

STEPS TO VDOE LICENSURE

Read all directions carefully. Email Amy Williams at ajwilliams@spotsylvania.k12.va.us with any questions.

1. Click on link to open and complete an application for Virginia license.
<https://www.doe.virginia.gov/teaching/licensure/application-license.docx>

If you are applying for a **PROVISIONAL LICENSE IN SPECIAL EDUCATION ONLY**, use [this form](#) instead.

PLEASE NOTE THAT THE FORMS MUST BE IN THE SAME FORMAT AS PROVIDED IN THIS PACKET. THE FIRST PAGE OF THE APPLICATION CANNOT BE SPLIT INTO TWO PAGES AND THE SIGNATURE AND DATE MUST APPEAR AT THE BOTTOM OF EACH OF THE PAGES. Download prior to completing or printing.

2. Application Form: Please respond to all questions. Sign and date both pages of the application. An authentic signature is required so you must bring or send the original form rather than a photocopy.
3. Official Transcripts: You must submit transcripts from EACH college and university attended. If you received a degree from the institution, conferral information must be printed on the transcript. Electronically-delivered transcripts (e-transcripts) and those sent by third party transcript services (like Parchment or Transcripts Network) are not accepted by the VDOE. Transcripts should be on official college stationery with the college seal and sent directly by the college to you. The transcripts should remain in sealed envelopes when submitted as part of your application packet. If you have attended colleges or universities outside of the United States, a foreign transcript evaluation will be required through an approved agency (check the VDOE website, licensure page for more information.)
4. College Verification Form: If you completed a teacher preparation program, you will use this form. You complete part I and then send or bring the form to the college or university where you completed your preparation program. An official there must complete and sign the remainder of the form. The form can be sent and returned by fax or email. If you did not complete a teacher preparation program, you do not need to include this form with your packet. *If you hold an active, full, and renewable license without deficiencies from another state and are only seeking those endorsements, this form is NOT required for you.*
5. Report on Experience: If you have at least three years of K-12 experience at an accredited school, you will document this through the "Report on Experience" form. It must be completed by an official at your previous school or school district. This

form can be sent and returned to you by fax or email. *This is not the same form as the one needed to establish your salary step for our school division.* This is a VDOE form.

6. Professional Teacher's Assessment Scores: You should include a copy of any test score reports from licensure tests REQUIRED IN VIRGINIA that you have taken. You should not include test results that are not required in Virginia. For more information on the tests required, review the information from the VDOE found [here](#).
Individuals who hold an active out-of-state license (full credential without deficiencies) in a state other than Virginia may be exempted from the professional teacher's assessment requirements.
7. Copy of Out-of-State License: If you hold a current and valid license from outside of Virginia, you should include a copy of that in your licensure packet.
8. Documentation of Child Abuse Intervention Training: Individuals seeking to apply for initial licensure issued through the VDOE must complete this training course. The course is accessible on the VDOE website at this [link](#). The program is online, available at no cost, and takes about ninety minutes to complete. At the conclusion of the training, a certificate may be printed out for documentation purposes. This certificate should be included in your licensure packet.
9. Verification of Completion of Certification or Training in First Aid/CPR/AED: Include documentation verifying this statutory requirement has been met. Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. The certification or training program shall be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross.
The following must be included on official documentation submitted to the licensure office by an individual: individual's full name, title or description of training or certification completed that clearly indicates that all three components were included: 1) emergency first aid, 2) CPR, and 3) use of AEDs, date the training or certification was completed, signature and title of the individual providing the training or certification or a printed certificate from the organization or group that provided the training or certification. Legible copies of wallet-sized certification cards or other sized certifications, containing the above information, from organizations providing current national evidence-based emergency cardiovascular care for cardiopulmonary resuscitation and the use of an automated external

defibrillator, such as a program developed by the American Heart Association or the American Red Cross will be accepted.

The Board has provided a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. An individual requesting a waiver must submit a "[Request for a Waiver Form](#)."

NOTE: Flexibility provision for *hands-on CPR* due to the impact of COVID-19): Until January 1, 2022, any individual seeking an initial license or licensure renewal and who has completed all other components of training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators shall be relieved of the requirement to have hands-on practice of the skills necessary to perform cardiopulmonary resuscitation for the purpose of their licensure application (§ [22.1-298.1.D](#))

No special request needs to be submitted for the hands-on CPR waiver

Access Training in CPR/AED/First Aid using these [instructions](#).

10. Verification of Completion of Training on the Indicators of Dyslexia: Every person seeking initial licensure or renewal of a license must complete this training course. The course is accessible at this [link](#). The training program is online, available at no cost, and takes about forty minutes to complete. At the conclusion of the training, a certificate may be printed out for documentation purposes. This certificate should be included in your licensure packet.
11. Verification of Completion of Behavior Intervention and Support Training: Individuals seeking an initial license must complete training in behavior intervention and support in accordance with curriculum guidelines approved by the Board of Education. Applicants who complete a state-approved program will have completed this as part of their program. Training can be found at this [link](#). At the conclusion of the training, a certificate may be printed out for documentation purposes. This certificate should be included in your licensure packet.
12. Verification of Completion of Training in Civic Education: Every person seeking initial licensure or renewal of a license in Middle School Social Studies or in History and Social Studies (6-12) must provide evidence of completion of training in Virginia history and state and local government. Successful completion of the Virginia State and Local Civic Education Module located at <http://www.civiceducationva.org/> will satisfy the requirement. The training is online and available at no cost to you. You will be able to print a certificate after successful completion of the module that will serve as your documentation.

13. Verification of Industry Certification: This applies ONLY TO THOSE SEEKING INITIAL ENDORSEMENT IN CAREER AND TECHNICAL EDUCATION. See the [following link](#) for more information

14. Verification of Completion of Training in the Recognition of Mental Health Disorder and Behavioral Distress: This applies ONLY TO THOSE WITH SCHOOL COUNSELOR ENDORSEMENTS SEEKING INITIAL LICENSURE OR RENEWAL. See the following link for information on how to meet this requirement -

http://www.doe.virginia.gov/administrators/superintendents_memos/2017/173-17a.pdf

Individuals will need to pursue options 1 or 3 to satisfy this requirement as SCPS does

Not offer the training specified.

15. Nonrefundable Application Fee: If the address on your application shows you as a resident of Virginia, the fee for your licensure evaluation and processing is \$100. If the address on your application shows you reside outside of Virginia, your fee will be \$150. Checks or money orders must be made payable to "Treasurer of Virginia."

16. Gather all of the completed forms and other items listed and do a final check to be sure required components are complete and in order. Completed application packets should be sent via Interoffice Mail to our Human Resources Office or dropped off at the School Board Office during business hours.