

Any request for course approval must be submitted in writing to the address shown below – we do not approve courses via email. Please include your name, license number or social security number, and a full course description in your correspondence. Please identify the requirement(s) you intend to satisfy with the course work.

Send all requests to:

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