

CHAPTER 21
LICENSURE REGULATIONS FOR SCHOOL PERSONNEL

Part I
Definitions

8VAC20-21-10. Definitions.

The following words and terms, when used in this chapter, shall have the meanings indicated unless the context clearly implies otherwise:

"Accredited institution" means an institution of higher education accredited by a regional accrediting agency recognized by the United States Department of Education.

"Alternative route to licensure" means one route to licensure available to individuals employed by a Virginia educational agency who meet the guidelines specified in 8VAC20-21-80.

"Approved program" means a professional education program recognized as meeting state standards for the content and operation of such programs so graduates of the program will be eligible for state licensure. The Board of Education has the authority to approve programs in Virginia.

"Cancellation" means the annulment, voiding, or invalidation of a teaching license following voluntary surrender of the license by the license holder.

"Certified Provider" means a provider certified by the Department of Education to provide preparation and training for applicants seeking the eligibility license specified in 8VAC20-21-80.

"Collegiate Professional License" means a five-year, renewable license available to an individual who has satisfied all requirements for licensure, including the professional teacher's assessment prescribed by the Board of Education.

"Competency" means a capability or skill that a person possesses and can demonstrate, given the appropriate resources and conditions. As used in this chapter, a competency refers to a behavior that a licensure candidate should be able to demonstrate prior to being issued a teaching license. In most cases, entry-level proficiency relative to the competency is specified rather than desired mastery level proficiency.

"Content area course work" means courses at the undergraduate level (i.e., two-year or four-year institution) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts or sciences.

"Denial" means the refusal to grant a teaching license to a new applicant or to an applicant who is reapplying after the expiration of a license.

"Division Superintendent License" means a five-year, renewable license available to an individual who has completed an earned master's degree from an accredited institution of higher education and meets the requirements specified in 8VAC20-21-590. The individual's name must be listed on the Board of Education's list of eligible division superintendents.

“Eligibility License” means a one-year license dated July 1-June 30. The Eligibility License is issued upon successful completion of level I of the career switcher program. This license requires a bachelor’s degree from a regionally accredited institution; the completion of teaching area requirements for an endorsement in a content area as set forth in ~~this chapter~~ the Board of Education’s licensure requirements in the publication, *Licensure Regulations for School Personnel*, 8 VAC 20-21-10 et seq., or the equivalent through verifiable experience or academic study; and Virginia qualifying scores on Praxis I (Reading, Writing, and Mathematics) and Praxis II (subject area assessments). If the Eligibility License expires prior to the individual receiving employment in Virginia, the license holder must reapply for the second Eligibility License. The intensive program (level I) must be repeated if the individual has not gained employment prior to the expiration of the second Eligibility License.

"Mentor" means a classroom teacher hired by the local school division who has achieved continuing contract status or other instructional personnel including retired teacher who meets local mentor selection criteria. The mentor should work in the same building as the teachers they are assisting or be instructional personnel who are assigned solely as mentors. A mentor should be assigned a limited number of teachers at any time. Instructional personnel who are not assigned solely as mentors should not be assigned to more than four teachers at any time. Mentor guide teachers in the program through demonstrations, observations, and consultations.

"Postgraduate Professional License" means a five-year, renewable license available to an individual who has qualified for the Collegiate Professional License and who holds an appropriate earned graduate degree from an accredited institution.

"Provisional License" means a nonrenewable license issued for a period of three years to individuals who have been employed by a Virginia educational agency and meet the requirements specified in 8VAC20-21-50 A 4.

"Pupil Personnel Services License" means a five-year, renewable license available to an individual who has earned an appropriate graduate degree from an accredited institution with an endorsement for guidance counselor, school psychologist, school social worker, or visiting teacher. This license does not require teaching experience.

"Reciprocity" means an agreement between two or more states that will recognize and accept one another's regulations and laws for privileges for mutual benefit. See 8 VAC 20-21-90 for conditions for teacher licensure by reciprocity.

"Revocation" means the annulment by recalling, repealing, or rescinding a teaching license.

"Special Education Conditional License" means a three-year, nonrenewable teaching license issued to an individual employed as a special education teacher in a public school or a nonpublic special education school in Virginia who does not hold the appropriate special education endorsement but meets the criteria specified in 8 VAC 20-21-50 A 5. This conditional license is not applicable to individuals employed as speech pathologists.

"Suspension" means the temporary withdrawal of a teaching license.

"Technical Professional License" means a five-year, renewable license available to a person who has graduated from an accredited high school (or possesses a General Education Development Certificate); has exhibited academic proficiency, technical competency, and occupational experience; and meets the requirements specified in 8 VAC 20-21-50 A 3.

8VAC20-21-50. Types of licenses; dating of licenses.

- A. The following types of licenses are available:

1. Collegiate Professional License. The Collegiate Professional License is a five-year, renewable license available to an individual who has satisfied all requirements for licensure, including the professional teacher's assessment prescribed by the Board of Education.
2. Postgraduate Professional License. The Postgraduate Professional License is a five-year, renewable license available to an individual who has qualified for the Collegiate Professional License and who holds an appropriate earned graduate degree from an accredited institution.
3. Technical Professional License. The Technical Professional License is a five-year, renewable license available to a person who has graduated from an accredited high school (or possesses a General Education Development Certificate); has exhibited academic proficiency, technical competency, and occupational experience; and has completed nine semester hours of specialized professional studies credit from an accredited college or university. The nine semester hours of professional studies course work must include human growth and development (three semester hours), curriculum and instructional procedures (three semester hours), and applications of instructional technology or foundations of education (three semester hours). The Technical Professional License is issued at the recommendation of an employing educational agency in the areas of vocational education, educational technology, and military science. In addition to demonstrating competency in the endorsement area sought, the individual must:

- a. Hold a license issued by the appropriate Virginia board for those program areas requiring a license and a minimum of two years of satisfactory experience at the journeyman level or an equivalent;
- b. Have completed a registered apprenticeship program and two years of satisfactory experience at the journeyman level or an equivalent level in the trade; or
- c. Have four years of work experience at the management or supervisory level or equivalent or have a combination of four years of training and work experience at the management or supervisory level or equivalent.

Individuals holding the Technical Professional License who seek the Collegiate Professional or Postgraduate Professional License must meet the professional teacher's assessment requirement.

4. Provisional License. The Provisional License is a three-year, nonrenewable license available to individuals who are employed by a Virginia educational agency and are:
 - a. Entering the teaching field through the alternative route to licensure upon recommendation of the employing educational agency;
 - b. Failing to meet an allowable portion of general, professional, or specific endorsement requirements;

- c. Seeking the Technical Professional License; or
 - d. Eligible for licensure but need to complete successfully the professional teacher's assessment prescribed by the Board of Education.
5. Special Education Conditional License. A Special Education Conditional License is a three-year, nonrenewable teaching license issued to an individual employed as a special education teacher in a public school or a nonpublic special education school in Virginia who does not hold the appropriate special education endorsement. The conditional license is not applicable to individuals employed as speech pathologists. To be issued the Special Education Conditional License an individual must:
- a. Be employed by a Virginia public or nonpublic school and have the recommendation of the employing educational agency;
 - b. Hold a baccalaureate degree from an accredited college or university;
 - c. Have an assigned mentor endorsed in special education; and
 - d. Have a planned program of study in the assigned endorsement area and have completed a minimum of six semester hours in the core competencies of characteristics of students with disabilities and legal aspects associated with students with disabilities.

During the three years the Special Education Conditional License is valid, the individual must complete all requirements for the special education endorsement area, complete professional studies requirements, and meet Virginia's professional teacher's assessment requirement prescribed by the Board of Education.

6. Pupil Personnel Services License. The Pupil Personnel Services License is a five-year, renewable license available to an individual who has earned an appropriate graduate degree from an accredited institution with an endorsement for guidance counselor, school psychologist, school social worker, or visiting teacher. This license does not require teaching experience.
7. Division Superintendent License. The Division Superintendent License is a five-year, renewable license available to an individual who has completed an earned master's degree from an accredited institution of higher education and meets the requirements specified in 8 VAC 20-21-590. The individual's name must be listed on the Board of Education's list of eligible division superintendents.
8. "Eligibility License" means a one-year license dated July 1-June 30. The Eligibility License is issued upon successful completion of level I of the career switcher program. This license requires a bachelor's degree from a regionally accredited institution; the completion of teaching area requirements for an endorsement in a content area as set forth in ~~this chapter~~ the Board of Education's licensure requirements in the publication, *Licensure Regulations for School Personnel*, 8 VAC 20-21-10 et seq., or the equivalent through verifiable experience or academic study;

and Virginia qualifying scores on Praxis I (Reading, Writing, and Mathematics) and Praxis II (subject area assessments). If the Eligibility License expires prior to the individual receiving employment in Virginia, the license holder must reapply for the second Eligibility License. The intensive program (level I) must be repeated if the individual has not gained employment prior to the expiration of the second Eligibility License.

- B. All licenses will be effective from July 1 in the school year in which the application is made.

8 VAC 20-21-80. Alternative ~~route~~ routes to licensure.

- A. “Career Switcher” Alternative Route to Licensure for Career Professions. An alternative route is available to ~~military personnel~~ career switchers who seek teaching endorsements pre-K through grade 12, with the exception of special education.
 - 1. An individual seeking an Eligibility License must meet the following requirements: an application process; a bachelor’s degree from a regionally accredited institution; the completion of teaching area requirements for an endorsement in a content area as set forth in ~~this chapter~~ the Board of Education’s licensure requirements in the publication, *Licensure Regulations for School Personnel*, 8 VAC 20-21-10 et seq., or the equivalent through verifiable experience or academic study; and Virginia qualifying scores on Praxis I (Reading, Writing, and Mathematics) and Praxis II (subject area assessments). The Eligibility License is awarded at the end of Level I preparation. All components of

the career switcher alternative route for ~~military personnel~~ career professions must be completed by the candidates.

2. At least five years of full-time work experience or its equivalent is required for participation in the program.

- 2 3. The ~~professional studies level one~~ requirements must be completed during the course of a single year ~~through the following three levels of preparation that~~ and may be offered through a variety of delivery systems, including distance learning programs. If an employing agency recommends extending the Eligibility License for a second year, the candidate will enter Level III of the program. Preparation Career Switcher programs must be approved certified by the Virginia Department of Education;
 - a. Level I Preparation

Intensive Level I Preparation phase includes but a minimum of 180 clock hours of instruction, including field experience. This phase includes, but is not limited to, the following: (1) Introduction to classroom management; (2) Introduction to the Standards of Learning; (3) Introduction to Teaching Strategies; and (4) Field experience with summer school students. curriculum and instruction, including technology, reading, and other specific course content relating to the Standards of Learning, differentiation of instruction, classroom/behavior management, and human growth and development.

- b. Level II Preparation during first year of employment
- (1) Candidate seeks employment in Virginia with the one-year Eligibility License;
 - (2) Continued Level II preparation during the first year of employment; ~~and~~ with a minimum of five seminars that expand the intensive preparation requirements instructional categories and topics. The five seminars will include a minimum of 20 cumulative instructional hours. A variety of instructional delivery techniques will be utilized to implement the seminars.
 - (3) One year of successful, full-time teaching experience in an accredited public or nonpublic school under the newly-created one-year Eligibility License. A trained mentor must be assigned to assist the candidate ~~through the alternative route~~ during the first year of employment. Responsibilities of the mentor include, but are not limited to, the following:
 - a. Collaborate with the beginning teacher in the development and implementation of an individualized professional development plan;
 - b. Observe, assess, coach, and provide opportunities for constructive feedback, including strategies for self-reflection;
 - c. Share resources and materials;
 - d. Share best instructional, assessment, and

- organizational practices; classroom management strategies; and techniques for promoting effective communication; and
- e. Provide general support and direction regarding school policies and procedures.
- (4) Upon completion of Levels I and II of the career switcher alternative route to licensure program and submission of a recommendation from the Virginia educational employing agency, the candidate will be eligible to apply for a five-year, renewable license. Renewal requirements for the regular license will be subject to current regulations of the Board of Education.
- c. Level III Preparation ~~continued~~, if required.
- (1) Post preparation, ~~(if needed)~~; if required, will be conducted by the Virginia employing educational agency to address the area(s) where improvement is needed as identified in the candidate's professional improvement plan; and
- ~~(2)~~ Upon completion of Levels I, II, and III of the career switcher alternative route to licensure program and submission of a recommendation from employer for a the Virginia educational employing agency, the candidate will be eligible to receive a the five-year renewable license; and
- ~~(3)~~ Issuance of the five-year renewal license
- 3 4. Verification of program completion will be documented by the certified

4. ~~Delivery systems of the career switcher for the alternative route to licensure must adhere to requirements specified by the Board of Education when proposals are requested. The programs must include the prescribed scope and sequence of preparation as well as evaluation of the candidate and overall program evaluation. These programs must be approved by the Department of Education.~~
5. Certified providers implementing a career switcher program may charge a fee for participation in the program.
6. Certification of Programs
 - a. The Department of Education will certify career switcher alternative route to licensure programs. Certified providers will receive a five-year certification after the first year, then subsequent reviews will be conducted on a five-year cycle, or as deemed necessary.
 - b. Program providers must document that individuals accepted in the career switcher program meet the following prerequisites:
 - (1) An application process;
 - (2) A bachelor's degree from a regionally accredited institution;
 - (3) At least five years of full-time work experience or its equivalent;

- (4) The completion of teaching area requirements for an endorsement in a content area as set forth in these regulations or the equivalent through verifiable experience or academic study; and
 - (5) Virginia qualifying scores on Praxis I (Reading Writing, and Mathematics) and Praxis II (subject area assessments).
- c. The proposals submitted for certification must include the following:
- (1) Purpose, Description, and Program Design
 - (a). A statement outlining the purpose of the career switcher alternative route to licensure;
 - (b). A description of Level I Preparation, including how the intensive preparation program will integrate curriculum, instruction, and the field experience;
 - (c). A description of the Level II Preparation during the first year of employment;
 - (d). Criteria for the selection, preparation, support, assignment, and compensation of instructors and seminar presenters; and
 - (e). Tasks, methods, and expected outcomes.
 - (2) Collaboration
 - (a) A description of collaborative and cooperative arrangements with educational agencies;

- (b) A description of procedures for assigning mentor teachers;
- (c) Letters of cooperation, agreement, and commitment describing partnerships; and
- (d) A description of strategies for support and placement of participants seeking employment.

(3) Training

- (a). Identification of the credentials and qualifications of the program and seminar instructors; and
- (b). A description of the intensive professional preparation and induction year seminar sites and materials.

(4) Project Administration and Management

A description of how the program will be administered and managed, including the identification of the program manager and fiscal agent.

(5) Maintenance of Data and Annual Reporting to the Department of Education

- (a). A description of how records will be maintained and a timeline for reporting progress of participants during the program;

- (b). The submission of an evaluation summary of the intensive professional preparation program no later than September 30 following Level I preparation;
- (c). The submission of an interim report describing the program, including the progress of the participants and an assessment of mentor teacher support no later than March 1 of the induction year;
- (d). The submission of a final report by July 15 following the end of Levels I and II preparation.
The data must include the following:
 - 1) The number of participants entering the program;
 - 2) The number of participants receiving the five-year, renewable license;
 - 3) Attrition rates of candidates;
 - 4) Percentage of students requiring an additional year of study;
 - 5) Candidates' evaluation of the program; and
 - 6) School divisions' evaluation of the program.

(6) Evaluation of Participants

A description of formative and summative evaluation procedures.

- B. An alternative route is available to individuals employed by an educational agency who seek teaching endorsements pre-K through grade 12.

1. An individual seeking a Provisional License through the alternative route must meet the requirements specified in 8 VAC 20-21-50 A 4.
 2. The professional studies requirements for the appropriate level of endorsement sought must be completed. A Virginia educational agency may submit to the Superintendent of Public Instruction for approval an alternative program to meet the professional studies requirements. The alternative program must include training (seminar, internship, course work, etc.) in human growth and development, curriculum and instructional procedures (including technology), foundations of education, and reading.
 3. One year of successful, full-time teaching experience in the appropriate teaching area in an accredited public or nonpublic school must be completed. A fully licensed experienced teacher must be available in the school building to assist the beginning teacher employed through the alternative route.
- C. Alternative programs developed by institutions of higher education (i) recognize the unique strengths of prospective teachers from nontraditional backgrounds and (ii) prepare these individuals to meet the same standards that are established for others who are granted a Provisional License.