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**Treasurer of Virginia**

Virginia Department of Education  
 Division of Teacher Education and Licensure  
 Post Office Box 2120  
 Richmond, VA 23218-2120

INDIVIDUALIZED RENEWAL RECORD

Name: Last First Middle Renewal Year Social Security No.

Home Address City State Zip Code

Endorsement(s) Highest Degree Earned

**Summary of Points Earned During the Past Five Years to be Credited Toward Renewal:**

Option	1	2	3	4	5	6	7	8	Credit for All Options
Maximum Points	(180)	(45)	(90)	(90)	(90)	(90)	(90)	(180)	
Total Points									

**Verification and Recommendation for License Renewal**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required for individuals employed by a Virginia educational agency:**

Division \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I recommend the renewal of the enclosed Virginia license and certify that the above-named license holder completed the listed activities and that these activities comply with Virginia's renewal regulations.

Superintendent's or Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Exception to content course work requirement granted?

Yes \_\_\_ No \_\_\_

Reason:  
 Particular need of teacher \_\_\_ New endorsement \_\_\_

**Verification of Completed Activities**

		Activity Points	Applicant Initials	Advisor Initials	Date
<b>Option 1: College Credit (180)</b>					
Course No./Title	College/Year Taken				
<b>Option 2: Professional Conference (45)</b>					
Conference Name	Dates Attended				

Name: Last

First

Middle

Social Security No.

Verification of Completed Activities

		Activity Points	Applicant Initials	Advisor Initials	Date
<b>Option 3: Curriculum Development (90)</b>					
Title	Dates				
<b>Option 4: Publication of Article (90)</b>					
Title	Magazine	Date Published			
<b>Option 5: Publication of Book (90)</b>					
Title	Publisher	Date Published			
<b>Option 6: Mentorship/Supervision (90)</b>					
Person	Date Supervised				
<b>Option 7: Educational Project (90)</b>					
Title	Dates				
<b>Option 8: Professional Development Activities (180)</b>					
Project/Title	Dates				