



VIRGINIA DEPARTMENT OF EDUCATION CHECKLIST

Congratulations on completing directed teaching and being ready to apply for a teacher license. This page lists all of the paper work that is necessary to complete your request for licensure. **PLEASE** read the following instructions carefully to avoid delays.

The Rockbridge Teacher Education Consortium will verify all materials and send the licensure request to the Virginia Department of Education. **Do not send any materials directly to the VDOE.** You must complete all items in the application packet, including all of the components below, to avoid any delays in processing. Also, please note that successful completion of the Directed Teaching Seminar is contingent on completion and submission of all the following documents. You must submit all of these documents to you University Supervisor or the Teacher Education office at your home college by the last seminar meeting.

Attached Here	On File in Teacher Education Office	Item
		Fill out the Application for Initial Virginia License. RTEC will complete the College Verification Form. For most up-to-date application, visit: http://www.doe.virginia.gov/teaching/licensure/application.pdf
		Submit Copies of your licensure testing: Elementary Ed will need VCLA, RVE and Praxis II-Content Knowledge All other endorsements need VCLA and your subject area Praxis II
		Submit documentation of Child Abuse Recognition training: http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html
		Provide Documentation of CPR/First-Aid/AED Certification
		Please attach a Certified Bank Check or Money Order in the amount of \$50.00 made payable to Treasurer of Virginia. Students with an out of state address must send \$75.00.
		Complete the RTEC transcript release form at your home university and submit official copies of ALL transcripts documenting relevant coursework from other universities. (A-14)
		Submit your Clock Hours Forms (Cumulative, A-13 & Directed Teaching DT-6)

Signature _____ Date _____