

*Virginia Department of Education
Division of Teacher Education and Licensure
P. O. Box 2120
Richmond, Virginia 23218-2120*

APPLICATION FOR A VIRGINIA LICENSE

(Application for a teaching license, collegiate professional license, postgraduate professional license, pupil personnel services license, and division superintendent license.)

Thank you for your interest in licensure in Virginia. Please follow the instructions below, complete the application forms, attach required documentation, and return all completed information in a single packet to the address noted below. If you are employed in a Virginia educational agency, please submit your completed application packet directly to the appropriate individual in your school division or nonpublic school.

Please submit a complete packet. If an incomplete packet is submitted and a license cannot be issued, your application information will only be retained for one year, however, please note that a current signed and dated application must be submitted for a request to be processed. If a license has not been issued within a year, you will be required to resubmit a complete packet, including the fee.

CRITERIA FOR SUBMITTING AN APPLICATION FOR AN INITIAL VIRGINIA LICENSE

Please reference the *Licensure Regulations for School Personnel on the Virginia Department of Education's Web site for all requirements for a license* (<http://law.lis.virginia.gov/admincode/title8/agency20/chapter22/>).

You may submit an application for an **initial** Virginia license if you meet the criteria in at least one of the following:

- Have completed a state-approved teacher preparation program, to include student teaching. (If you have completed a Virginia approved program and are not employed by a Virginia school division or nonpublic school, you should request that your application be submitted by the college or university.)
- Have completed a graduate state-approved school counselor, school psychologist, or school social worker program or hold a current, valid license in another state with no deficiencies in one of these pupil personnel services areas.
- Hold a current, valid license from another state with no deficiencies with comparable endorsement(s) or teaching area(s).
- Are employed full-time as an educator under contract by a Virginia school division. (Please submit your application directly to the employing school division.)
- Have completed requirements for a teaching license and completed an approved program in administration and supervision or hold a current, valid out-of-state license in administration and supervision. An individual

who holds an active Virginia Postgraduate Professional license and who is seeking to add an administration and supervision endorsement does not need to submit an application for an initial license but rather should request an additional endorsement.

- Are seeking a division superintendent license. (Please review the specific procedures for submitting a division superintendent license application.)

TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL

The *Code of Virginia* requires that individuals meet the Technology Standards for Instructional Personnel approved by the Board of Education. Individuals who graduated from an approved teacher preparation program in Virginia since December 1998 have met the requirement as the Technology Standards were incorporated in the program. All other individuals will need to meet this requirement as outlined and verified by the employing Virginia educational agency.

PROCEDURES FOR APPLYING FOR AN INITIAL VIRGINIA LICENSE FOR TEACHERS, ADMINISTRATORS AND SUPERVISORS, AND PUPIL PERSONNEL SERVICES PERSONNEL

PLEASE NOTE: The initial Application for a Virginia License packet is not applicable if you ever have been issued a Virginia teaching license. However, if an individual is seeking reinstatement of a license that has been suspended or revoked, the individual should review the *Licensure Regulations for School Personnel* and contact the Division of Teacher Education and Licensure.

Refer to the “**Procedures for Adding an Endorsement**” if you are seeking an additional endorsement on your Virginia license. This information may be accessed on the Department of Education’s Web site at http://www.doe.virginia.gov/teaching/licensure/adding_endorsements.pdf

Please follow the instructions below to apply for an initial license, complete the application forms, attach all required documentation, and return all completed information in a single packet to the Virginia Department of Education, Division of Teacher Education and Licensure.

Step 1: Application Form: Please respond to all questions. SIGN AND DATE BOTH PAGES OF THE APPLICATION. The applicant is responsible for notifying the Division of Teacher Education and Licensure in writing of mailing address changes. [The procedures for applying for a division superintendent license are listed in the next section.]

NOTICE: In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants’ social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation,

suspension, denial, and reinstatement as noted above. Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued. NOTICE: The name and address of a person applying for or possessing a license may be disseminated pursuant to a request under Section 2.2-3802(5) of the *Code of Virginia*.

Step 2: Nonrefundable Application Fee: Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. The in-state fee is \$50, and the out-of-state fee is \$75.

Note: The fee is determined by the address on your application. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.

Step 3: College Verification Form: Include a copy of this form with your completed application packet. Send this form to the certification/licensure officer of the college or university where you completed a state-approved teacher preparation program. The student teaching/practicum/internship verification (Part III) must be completed for each student teaching/practicum/internship experience. (If you have completed a state-approved program at the undergraduate and graduate levels, please have both institutions complete a form.) If you hold an active, full, and renewable license without deficiencies from another state and are seeking only endorsement(s) on that license comparable to endorsements in Virginia, this form is not required.

Step 4: Report on Experience: Include a copy of this form with your completed application packet. Request the completion of this form by the appropriate official(s) at a public school division or accredited nonpublic school if you have completed at least one year of full-time contractual teaching or other school professional experience in early childhood special education or pre-kindergarten through grade 12 at a public or accredited nonpublic school.

Step 5: Professional Teacher's Assessment Scores: Please submit a copy of your scores for the licensure assessments required. Scores requested to be sent to the licensure office through the assessment company may not arrive in this office through the electronic transfer process; therefore, individuals need to submit copies of all scores to the licensure office. Please refer to the following Web site for testing information: http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf. Individuals who hold a valid out-of-state license (full credential without deficiencies) and who have completed a minimum of three years of full-time, successful teaching experience in a public or accredited nonpublic school (kindergarten through grade 12) in a state other than Virginia may be exempted from the professional teacher's assessment requirements.

Step 6: Official Student Transcripts: Include official transcripts from all colleges and universities attended in your application packet. Contact the registrar's office of each college or university where you have earned a degree or completed coursework. **Request official student transcripts to be sent to you, and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar's signature and embossed seal) that have been issued to students **are** acceptable. Placement records sent from colleges, grade reports, and photocopies of transcripts will not be accepted or returned.

Step 7: Out-of-state License(s): Submit a **photocopy** of each of your current out-of-state license(s).

Step 8: Certification of Child Abuse and Neglect Recognition and Intervention Training: Include a copy of this certificate with your completed application. Effective July 1, 2004, the *Code of Virginia* requires that individuals seeking initial licensure or license renewal must complete study in child abuse and neglect recognition and intervention in accordance with curriculum guidelines approved by the Board of Education. Individuals must complete the Child Abuse and Neglect Recognition and Intervention Training requirement prior to becoming licensed. A training module, available at no cost, is accessible at: <http://www.dss.virginia.gov/abuse/mr.cgi>.

- Individuals must select the “Required Training/Courses” tab under the heading “Child Protective Services.”
- Then select the “Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators) (Web page).”

Be sure your computer is connected to a printer when completing this training so you can print the certificate of completion.

Step 9: Emergency First Aid, CPR, and AED Training or Certification: Include documentation verifying this requirement has been met with your application packet. The 2013 General Assembly amended the *Code of Virginia* to require that 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 (CPR), and the use of automated external defibrillators (AEDs). 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 Board of Education provides a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. The Request for a Waiver Form is accessible at the following Web site:

<http://www.doe.virginia.gov/teaching/licensure/index.shtml>.

NEW - Effective September 1, 2017, the *Code of Virginia* specifies that the certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators shall include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.

The following must be included on official documentation submitted to the licensure office by an individual:

- Individual’s full name (matching the name on licensure forms and the individual’s license, if applicable).
- 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.

For additional information on this requirement, please refer to the question and answer document accessible at the following Web site: http://www.doe.virginia.gov/administrators/superintendents_memos/2013/156-13a.pdf.

Step 10: NEW Dyslexia Training: **Effective July 1, 2017**, the *Code of Virginia* requires that every person seeking initial licensure or renewal of a license shall complete awareness training, provided by the Virginia Department of Education, on the indicators of dyslexia, as that term is defined by the board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. A module, available at no cost, is accessible at: <http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story.html>. Individuals completing the module should print a copy of the certificate of completion for verification. The module has a value of five professional development points. Include a copy of this certificate with your completed application.

Step 11: Applicable to Teachers Seeking an Initial License with Endorsement(s) in an Area of Career and Technical Education: Individuals applying for a license with a Career and Technical Education endorsement must include documentation verifying the industry credential requirement has been met with the application packet. The 2014 General Assembly amended the *Code of Virginia* to require that every teacher

seeking initial licensure with an endorsement in the area of career and technical education shall have an industry certification credential in the area in which the teacher seeks endorsement. "Industry certification credential" means a career and technical education credential that is earned by successfully completing a Board of Education-approved industry certification examination, being issued a state professional license, or successfully completing an occupational competency examination. Please note that this requirement is in addition to all other licensure requirements for the endorsement you are seeking. For additional information on this requirement, please refer to the *Industry Credentials for Teachers Seeking an Initial Virginia License with Endorsement(s) in an Area of Career and Technical Education* guidance document accessible at the following Web site:

http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/cte_credentials/industry_credentials_for_teachers_guidance_document.pdf. You also may access the guidance document by referring to www.doe.virginia.gov and selecting Superintendent's Memos under the "Quick Links" at the top, right-hand side of the page. Superintendent's Memo #150-14 was posted on June 6, 2014.

Step 12: NEW School Counselors Training: Effective July 1, 2017, the *Code of Virginia* requires every person seeking initial licensure or renewal of a license with an endorsement as a school counselor to complete training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. **Additional information on how to meet the requirement will be provided soon.**

PROCEDURES FOR APPLYING FOR A DIVISION SUPERINTENDENT LICENSE

Step 1: Application Form: Please respond to all questions. SIGN AND DATE BOTH PAGES OF THE APPLICATION. **The applicant is responsible for notifying the Division of Teacher Education and Licensure in writing of mailing address changes.** [If you are applying for a teaching license and a superintendent license, please check both boxes on the application and review the procedures for both licenses. You may submit your credentials in one packet; however, fees for both licenses must be submitted.]

NOTICE: In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants' social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation, suspension, denial, and reinstatement as noted above. Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued.

NOTICE: The name and address of a person applying for or possessing a license may be disseminated pursuant to a request under Section 2.2-3802(5) of the *Code of Virginia*.

Step 2: Nonrefundable Application Fee: Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. The in-state fee is \$100, and the out-of-state fee is \$150. Note: The fee is determined by the address on your application. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.

Step 3: Report on Experience: Include a copy of this form with your completed application packet. Request the completion of this form by the appropriate official(s) at a public school division or accredited nonpublic school to verify at least five years of full-time experience in an accredited public and/or nonpublic school, two years of which must be teaching experience at the kindergarten through grade 12 and two years of which must be in administration/supervision.

Step 4: Official Student Transcripts: Include official transcripts from all colleges and universities attended in your application packet. Contact the registrar's office of each college or university where you have earned degrees or completed coursework. **Request official student transcripts to be sent to you and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar's signature and embossed seal) which have been issued to students **are** acceptable. Placement records sent from colleges, grade reports, and photocopies of transcripts will not be accepted or returned.

Step 5: Out-of-state License(s): Submit a **photocopy** of your current out-of-state division superintendent license(s), if applicable.

Step 6: Certification of Child Abuse and Neglect Recognition and Intervention Training: Include a copy of this certificate with your completed application. The *Code of Virginia* requires that individuals seeking initial licensure and license renewal on and after July 1, 2004, must complete study in child abuse and neglect recognition and intervention in accordance with curriculum guidelines approved by the Board of Education. Individuals must complete the Child Abuse and Neglect Recognition and Intervention Training requirement **PRIOR TO BECOMING LICENSED**. A training module, available at no cost, is accessible at: <http://www.dss.virginia.gov/abuse/mr.cgi>.

- Individuals must select the "Required Training/Courses" tab under the heading "Child Protective Services."
- Then select the "Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators) (Web page)."

Be sure your computer is connected to a printer when completing this training so you can print the certificate of completion. Submit a copy of this certificate with your completed application.

Step 7: Emergency First Aid, CPR, and AED Training or Certification: Include documentation verifying this requirement has been met with your application packet. The 2013 General Assembly amended the *Code of Virginia* to require that 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 (CPR), and the use of automated external defibrillators (AEDs). 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 Board of Education provides a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. The Request for a Waiver Form is accessible at the following Web site: <http://www.doe.virginia.gov/teaching/licensure/index.shtml>.

NEW - Effective September 1, 2017, the *Code of Virginia* specifies that the certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators shall include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.

The following must be included on official documentation submitted to the licensure office by an individual:

- Individual's full name (matching the name on licensure forms and the individual's license, if applicable).

- 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.

Step 8: Dyslexia Training: Include a copy of this certificate with your completed application. Effective July 1, 2017, the *Code of Virginia* requires that every person seeking initial licensure or renewal of a license shall complete awareness training, provided by the Virginia Department of Education, on the indicators of dyslexia, as that term is defined by the board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. A module, available at no cost, is accessible at: <http://www.doe.virginia.gov/teaching/licensure/index.shtml>. Individuals completing the module should print a copy of the certificate of completion for verification. The module has a value of five professional development points.

DEPARTMENT OF EDUCATION ADDRESS

Return all completed information in a single packet to:

**Virginia Department of Education
Division of Teacher Education and Licensure
P. O. Box 2120
Richmond, VA 23218-2120**

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FOR OFFICE USE ONLY

APPLICATION FOR A VIRGINIA LICENSE (Page 1 of 2)

Please Check:

License Requested: _____ Initial License (Fee: \$50-in-state; \$75-out-of-state) _____ Division Superintendent License (Fee: \$100-in-state; \$150-out-of-state)

Make checks payable to Treasurer of Virginia. The fee is nonrefundable. There is a \$50 fee for a returned check.

PART I--INFORMATION

PLEASE PRINT OR TYPE

Social Security Number		<u>Date of Birth</u> (Month/Day/Year)	
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u> (Jr., Sr., III, etc.)
<u>Address</u> (Street, City, State, Zip Code) [Please note that the address provided is public information.]*			
<u>Daytime Telephone Number</u> (include area code) ()	<u>Home Telephone Number</u> (include area code) ()	<u>Gender</u> (for statistical purposes only) _____ Male _____ Female	
<u>Race</u> (optional - for statistical purposes only - check one) _____ 1. American Indian/Alaskan Native _____ 2. Asian _____ 3. Black (not of Hispanic origin) _____ 4. Hispanic _____ 5. White (not of Hispanic origin) _____ 6. Native Hawaiian/ Pacific Islander _____ 7. Non-Hispanic, two or more races			

***THE APPLICANT MUST NOTIFY THE OFFICE OF LICENSURE, DEPARTMENT OF EDUCATION, IN WRITING OF AN ADDRESS CHANGE. Name and address (of persons applying for a license) may be disseminated pursuant to a request under § 2.2-3802(5) of the Code of Virginia.**

PART II

Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___ Yes	___ No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___ Yes	___ No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___ Yes	___ No
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)	___ Yes	___ No
Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license; or had any other adverse action taken against such a license? (If yes, please attach a statement giving full details and official documentation of the action taken.)	___ Yes	___ No
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency? (If yes, please attach a statement giving full details and official documentation of the founded complaint.)	___ Yes	___ No
Have you ever left any education- or school-related employment, voluntarily or involuntarily, while the subject of an investigation, inquiry, or review of alleged misconduct or when you had reason to believe an investigation of alleged misconduct was under way or imminent? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	___ Yes	___ No
To your knowledge, are you currently the subject of any investigation, inquiry, or review of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)	___ Yes	___ No

BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

Date _____ Applicant's Signature _____

The application is continued on the following page. Pages 1 and 2 must each include the applicant's signature. A complete application must be submitted.

*Division of Teacher Education and Licensure
P. O. Box 2120 • Richmond, VA 23218-2120*

APPLICATION FOR A VIRGINIA LICENSE (Page 2 of 2)

PART III--EDUCATION (Include colleges and universities where coursework was completed and degrees earned.)

Name of Institution	Location	Dates Attended	Degree (if earned)	Major/Major Subjects

PART IV--EXPERIENCE (Grades K-12 only--full-time, contractual experience only. Do not include substitute, summer school, or aide experience.)

Name of School	Location	Dates of Employment (Month/Year to Month/Year)	Grade(s)/Subject(s) Taught

PART V--OUT-OF-STATE EDUCATIONAL LICENSE – This section must be completed, if applicable. (Enclose a copy of each license.)

State:	First issue date:	Last expiration date:
State:	First issue date:	Last expiration date:
State:	First issue date:	Last expiration date:

PART VI--COMPLETE IF YOU HAVE ACCEPTED A POSITION IN VIRGINIA REQUIRING A LICENSE

Name of Employer :	Beginning Date of Employment:	Assignment:
Address:		

BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

Date _____ Applicant's Signature _____

Pages 1 and 2 must each include the applicant's signature. A complete application must be submitted.

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COLLEGE VERIFICATION FORM

The primary purpose of this form is to determine whether an applicant for licensure has completed a state-approved preparation program at the undergraduate or graduate level. In these cases, the form must be completed by the appropriate certification/licensure official of the college/university where the program has been completed. The completed form must be submitted to this office by the applicant along with other items required for licensure or to the Virginia school administrator with whom the applicant has accepted employment. **[Note: Part IV is to be completed by Virginia colleges/universities only.]**

Social Security Number:		Date of Birth: (Month/Day/Year)	
Last Name	First Name	Middle Name	Suffix (Jr., Sr., III)
Address (Street, City, State, Zip Code)			
Name of Institution	Degree Earned	Date of Degree Conferral	

PART II: Please circle the appropriate response:

**YES NO By my signature, I certify that the applicant satisfactorily completed a state-approved preparation program and completed endorsements (teaching areas, administration and supervision, or pupil personnel services) in the following areas:
ENDORSEMENTS: _____**

PART III: Student Teaching, Internship, and/or Practicum Experience:

Course Title: _____ Course Number: _____ Clock Hours: _____

- A. High School grade (s): _____ (Do not include special education experience—use line C)
- B. Elementary grade (s): _____ (Do not include special education experience—use line C)
- C. Specific special education area(s)* and grade level (s) _____
*Please specify the exact nature of the exceptional child (children) included in the student teaching/practicum experience.
- D. Special subject area(s) (e.g., Art, Music, P.E.): _____ Grade level (s): _____

PART IV: To be completed by Virginia colleges and universities only:

If I am signing as a Virginia college or university representative, my signature below certifies that the individual has met the following requirements checked below:

____ child abuse and neglect recognition and intervention training and technology standards for instructional personnel;
____ certification or training in emergency first aid, CPR, and the use of of automated external defibrillators.

Requisite to compliance with the licensure regulations established by the Virginia Board of Education are the following conditions: the applicant must be at least 18 years of age and must possess good moral character. By my signature, I certify on the basis of my information and belief that the applicant possesses good moral character.

DATE: _____ SIGNATURE: _____
NAME: _____
TITLE: _____
INSTITUTION: _____

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REPORT ON EXPERIENCE

DIRECTIONS: A report verifying experience must be completed by the appropriate public school division or accredited nonpublic school official if the applicant for initial licensure has had a total of at least one year of full-time, contractual teaching experience or held other professional positions in a public school or accredited nonpublic school. The completed form must be submitted to this office by the applicant along with all other items required for licensure or to the Virginia school administrator with whom the applicant has accepted employment.

Form with fields for Last Name, First Name, Middle Name, Social Security Number or Virginia License #, and Address of Applicant (Street, City, State, Zip Code).

Table with 4 columns: NAME OF ACCREDITED SCHOOL, POSITION HELD, GRADE LEVEL OR SPECIFIC SUBJECT TAUGHT, and LENGTH OF SERVICE (MONTH/YEAR TO MONTH/YEAR). It contains four empty rows for data entry.

Total number of years of full-time teaching experience: _____

Total number of years of full-time experience in administration/supervision: _____

Total number of years of full-time experience in a pupil personnel services area (counselor, psychologist, social worker, vocational evaluator): _____

By my signature, I verify that the above-named person was successfully employed full-time, under contract in the public schools or accredited nonpublic school(s) and for the period(s) listed above.

DATE: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

SCHOOL DIVISION/SCHOOL: _____

ADDRESS: _____

TELEPHONE NUMBER: _____