

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 print out application for Virginia license.
<http://www.doe.virginia.gov/teaching/licensure/application-license.docx>
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. 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 here, see the link to the VDOE website -
http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf

** July 1, 2018 CHANGE - Please be advised ...

Effective July 1, 2018, [House Bill 1125](#) states in part:

...For individuals who have obtained a valid out-of-state license, with full credentials and without deficiencies, that is in force at the time the application for a Virginia license is received by the Department of Education. Each such individual shall establish a file in the Department of Education by submitting a complete application packet, which shall include official student transcripts. No service requirements or licensing assessments shall be required for any such individual...

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: As of July 1, 2004, any individuals seeking to apply for initial licensure issued through the VDOE must complete this training course. The course is accessible at http://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html 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. For those who have already been trained in child abuse awareness/intervention, include documentation to that effect.
9. Verification of Completion of Certification or Training in First Aid/CPR/AED: Effective July 1, 2013, every person seeking initial licensure or renewal of a license must provide evidence of completion of certification or training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR) and the Use of Automated External Defibrillator (AED). The certification or training must 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. As of September 1, 2017, the requirement was upgraded to include, "... *hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.*" To be in compliance with this new mandate, individuals must have documentation to include training or certification in all three areas and include hands-on practice of CPR. As mentioned, training through agencies such as the American Heart Association and the American Red Cross meet the requirement. Online training in Emergency First Aid/CPR/AED (such as one offered through The National CPR Foundation, BLS for

Teachers, or New Life CPR) is no longer sufficient on its own because it does not include

hands-on practice of CPR. The division is planning a hands-on session for after school during the week of August 19. Participating in that session and completing an online training would meet the state requirement.

10. Verification of Completion of Training on the Indicators of Dyslexia: Effective July 1, 2017, every person seeking initial licensure or renewal of a license must complete this training course. The course is accessible at <http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story.html>
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 Training in Civic Education: Effective July 1, 2014, 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.
12. Verification of Industry Certification: This applies ONLY TO THOSE SEEKING INITIAL ENDORSEMENT IN CAREER AND TECHNICAL EDUCATION. See the following link for more information
http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/cte_credentials/industry_credentials_for_teachers_guidance_document.pdf
13. 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.
14. 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."

15. 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. Bring this form with you to your orientation session or deliver it to the Office of Human Resources.