

INSTRUCTIONS FOR APPLYING FOR AN INITIAL VIRGINIA LICENSE

Please follow the instructions stated below for your application packet. Submit the completed application, including the forms, test scores and documents requested to:

Lori Johnson
Licensure Coordinator
Mary Baldwin University
College of Education
P.O. Box 1500
Staunton, VA 24402

Guidelines for Teacher Licensure Application Process

Once you have completed student teaching and have met all requirements for licensure you may apply for a teacher license. Below is a list of necessary items that must be submitted in order to be licensed. **The College of Education office in Staunton will verify all materials and send the licensure request to the Virginia Department of Education on your behalf.**

Please send a **completed** application packet to avoid any delays in processing. **Do not send any materials directly to the VDOE.** Please note that for Residential and MBU Online students, applications cannot be processed until after degrees are conferred and all licensure requirements are met. For PBTL students, applications are processed after the official end date of the semester in which required coursework is completed and all licensure requirements are completed. For MAT students pursuing the Licensure First option, applications will be processed once you have completed student teaching and have met all licensure requirements. For all other MAT students, applications will be processed after degrees are conferred.

*A Provisional license may only be issued at the request of the Virginia employing school division or the Virginia accredited nonpublic school. **Students that have provisional license have to work directly with the school division regarding the request for a Collegiate Professional License or Postgraduate Professional License.** Students should advise Lori Johnson, Licensure Coordinator, the name of the school division in which they are employed along with the contact person so a college verification form can be sent accordingly upon the completion of student teaching and all licensure requirements and degree conferral, if applicable.

A completed packet for licensure must include:

1. Application for Initial Virginia License

NOTE: Please submit original documents. Copies will NOT be accepted.

Please click <http://www.doe.virginia.gov/teaching/licensure/>, Application for a Virginia License, to print and complete the most up to date version of the application. If you have a total of at least one year of full-time, contractual teaching experience or other professional position in a public school or accredited nonpublic school, please submit the *Report on Experience* form as well. The *College Verification Form* is to be filled out by Mary Baldwin. **The date of the application has to be within 60 days of submitting the request to the VDOE. SIGN AND DATE BOTH PAGES OF THE APPLICATION. Original signatures with a current date are required.**

- 2. A certified check, cashier's check or money order** in the amount of **\$100.00** made payable to the **Treasurer of Virginia**. Students with an out-of-state address must send \$150.00. **Personal checks will NOT be accepted.**

3. A completed MBU **Release of Record Authorization Form**, which can be accessed through the myMBU College of Education tab under Education Reference Shelf with the following link: https://mymbu.marybaldwin.edu/ICS/College_of_Education/.
4. **Praxis II scores** for those seeking an endorsement in Elementary, Middle, or Secondary Education as well as Art, Foreign Language and Music. Please send a copy of your scores along with your request for licensure packet.
5. A copy of the official score report you received regarding your **Virginia Communication and Literacy Assessment (VCLA)**. ***Please note that test results which are reported to Mary Baldwin University are not official and cannot be used for licensure. Please download the PDF, official score report, from the testing center and email, fax or mail the official documentation to the College of Education office. You must submit a copy of your official score report. The VCLA is required for all endorsements areas.**
6. A copy of your passing **Reading for Virginia Educators Assessment (RVE)** scores. The RVE is only required for those seeking an endorsement in Elementary or Special Education. Please send a copy of your scores along with your request for licensure packet.
7. A copy of your Student Teaching **Clock Hours Form**. Please send a copy of your clock hour form along with your request for licensure packet.
8. A copy of your **Child Abuse Recognition training certificate**.
9. **Industry Credential certificate** or other official documentation providing evidence of having passed a Virginia Board of Education-approved industry credentialing examination. *Effective July 1, 2014 for Secondary Business endorsements only.
10. A copy of your **Virginia State and Local Civic Education Module certificate of completion**. *Effective July 1, 2014 for Elementary, Middle History and Secondary History endorsements only.
11. **Emergency first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training certificate** or other official documentation providing evidence of having completed training. ***NEW: Effective September 1, 2017, certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators that is required of every person seeking initial licensure or renewal of a license as a teacher shall include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. This means that online-only CPR training will no longer meet the requirement. Hands-on CPR skills practice will be required.** Written documentation must clearly indicate that all three topics (emergency first aid, CPR, AED) were included in the certification or training.
12. **Dyslexia Awareness Training Certificate**- every person seeking initial teacher licensure or renewal of a license will be required to complete Dyslexia Awareness Training. To meet this requirement, the Virginia Department of Education has developed a free online Dyslexia Awareness Training Module. The module may be accessed at the following link: You can also click [here](#) for the direct link to the Dyslexia Awareness Training module. Link: <http://www.doe.virginia.gov/teaching/licensure/index.shtml>.
13. **Ethics and Professionalism Exam.**

Beginning with the Spring 2018 semester student teachers and field experience completers, in order to meet the requirement for CAEP 3.6, all students exiting MBU with licensure (UG licensure, PBTL, MAT, and some MEd where additional endorsements apply), **we will not apply for a student's license (or additional endorsement) until they have taken the COE Ethics and Professionalism Exam and passed it with an 84%.**

- 1) The exam is available on Blackboard, anytime, and at no cost to the student.
- 2) It should take less than 30 minutes
- 3) A student may retake it over and over and over...until they pass it (no limit to the number of attempts)

- 4) When they pass it, if they click on "exam and certificate" in the Blackboard course, they will see a certificate with their name on it to print.
- 5) The student must either a) print the certificate and send a hard copy to Lori Johnson as licensure coordinator, or b) "print" it as a PDF and email the PDF to Lori Johnson.
- 6) To access the exam in Blackboard, the student must self-enroll in the Blackboard course "COE Ethics and Professional Standards Exam." To do so, follow these directions:

<https://go.marybaldwin.edu/oit/blackboard-learning-management-system-faq-for-students/#SelfEnroll>

14. Include official transcripts from all colleges and universities attended, other than MBU. DO NOT make a request for your Mary Baldwin transcript. This request will be made by the College of Education once all licensure materials have been submitted. Contact the registrar's office of each college or university where you have earned a degree or completed coursework. Transcripts from all institutions where you earned a degree are required. If you list three colleges on your application, official transcripts from all three institutions must be submitted. The only exception is when credits from one institution are transferred to another college or university and all information (course name, semester hours earned, etc.) is listed on the transcript. **Request official transcripts to be sent to the College of Education office in Staunton.** *It is the responsibility of the student to provide transcripts to the College of Education office. Official student transcripts (bearing the registrar's signature and embossed seal) that have been issued to students **are** acceptable. **{Do not have transcripts sent separately to the VDOE office.}**

Note: Some institutions contract with other companies to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, photocopies, and student printouts of transcripts will not be accepted or returned. **IMPORTANT: Electronic transcripts (including eSCRIP-SAFE and Docufide) will NOT be accepted.**

Your application cannot be sent to the Virginia Department of Education until all official transcripts are received. Transcripts used to apply to MBU must remain on file and cannot be used for licensure.

Once we have received all materials required for licensure, applications will undergo a final review prior to sending out to the VDOE. You will be contacted in order that you know when your application was sent.

The Virginia Department of Education takes approximately 12-14 weeks to process licensure applications. You will receive your license directly from the VDOE. Mary Baldwin does not receive confirmation that you have been awarded a license. Note: You can check the status of your license by selecting the following link:<https://p1pe.doe.virginia.gov/tinfo/>. Once your name appears you'll know your license is in the mail to you. Hope this information is helpful.

NOTE: Failure to apply for your license in a timely manner may result in the need for you to complete additional requirements as set forth by the VDOE.

For additional questions, contact Lori Johnson at 540-887-7348 or ljohnson@marybaldwin.edu

Request for Licensure Fee **effective January 1, 2019.**

INITIAL LICENSE APPLICATION FEE

In-state: \$100

Out-of-state: \$150

SUPERINTENDENT LICENSE APPLICATION FEE

In-state: \$200

Out-of-state: \$300

LICENSE RENEWAL: \$50

ADD/EVALUATE FOR AN ADDITIONAL ENDORSEMENT: \$50

OTHER ACTIONS ON LICENSES: \$25 [Add a degree or duplicate/copy a license. Please note that there is no fee for a name change on a license. However, if a name change is the only request, a \$25 fee for duplicating the license will be assessed.]

Effective January 1, please note that the VDOE will no longer have the "cap" on fees, so each request listed above will be assessed the fee listed.

The General Assembly changed the length of renewable licenses from a five-year validity period to ten years, effective July 1, 2018.