

CHECKLIST: APPLYING FOR AN INITIAL VIRGINIA LICENSE

Below is a list of all documents that must be submitted to the VDOE when applying for licensure through W&M. This checklist applies to the following initial licensure programs: Elementary PK-6, Secondary 6-12, Special Education K-12, ESL/Bilingual PK-12, School Counseling, and School Psychology.

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| Request to Submit Initial Application | Include a brief cover letter with your application if you have completed additional requirements for an additional endorsement . | | |
| Application for an Initial Virginia License | Complete pages 1 and 2 of the application. Be sure to sign both sides. Use an address where your license should be mailed, keeping in mind that it may take 6-10 weeks to receive your license. The application must be dated within 60 days of submission; therefore, use your date of graduation if turning in forms early. Be sure to use your Social Security Number (not your 93 number) on the application. | | |
| Nonrefundable Application Fee | Attach a <i>personal check, certified check, cashier's check, or money order</i> made payable to the Treasurer of Virginia. The in-state fee is \$100 and the out-of-state fee is \$150, which is determined by the address on the application. Your check must be dated within 60 days of submission. | | |
| College Verification Form | Complete Part I only. We will provide a partially completed CVF. | | |
| William & Mary Official Transcript | Order your official W&M transcript to be sent to our office <i>after</i> your degree is awarded. Hand deliver your sealed transcripts, or have them sent to W&M School of Education, April Lawrence, 301 Monticello Ave, Williamsburg, VA, 23185. | | |
| Other Official Transcripts | You must submit a transcript from each college or university where you have earned a degree. Transcripts for coursework that transferred to W&M are also required, unless the title of that coursework appears on your W&M transcript. | | |
| Child Abuse and Intervention Training Certificate | A free module approved by the Virginia Board of Education is available at https://www.dss.virginia.gov/abuse/mr.cgi | | |
| First Aid/CPR/AED Certificate | All three areas (First Aid, CPR, AED) must be covered in your training, and hands-on practice must be included. | | |
| Dyslexia Awareness Training | A free training approved by the Virginia Department of Education is available at https://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html | | |
| Behavior Intervention and Support Training Certificate | A series of free modules, leading to a certificate, can be found at https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html . (This applies to School Psychology and all teacher education programs. School Counseling does not need to submit.) | | |
| Score Reports for Required Teacher Assessments | Praxis Subject Assessments | Elementary, Secondary, ESL | |
| | Virginia Communication and Literacy Assessment (VCLA) | All programs | |
| | Reading for Virginia Educators (RVE) | Elementary, Special Education | |

NOTE: Once the licensing paperwork has been sent to the Virginia Department of Education (VDOE), *all questions or concerns about the license should be directed to the VDOE*. Your license will be mailed directly to you from the VDOE after it is processed.