

Virginia Licensure Eligibility Documents Required for Complete Application

(It is your responsibility to provide enough documentation to prove you are eligible for Virginia licensure for the position(s) you are seeking.)

Licensure Status Options:	Legible Unofficial Transcripts	Copy of License	Copy of Deficiency List	Report on Experience Form (if you have 3 yrs teaching exp outside of Virginia)	Assessment Score Sheets - if you have completed any of the VA assessments	College Verification Form - must be signed by college official	Letter or Statement of Eligibility issued by the VDOE or program provider
Full Virginia Teaching License (Valid or Expired)	X	X					
Provisional Virginia Teaching License (Valid or Expired (if expired - all deficiencies must be completed))	X	X	X		X		
Full, <u>valid</u> Out-of-State Teaching License (must be in a comparable area offered in Virginia)	X	X		X	X		
Education/Licensure Program <u>Completer</u>	X			X	X	X	
Career Switcher Program (Phase I Completer)	X				X		X
Degree Major accepted by the Virginia Department of Education	X	Degree majors accepted by the VDOE for content area licensure: Agricultural Education, American Sign Language, Biology, Chemistry, Dance Arts, English, Environmental Science, Geology, Health & PE, Marketing, Mathematics, Physics, Theatre, Visual Arts					
Technical Professional (Specialized Trade such as Automotive, Nursing, JROTC)	X	HS Graduate or GED req'd	Work Experience Letter Required - must be on letterhead; indicate full-time/part-time status, month/year of employment dates and list duties; additional certification may be needed for some positions.				
Alternate Route Course-by-Course Analysis	X				X		X
Experiential Route (For Highly Qualified Applicants Only)	X	Five years work experience outside of teaching documented on company letterhead required. Signed letter from previous employer must indicate full-time status; month/year of employment dates and list duties.					
Special Education Provisional License	X	Course work in Characteristics and Legal Aspects of Special Education required (Course descriptions to verify content of out-of-state course work will be needed)					