



How To: Renew your License in VALO

Individuals who are not currently employed by a Virginia public school division or accredited nonpublic school may submit their application for licensure renewal through VALO. Renewable licenses that have already expired or are set to expire after January of the current year will be available to renew.

Important Notice: Individuals who *are* employed by a Virginia public school division or accredited nonpublic school are required to submit their renewal applications directly to their employing agency's licensure representative. The employing agency's licensure representative will submit the renewal request to VDOE on the behalf of the licensee. These individuals should not apply for renewal through VALO.

Please follow the instructions outlined in this guide to submit your renewal application in VALO.

1. Log into your VALO account.
2. On the Dashboard, direct your attention to the Licenses panel at the bottom left.

Applying for an Initial License

IMPORTANT NOTICE: If you have had official transcripts or test scores sent directly to VDOE, or have previously submitted an application for licensure, you may already have an existing record. PLEASE LINK YOUR EXISTING RECORD PRIOR TO STARTING AN APPLICATION IN VALO. To link your existing record, navigate to the Licenses panel below and click "Don't see your license? Click here to search for it." Once you have linked your record, you may start a new application for an initial license.

If you are currently employed with a Virginia educational agency, you may proceed and apply for a license here. However, you also must work with the appropriate contact person in your Virginia school division or accredited nonpublic school to ensure that all documentation is submitted.

[APPLY FOR A LICENSE](#)

If you need to submit additional documentation for a pending initial application, you may do so by clicking the Submit Update button.

[SUBMIT UPDATE](#)

Note: The Update feature is only for submitting additional information towards a pending application. If you wish to submit an action request on your license, please refer to the Actions menu within the Licenses panel.

Licenses

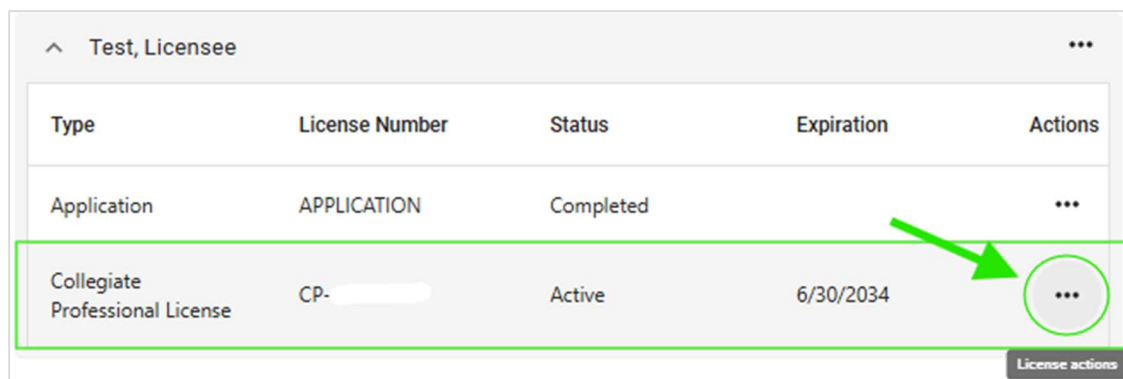
IMPORTANT NOTICE: If you currently hold or have ever held a license in Virginia, or have previously submitted an application for licensure, please be sure to link your existing record prior to submitting any other request(s). To link your existing record, click "Don't see your license? Click here to search for it."

To submit a licensure action request, click the ellipsis (...) under the Actions column beside the applicable license. Select your desired request from the Actions menu. You must hold an active Virginia license to submit an online action request. If the desired request is not indicated within the Actions menu, then it is not available for online submission.

Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP-	Active	6/30/2034	...

[Don't see your license? Click here to search for it.](#)

- Under the Actions column, click on the ellipsis beside the active license you wish to renew. This will open the Actions menu.

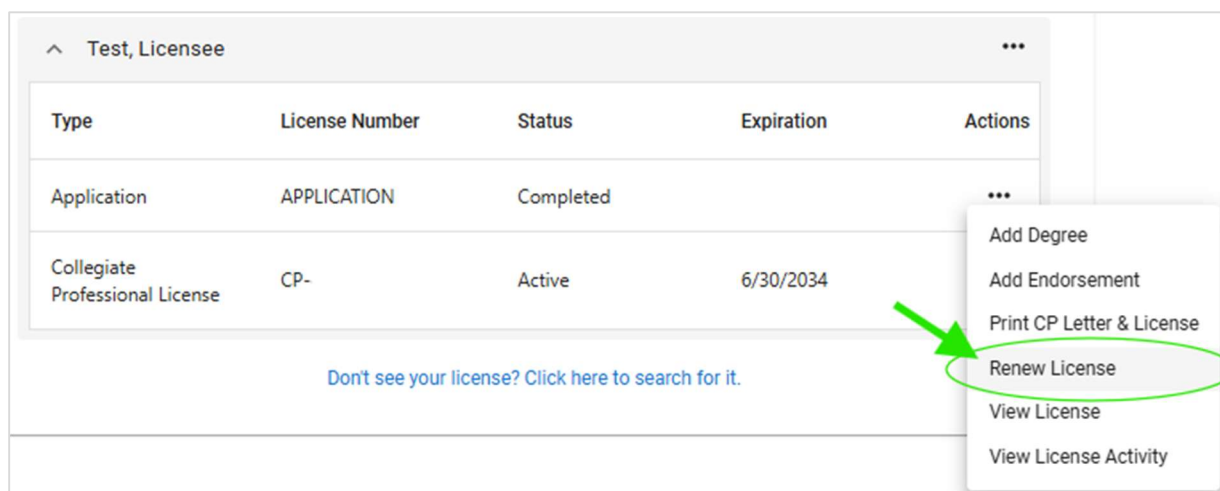


Test, Licensee				
Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP- [redacted]	Active	6/30/2034	...

License actions

- Select "Renew License" from the Actions menu.

Note: The Actions menu will only display the Renew License option for licenses that are available to be renewed. A renewable license may be renewed no sooner than January of the year it expires.

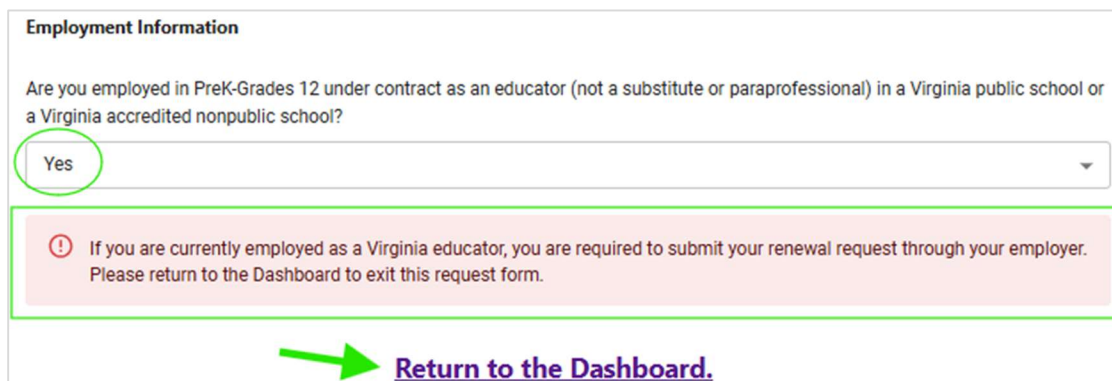


Test, Licensee				
Type	License Number	Status	Expiration	Actions
Application	APPLICATION	Completed		...
Collegiate Professional License	CP- [redacted]	Active	6/30/2034	...

Don't see your license? [Click here to search for it.](#)

- Add Degree
- Add Endorsement
- Print CP Letter & License
- Renew License
- View License
- View License Activity

- You will be prompted with a question asking if you are employed by a Virginia public school division or accredited nonpublic school.
 - If you are employed, then you will be instructed to work directly with your employer regarding your renewal.



Employment Information

Are you employed in PreK-Grades 12 under contract as an educator (not a substitute or paraprofessional) in a Virginia public school or a Virginia accredited nonpublic school?

☒ Yes

⚠ If you are currently employed as a Virginia educator, you are required to submit your renewal request through your employer. Please return to the Dashboard to exit this request form.

[Return to the Dashboard.](#)

- b. If you are not employed at this time, then you may proceed with submitting your renewal in VALO by selecting “No” and clicking the grey button to continue to the next section.

Employment Information

Are you employed in PreK-Grades 12 under contract as an educator (not a substitute or paraprofessional) in a Virginia public school or a Virginia accredited nonpublic school?

No

Instructions And Statutory Requirements ▶

6. Follow the prompts to navigate through the different sections within the Renewal form. Follow the instructions and review the entered information carefully while completing each section.
7. The Renewal Activities section is where you will report your renewal points earned. Check the box(es) beside the applicable option(s) under which you have earned renewal points.

Renewal Activities

Please check all applicable renewal options under which you have earned points toward this renewal. Provide detail on the activities and upload appropriate documentation for each option. All documentation for renewal options, statutory requirements, and the fee must be submitted before a renewal request may be processed.

You must add documentation for each option checked. Please add each activity separately. (For example, if you completed three professional development activities under Option 8, you must “add” each one separately.)

☐ Option 1: College Credit (maximum 180 points)

☐ Option 2: Professional Conference (maximum 45 points)

☐ Option 3: Curriculum Development (maximum 90 points)

☐ Option 4: Publication of Article (maximum 90 points)

☐ Option 5: Publication of Book (maximum 90 points)

☐ Option 6: Mentorship/Supervision (maximum 90 points)

☐ Option 7: Educational Project (maximum 90 points)

☐ Option 8: Professional Development Activities (maximum 180 points)

 A total of 180 renewal points is required.

8. Once an option is checked, it will expand to include detailed information regarding the criteria, appropriate verification documentation, and point assignment applicable to that option. It will also provide a place for you to enter the details of any activity completed under the selected option, as well as a place to upload the appropriate documentation for each.

☒ Option 8: Professional Development Activities (maximum 180 points)

Option 8: Professional Development Activities --- At-A-Glance

(Refer to the [Virginia Licensure Renewal Manual](#) for detailed information.)

A. Maximum number of points: 180

B. Point value assignment: one point per clock/contact hour

C. Criteria:

- 1) Must be a **minimum of five hours per activity**. The five hours do not have to be consecutive.
- 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency. Prior approval for employing educational agency professional development activity is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing agency.

D. Verification (one or more of the following):

- 1) Participants list from employing educational agency
- 2) Certificate of completion/attendance

Please click "Add" below to enter details for the Professional Development Activities option.

None

ADD

Upload documentation supporting the Professional Development Activities.

Drag 'n' drop files here, or click to select files.

9. To enter the details of a completed renewal activity, click the "Add" button.

Please click "Add" below to enter details for the Professional Development Activities option.

None

ADD

10. Enter the requested information, then click “Add”.
Be sure to reference the information provided on the prior page regarding point allocation.

Option 8: Professional Development (180)

Please enter details on the Professional Development below.

Professional Development Activity

Completion Date 

Contact/ Clock Hours

Activity Points

CANCEL ADD

11. Repeat steps 8-10 until all renewal activities have been entered. Once you have entered a minimum of 180 renewal points, you may proceed to the next page by clicking the gray “Questions” button located at the bottom right.

◀ Demographics Questions ▶

[Return to Dashboard](#)

12. Proceed through the rest of the License Renewal form by following the prompts. Be sure to read the instructions and review the entered information carefully while completing the remaining section(s).
13. Once you have completed all sections and have landed on the Summary page, check the box to acknowledge the indicated notice and click “Finish”.

License Renewal
Saved 12:20 PM EST

1 Employment Verification
2 Instructions and Statutory Requirements
3 Demographics
4 Renewal Activities
5 Questions
6 Additional Request(s)
7 Summary

Summary

ATTENTION!
Do not close your browser until the payment page redirects you back to your VALO Dashboard (home screen).

☒ I acknowledge the statement above.

◀ Additional Request(s)

[Return to Dashboard](#)

FINISH

14. Confirm there are no alert warnings on the left navigation panel. (It is recommended that you complete the renewal application form on a full-screen computer screen to ensure the warnings clearly display.)

Warnings will display as red text on any section within the navigation panel where the application form was left incomplete or incorrectly completed. If a red warning displays, you will need to navigate back to the indicated area in the form to correct the issue. Below is an example of how an alert warning would appear:

Instructions
5 problems

Demographics
4 problems

Education
1 problem

4 Employment

5 Out-of-State License

Questions
11 problems

7 Summary

Dyslexia Awareness Training

Submit a copy of the certificate verifying completion of this statutory requirement. Individuals seeking initial licensure shall complete awareness training on the indicators of dyslexia, as that term is defined by the Board of Education pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. A [dyslexia module](#) is available at no cost.

Please upload a copy of the certificate verifying completion of the Dyslexia Awareness Training below:

Drag 'n' drop files here, or click to select files.

Required Field

Only .pdf, .jpg, and .png documents are accepted.

Behavior Intervention and Support Training

Submit a copy of the certificate verifying completion of this statutory requirement. Applicants who complete a Virginia state-approved program should have completed this requirement as part of their program. A series of modules that meet the new training requirement for initial licensure are located on the Center for Implementation and Evaluation of Education Systems (Old Dominion University) webpage and can be completed at no cost. Applicants who did not receive the training through a Virginia state-approved program may complete the modules on their own and submit the documentation.

15. Once you have completed your renewal application and clicked the “Finish” button, you will be taken to the final page where you will have the opportunity to review a preserved copy of your renewal application form.

Virginia Department of Education TEST Virginia Licensure Online

Fees

Fee	Amount
Current Renewal Fee	\$50.00
Total	\$50.00

BACK PAY

Employment Verification

Employment Information

Are you employed in PreK-Grades 12 under contract as an educator (not a substitute or paraprofessional) in a Virginia public school or a Virginia accredited nonpublic school?
EmployedY/N : No

Instructions and Statutory Requirements

The commitment to continuous learning is important, and the renewal process ensures that school personnel continually update their professional knowledge and skills. The division : postgraduate professional license, collegiate professional license, pupil personnel services license, vocational evaluator license (no longer issued), school manager license, or technical may be renewed.

Individuals who hold a five-year renewable license must complete 180 points for renewal, as well as the statutory requirements for renewal. For example, individuals whose licenses expired in 2019 must present 180 points for renewal, as well as documentation of meeting the statutory requirements. Such individuals will then receive a ten-year renewable 2018 General Assembly legislation (House Bill 1125 and Senate Bill 349), effective July 1, 2018, the Board of Education issues ten-year renewable licenses. No longer are five-year renewable licenses issued. On January 24, 2019, the Board of Education approved that individuals renewing ten-year licenses will be required to complete 270 professional development points for renewal requirements also are required.

License holders are responsible for satisfying license renewal requirements as set forth in the Licensure Regulations for School Personnel and the Code of Virginia. The Virginia Licensure Manual provides guidance for all license holders as they plan their personal growth within the profession. The manual describes the process for renewing Virginia's educators' licenses through plan. **All statutory renewal requirements must be completed during each renewal period.** All activities must have prior approval from the chief executive officer or designee if the employee is in a Virginia educational agency. There shall be complete reciprocity among employing educational agencies of the Commonwealth with respect to professional development. The license holder. Professional development activities completed by provisional license holders may not be credited towards license renewal.

Please refer to the [Licensure Renewal Manual](#) for additional information.

Statutory Requirements for Renewal:

Certification of Child Abuse and Neglect Recognition and Intervention Training

Submit a copy of the certificate verifying completion of this statutory requirement. Individuals seeking license renewal must complete study in child abuse and neglect recognition and intervention training in accordance with curriculum guidelines approved by the Virginia Board of Education. A training module is available at no cost. Please ensure that you are selecting the correct training noted below:

- Individuals must select the "Required Training/Courses" tab under the heading "Child Protective Services."
- Then select the "Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators)."

To print the certificate after completing the training, the computer must be connected to a printer.

Upload a copy of your Child Abuse and Neglect Recognition and Intervention Training Certificate. (Required)

ChildAbuseUpload :

Child abuse training.pdf

16. The final page also displays the fee for your request. Click “Pay” to be directed to a third-party vendor site to enter and submit your payment.

Important Notice: Upon successful submission of payment, do **not** close your internet browser.

Fees

Fee	Amount
Current Renewal Fee	\$50.00
Total	\$50.00

BACKPAY

17. After completing the payment step, you will be redirected to the confirmation page in VALO. Click “Return to Dashboard” to return to your VALO Dashboard.

Submission Confirmed!

Thank you for your submission. We have received your request.

 [Return to Dashboard](#)