

Renewal Helpful Hints

1. Please use your **VA Teaching License # on the renewal application**. It can be found in Frontline>My Info>My License Summary (Certificate ID)

***** If you received a license extension in 2022 or 2023, your point total is by adding up the points under the appropriate years(most recent license begin date thru 6/30/24) in My Portfolio*****
2. Your **current renewal Points** can also be found in My Info> My License Summary(current)>Renewal Points on Frontline
3. To check your **completed statutory requirements**, Frontline>My Info>My Portfolio
4. Review How to Add Documents to Frontline (see attached)
5. In Frontline, My Learning Plan, Pending Prior Approval= Click Manage to see who needs to complete the approval (these items are not in my queue to approve)
6. In Frontline, My Learning Plan, Approved and/or In-Progress = Click manage and Mark as Complete (these items don't appear in my queue)
7. In Frontline, My Learning Plan, Awaiting Final Credit = Waiting for me to approve (I am working on these as quickly as I can)
8. If an item is listed as Division Professional Learning Form = The PD Department approves these items
9. If you had your license extended, My License Summary is not an accurate depiction of your points. Please view the points in My Portfolio and get a total from the valid years of your license.
 - a. Example: Your original expiration date was 6/30/22, and you received a two-year extension. This means your original license was issued on 7/1/2017, and you should count any points from 7/1/2017 to 6/30/2024 toward your renewal points.