

Provisional License Holder
Acknowledgement Statement Form – Due June 11, 2021
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I. INSTRUCTIONS:

- Complete Sections 1, 2, and 3 of page 1.
- Complete the attached My Provisional Licensure Plan on page 2.
- Schedule a meeting with your Principal/Program Manager and share this plan and timeline to meet all requirements necessary for upgrading your Provisional License to a renewable ten-year professional license.
- Have your Principal/Program Manager complete section 4 of page 1 and the bottom of page 2.
- Scan/email both completed forms to lmlozinsky@fcps.edu so that they can be added to your HR licensure file.
- Keep the original versions for your records and provide copies to your Principal/Program Manager so that they can be added to your local worksite personnel file.

II. EMPLOYEE INFORMATION:

Your Name (last name, first name, middle initial):	Your FCPS 6-digit ID Number:
Current Home Address (street, city, & zip):	
Current FCPS Contracted Instructional Position:	Work Location:

III. EMPLOYEE ACKNOWLEDGEMENT:

I affirm and acknowledge that I understand it is my professional responsibility to maintain an active VDOE-issued license in order to serve as an educator in a VA public school and that my current annual employment contract with FCPS will not be renewed for the next school year until I obtain a ten-year renewable professional license from the VDOE. I also acknowledge that I may continue to receive notices from FCPS regarding my expiring provisional license and the need for me to submit a complete licensure upgrade packet to the FCPS office of licensure as soon as possible or no later than March 1, 2022. Lastly, I understand that if I do not submit all requirements by March 1, 2022, I will be subject to non-renewal recommendation, which means that my employment with FCPS may be terminated at the conclusion of my current annual employment contract on June 30, 2022.

Employee Signature: _____ **Date:** _____

IV. PRINCIPAL/PROGRAM MANAGER SECTION:

I have met/talked with the employee regarding the need for him/her to upgrade their license to an active ten-year professional renewable license in order to be eligible for continued employment beyond June 30, 2022.

Principal/Program Manager Name: _____ **Date:** _____

Principal/Program Manager Signature: _____ **Date:** _____

My Provisional Licensure Plan
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V. EMPLOYEE INFORMATION:

Your Name (last name, first name, middle initial):	Your FCPS 6-digit ID Number:
Endorsement(s) on License:	
Current FCPS Contracted Instructional Position:	Work Location:

VI. EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that my Provisional license expires **June 30, 2022** and the deadline to submit my complete Provisional Licensure upgrade packet is **March 1, 2022**.

I am on target to meet my requirements and (check all applicable boxes);

- I am completing a State-Approved program and my last course ends (enter date: _____).
- I passed/will pass my cited licensure assessment(s) and will have score report(s) around (enter date: _____).
- I am taking cited coursework requirements and my last course ends (enter date: _____).

My steps to meet requirements by the deadline are:

My alternative plans if requirements are not met by deadline are (optional):

Employee Signature: _____ Date: _____

VII. PRINCIPAL/PROGRAM MANAGER SIGN AND DATE:

Principal/Program Manager Signature: _____ Date: _____