

# **RESOURCE GUIDE 2020-2021: For Your Information**

## **Contact Information:**

License Renewal and  
Out of District Activities  
on Frontline Education

Christy Neal, Administrative Assistant  
[nealcc@staffordschools.net](mailto:nealcc@staffordschools.net)  
540-658-6574

Frontline Manager  
In-District Activities

Crystal Loving, Administrative Assistant  
[lovingcl@staffordschools.net](mailto:lovingcl@staffordschools.net)  
540-658-6533

## **Frontline Education First Time Login**

Step 1: Wait for an email from Frontline Education stating that your account has been created.

Step 2: LOGIN and update your account with a user ID and password of your choice.

Step 2.5: If you have issues logging into your account please contact Christy Neal.

Step 3: Update your information by clicking “My Info” then select “My User Profile”

Verify all info on the screen (name, building assignment, dept., assignment, grade level).  
If there are changes click the SAVE button at the bottom of the screen

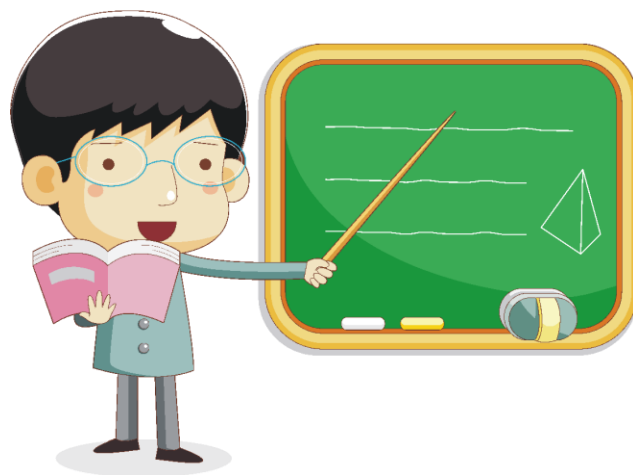
Step 4: Click the Activity Catalogs link to access professional learning opportunities. For division and school based training click “District Catalog” link to register for workshops.

## **Forms**

The Professional Development Activity Forms are located on Frontline’s home page under “Forms”. Other forms and resources can be accessed under “My Info” and then select “My File Library”.

## **PDS / License Renewal**

“PDS” and “License Renewal” points both count towards the renewal of your license.



### **In-District Activities Advertised in Frontline**

Register on Frontline for the advertised activity  
Please complete the evaluation for the in-district activities within one week after course has been completed

### **Out of District Activities (workshops, conferences, etc.)**

Complete the online form in Frontline **prior** to start date  
Mark your activity complete in Frontline when it has ended  
Send a certificate of attendance **immediately** following your activity to Christy Neal in the Human Resources Department (print the generic certificate of completion form from Frontline's File Library if you did not receive a workshop certificate)

### **Mentoring a Student Teacher (college student)**

Complete the online form in Frontline **prior** to start date  
Download and print log sheet from Frontline under My File Library  
Record detailed daily activities  
Mark your activity complete in Frontline when mentoring is over  
The log sheet requires your signature and your principal/supervisor's signature  
Send completed log sheet to Susan Rutherford in the Human Resources Department

### **MENTOR 360. (New teacher transition and mentoring a teacher within your school)**

MENTOR 360 is an activity placed on Frontline at the end of the school year. Credit will be finalized in May or June.

### **College Courses**

Complete the option 1 online form in Frontline prior to start date  
Mark your activity complete in Frontline when class has ended  
An official, unopened transcript is required for points to be added towards licensure. **Do not request an Electronic transcript because they are not accepted by the Virginia Department of Education.**

### **North Tier Online Courses (college credit or license renewal)**

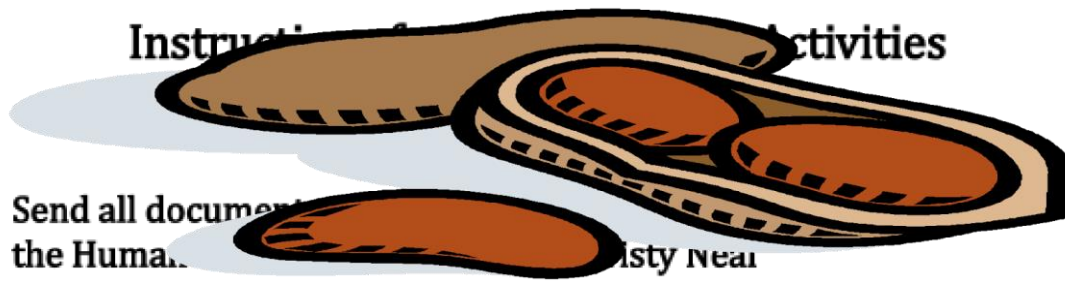
Register early for classes on Frontline (North Tier catalog)  
Classes are available three times a year (January, May, and September)  
Mark your activity complete in Frontline when class has ended  
Complete the Frontline electronic option 1 PDC form (only if you are taking it for college credit)  
For college credit submit an official, unopened transcript to the Human Resources Department for points to be added to the licensure system

### **Frontline**

**DO NOT IGNORE** your Frontline emails! Most times they are reminders that you need to do something additional in order to receive your points.



## “Instructions in a Nutshell”



1. Log into Frontline and on the left side of your screen under “Fill-In Forms,” select “Professional Development Activity Forms”.
2. Select your option, complete the form, and submit. It will be routed electronically to your principal/supervisor for approval and then to Human Resources for final approval. All activities should be entered on Frontline **prior** to attending. College Courses must also be added to Frontline under Option 1.
  - If selecting **Option 2** for attending a conference, make sure that it is actually a conference. A description of a conference is an activity that has concurrent sessions on multiple topics. **Option 8** is a workshop, seminar or event where the topic focuses on a specific subject.
  - If selecting **Option 6** for Mentoring, you will need to download and print the log sheet from Frontline under “My File Library” and keep a detailed log of your daily activities. Once your mentoring has ended, total your points, have your principal sign and forward to Christy Neal in Human Resources.
3. After completing your activity, mark it “complete” in Frontline and forward a Certificate of Completion to Christy Neal (Human Resources). For college course credit, send an official, unopened transcript to the Department of Human Resources. Electronic transcripts (eScripts) are not accepted by the Virginia Department of Education. If a Certificate of Completion was not issued at the activity, a generic form can be downloaded and printed from Frontline (see My File Library). The generic form must be signed by your principal/supervisor.
4. Please remember to complete one of the option forms for any outside activities that are not advertised in the in-district catalog that you wish to receive license renewal credit. These activities that are approved and finalized for credit will be in your Frontline portfolio for future reference.

## **LICENSE RENEWAL AT A GLANCE FOR FIVE-YEAR RENEWABLE LICENSE HOLDERS**

### **1. What are the license renewal requirements for a five-year license holder?**

Licensure renewal requires 180 professional development points for individuals holding a five-year license and 360 points for those who hold a 10 year license. Renewal points can be accrued by completion of activities through one or more of the following eight options:

Option		Maximum number of points within the 5-year period
1	College Credit (minimum of 90 points in the content endorsement area shall be required of license holders without a master's degree. Course work must be completed at regionally accredited two or four year college or university.	180
2	Professional Conference	45
3	Curriculum Development	90
4	Publication of Article	90
5	Publication of Book	90
6	Mentorship/Supervision	90
7	Educational Project	90
8	Professional Development Activity	180

**Please refer to the Licensure Renewal Manual which can be found on Frontline Home Page under “My File Library.” for a full explanation of the eight renewal options**

Those renewing licenses must show evidence that Child Abuse Recognition and Intervention Training; Technology Standards for Instructional Personnel; First Aid, CPR/AED Training (new 2014); and Civics Training (new 2015) have been completed.

### **2. When are notifications sent to individuals whose five-year license expires on June 30<sup>th</sup> of the given year?**

- The Department of Human Resources notifies individuals in late fall of the school year of their pending license renewal.
- Teachers can verify their current renewal points in Frontline. Under your Learning Plan tab, click My Portfolio on the left. The top box will show your license renewal date. Also on the left side of the screen, you may click Licensure View and that will display how many points have been earned in the current licensure cycle. You may also click on the View in Progress bar on your left to

display how many points are in progress. The View In Progress points are the ones that have not been confirmed and closed out in Frontline yet.

- Stafford County will pay for straight renewals beginning in January if points have been satisfied.
- If there are changes to be made to your license such as adding a degree/endorsement, the cost of \$25 per change (maximum is \$50) will be paid by licensee and the check will be made out to Treasurer of Virginia.