please obtain this [record](#) after you meet with your School-Based Technology Specialist and Principal
- ☐ [For specific teaching endorsements](#) - [Virginia State and Local Civic Education Module certificate](#): Please follow the instructions to complete the training and print the certificate.

License Renewal Fee (\$25.00): The online credit card payment instructions will be emailed to your FCPS email account within 7-10 business days after your complete license renewal packet has been received by the FCPS Office of Licensure. **NOTE:** Incomplete license renewal packets will be returned to your home address on file on [UConnect](#) along with instructions for resubmission.

SEND YOUR COMPLETE LICENSE RENEWAL PACKETS VIA FCPS PONY MAIL TO:

FCPS Office of Licensure – Gatehouse Admin (suite 1100)

Please note the following important FCPS license renewal deadlines:

- **Between January 1 and May 15 of your professional license expiration year** – The complete license renewal packets of currently expiring license holders must arrive in the FCPS Office of Licensure.
- **Within your first 30 days of employment** – The complete license renewal packets of new or returning expired license holders must arrive in our FCPS Office of Licensure.
- **March 1 of the current school year** – If your FCPS Office of Licensure records reflect that you still do not hold an active VDOE-issued license with endorsement(s) required for your current teaching assignment(s) then your name will be subject to the contract nonrenewal or dismissal recommendation process.

Failure to meet the “License Renewal Application Packet Due” deadline and to obtain the necessary VDOE-issued license with endorsement(s) for your current position(s) will impact Local, State, and Federal reporting for your school and students; it will also impact your current and future employment eligibility with FCPS. You will continue to receive notification from the FCPS Office of Licensure until we receive a copy of your active VDOE-issued license with the required endorsement(s) for your current assignment(s).