King George County Schools
Recording Professional Development Points for
Annual Professional Development and Licensure Guidance

King George County Annual Professional Development

King George County Schools requires 10 professional development points (PDP) per year.

Virginia Licensure Renewal

The state of Virginia requires that Individuals who hold a five-year renewable license must complete 180 points for renewal, as well as the statutory requirements for renewal.

Individuals renewing ten-year licenses will be required to complete 360 professional development points for renewal. All statutory renewal requirements also are required.

Points for renewal will be based upon activities that may be earned from eight options. Refer to the Virginia Licensure Manual for descriptions. https://www.doe.virginia.gov/teaching/licensure/licensure-renewal-manual.docx

It is the responsibility of the renewing individual to keep all documentation.

Recording Credits for PD Events Outside of KGCS

Teachers may use TeachPoint to record both required division professional development points and Licensure Renewal Professional Development. Users are required to enter the event details and attach (upload) a certificate, agenda, or syllabus to document attendance. Documentation should include the title, location, and date of the event, the number of hours the event took place or number of PD hours awarded. Once approved, the events will appear in users' transcripts.

The Virginia Department of Education will verify all Licensure Renewal Points including Statutory Renewal Requirements, College Credit, Educational Projects and Publication points. King George County Schools will verify all other Professional Conferences, Curriculum Development, Mentoring and Professional Development Activities.

Department of Curriculum and Instruction: Program Approval Form

*Title:	Course #: Optional user-searchable field
Description:	

Schedule Type: ● Single ○ Multiple

*Start:	Jan 27, 2021	*End:	Jan 27, 2021
	11:00 AM		12:00 PM

*Location:

Credits: 0 Professional Hours 0 Continuing Education Units 0 Licensure Renewal 0 Graduate Credits 0 Professional Development Points

Course # is not required.

Complete Hours and PDP only. Leave other fields blank.

Event Approvals: Administrator Approval

Details: Add Event Details (rich text, links)

📎 Add Attachment

Categories and Points Guide for TeachPoint

Licensure Renewal (LR)
Graduate Credits (GC)
Professional Development Points (PDP)

VDOE Licensure Renewal Category	TeachPoint Category	Requirements for Virginia Licensure Renewal https://www.doe.virginia.gov/teaching/licensure/index.shtml
Virginia Statutory Renewal Requirements	Licensure Renewal (LR)	All statutory renewal requirements must be completed during each renewal period. Include a copy of the certificate verifying completion of this statutory requirement. ■ Child Abuse and Neglect Recognition and Intervention Training (5 LR points) ■ Emergency First Aid, CPR & AED Certification or Training (5 LR points) ■ Dyslexia Awareness Training (5 LR points) ■ School Counselor Training – Refer to Superintendent's Memo #003-22 for information on training options. ■ Virginia History or State and Local Government Module ⬚ (Any individual who has previously taken the Civics Module must choose "Reset Progress" and "Start Over" to be able to begin training.) (5 LR points) ■ Recognition of Mental Health Disorder and Behavioral Distress, initial licensure. (5 LR points)
College Credit	Graduate Credits (GC)	One semester hour = 30 points One quarter hour = 20 points
Professional Conference	Professional Development Points (PDP)	Maximum number of points: 45 Point value assignment: Participation - 5 points per day. Presentation - 15 points per topic presentation. Points may be assigned for only one presentation on the same topic per validity period. Criteria: Must be four or more hours in length. Be sure to upload documentation of the above.
Curriculum Development	Professional Development Points (PDP)	Maximum number of points: 90 Point value assignment: one point per clock hour Criteria: Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
Publication of Article	Licensure Renewal (LR)	Maximum number of points: 90 Point value assignment: 45 points per narrative, article, or report
Publication of Book	Licensure Renewal (LR)	Maximum number of points: 90 Point value assignment: 90 points per book
Mentorship/Supervision	Professional Development Points (PDP)	Maximum number of points: 90 *KGCS provides either a monetary award or 45 points each year for the KGCS Teacher Mentor Program. Points will not be given if the teacher chooses the monetary award.
Educational Project	Licensure Renewal (LR)	Maximum number of points: 90
Professional Development Activities	Professional Development Points (PDP)	Maximum number of points: 180 Point value assignment: one point per clock/contact hour Criteria: Must be a minimum of five hours per activity. The five hours do not have to be consecutive.

KGCS Examples of Professional Development Activities

Activity	Category
Curriculum work or targeted professional development sessions that occur outside of contract hours (before or after school)	PDP
Staff meetings with specific professional development focus (specified in the event details or attached documents)	PDP
Professional development sessions that occur on full- or half-day TWPD in the KGCS calendar	PDP
Family involvement events with an instructional focus (Title 1, SOL preparation, STEM) that are NOT fundraisers	PDP
Professional development sessions or curriculum work that occurs during contract hours and requires teachers to plan for substitute coverage	PDP
Presentation of professional development event for colleagues (event hours x2 for planning)	PDP
Required trainings for recertification such as Child Abuse, First Aid, CPR, AED and Dyslexia training	LR
Family involvement events (carnival events) that are conducted to raise money, even if staff attendance is required	Does Not Count for Licensure Renewal or KGCS Professional Development.
Regular extended planning, grade level meetings, PLCs, or department meetings that occur during contract hours	Does Not Count for Licensure Renewal or KGCS Professional Development.
Staff meetings focusing on general updates, service presentations (AXA, YMCA, etc.), or other items of business	Does Not Count for Licensure Renewal or KGCS Professional Development.

Please remember that it is the responsibility of the teacher to maintain accurate records and to keep original documentation for professional development points and licensure renewal points.   Teachers should keep a paper file with all documents and certificates that are uploaded into TeachPoint.   At the end of each school year, teachers should print a list of their TeachPoint entries to keep with their paper documentation.   Should you need assistance with TeachPoint, please contact your building ITL.