

Licensure Guidelines-Online Licensure Application

To All Students Seeking Initial Licensure:

Congratulations, you are currently completing your final semester of coursework required for a Virginia teaching license. Once you have completed student teaching and have met all requirements for licensure you may submit your application for initial licensure online. *Instructions for students that currently have a provisional license are stated below. 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 met. For MAT students applications will be processed after degrees are conferred. **If you have not completed all the requirements for licensure do not submit your application online at this time. You'll need to wait until all requirements are completed to submit the application.**

*For those of you that have a provisional license I will send a college verification form to your school division by email for them to submit your request for a Postgraduate Professional License or Collegiate Professional License. Please just email me the contract information for the licensure specialist you are working with in your school division. You'll need to have an official MBU transcript sent directly to your school division. Transcript Request Form Link: <https://marybaldwin.edu/academics/registrar/> You'll work directly with your school division regarding the processing of your license. If you have any questions regarding this matter, please feel free to contact me.

For those students seeking initial licensure please submit your application for licensure online. If preferred, you can still print your application and mail it directly to me for processing. Please contact me directly for instructions if you plan to submit a printed application.

Information for the Online Application is stated below. Send me the PK ID number you receive accordingly.

- Link for the Online Application for an Initial Virginia License: Click [here](#). You will need to register.
 - Once you register you will be taken to the Search for Existing Personal/Professional Records page (put in your last name, date of birth and social security number). If you already have an application, you will not be able to go any further at this point. Once you submit the search button you will then be taken to the Initial Registration page.
 - Complete the Initial Registration Page. Upon completion of the Initial Registration Page you will receive an email from the VDOE that states thank you for registering which will provide you with your ID etc. You will also receive a second email from the VDOE which will state the PK ID number. **The PK ID number will need to be sent to me so I can upload the necessary information on the VDOE website.**
 - Once you receive your ID number etc. you will then be able to log into the e-Government application and submit an electronic licensure application. Complete the Application for Licensure information accordingly.
(Tips: Profession: Licensure, License Type: Initial Application)

- Education: Add Education Record. You will need to enter all colleges/universities you received a degree as well as colleges/universities in which you only completed course work. You will be able to select an option for just coursework completed.
- Employment Information: Only enter contractual teaching or other contracted instructional school professional experience at a public or accredited nonpublic school.
- Complete Application Questions (Note: If you answer yes to any of the questions you will need to provide an explanation accordingly. The VDOE will contact you directly for any additional information needed)

➤ **Document Upload.** Since this is a new process I will upload all the necessary documents needed for your application for licensure. Reminder, I will need the PK ID number you received from the VDOE in order to upload the necessary information.

Please send all the following certificates/confirmation as a PDF directly to Lori Johnson, Licensure Coordinator via email to ljohnson@marybaldwin.edu.

- VCLA: 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 endorsement areas.
- **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 PDF of your scores as an attachment via email if you did not state for MBU to receive the test scores.
- A copy of your passing **Teaching Reading: Elementary (5205) assessment**, required for those seeking an endorsement in Elementary or Special Education.
Praxis® Teaching Reading: Elementary (5205) (required after September 1, 2022); OR Praxis Series Reading for Virginia Educators (RVE): Elementary and Special Education (5306) [Score reports for individuals who took the RVE (5306) prior to 8/31/2022, will be accepted provided the candidate met the passing score effective at the time the test was taken.]
- Child Abuse: You can click [here](#) for direct link to the Child Abuse training.
- Virginia State and Local Civic Education Module: Click [here](#) for direct link to the Civic Ed. Module. Required for those seeking an endorsement in Elementary Ed, Middle/Secondary History/Social Science.
- Dyslexia Awareness Training: You can click [here](#) for the direct link to the Dyslexia Awareness Training module. Upon completion of the training module please submit the completion certificate to the College of Education office. The certificate can be sent as a PDF via email directly to ljohnson@marybaldwin.edu.
- Ethics and Professionalism Exam: Please click [here](#) for additional information. You will need to send an email to ljohnson@marybaldwin.edu to be added to the course. (Non-active MBU students: If you are no longer an MBU student you should follow Directions B).
- Emergency first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training certificate or other official documentation providing evidence of having completed training. *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.

- Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia: See link below. Certificate needs to be sent to Lori Johnson, Licensure Coordinator, via email to ljohnson@marybaldwin.edu.
Link: <https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html>
- African-American History course required, effective date July 1, 2022 for those seeking Middle School or Secondary History Endorsements: All students in this endorsement area must take a course in African American History. For example, History 265 or History 266 at MBU.
- **New Special Education Requirement effective July 1, 2022:**
*Note: (if you took ED 110, ED 111, or ED 510 **prior to** Fall 2022. you will need to complete the modules stated below. **See information in red below.** Those enrolled in ED 110, ED 111 or ED 510 for the fall 2022 semester and thereafter will complete the requirements within the practicum. **Those who have already completed ED 110, ED 111, or ED 510 were asked to complete a SpEd Mini Course provided in Canvas. Please click [here](#) for the information regarding the new Special Education Requirement for all Endorsement Areas in Canvas if you previously registered and plan to continue to complete the Special Ed mini course in Canvas. Please contact Pari Paluszak directly via email to ppaluszak@marybaldwin.edu if you have any questions regarding this matter.** If you have NOT completed the SpEd Mini Course AND have already taken ED 110, ED 111, or ED 510, prior to the fall 2022 semester then you will need to complete the two modules given below. Send the two certificates of completion directly to Lori Johnson via email.

*Below are the two new modules.

Meaningful IEP Online Training:

Please click [here](#) for the direct link to the Meaningful IEP Online Training.

Note: The certificate is a fillable PDF. When the completer finishes the module and downloads the certificate click on the name and date line to type in your information.

[Building a More Inclusive School Community: Key Elements](https://ttaconline.org/Modules/Building_More_Inclusive_School_Community/story.html)

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- **New Cultural Competency Requirement effective July 1, 2023 for All Endorsement Areas:**
Click [here](#) for direct link to the Cultural Competency Training Module. The module will satisfy the requirement for every person seeking initial licensure or renewal of a license to complete instruction or training in cultural competency.
Undergraduate students, can take ED 342 OR successfully complete the training module.
Graduate students, can take ED 646 OR successfully complete a training.
- **A Record of Release form is required for me to submit your MBU transcript to the VDOE.** Please click [here](#) for the direct link to the Release of Record Authorization form.
- **Transcripts: I will upload an official MBU transcript as well as transcripts from all other colleges/universities you have attended.** Transcripts are required for each college or university where you have earned a degree or completed coursework. **If I do not have an official transcript on file I will advise you accordingly.** Transcripts cannot be uploaded by students. Transcripts have to

either be sent to the VDOE directly or uploaded by a college/university. If necessary I will provide you the link to have the transcript sent directly to the VDOE. **Reminder: All tuition and fees must be paid to MBU before I can upload an official MBU transcript.** (Notes: If additional transcripts are needed please request they be sent electronically to the Registrar's Office via email to registrar@marybaldwin.edu. **{Do not have transcripts sent separately to the VDOE office}.**

- You will then be taken to an application summary. If all information is correct you will select the submit button. At which time you will need to pay the application fee. **Your application will not be submitted for processing to a licensure specialist until you pay the application fee.**

You have to send me the PK number you receive in the second email from the VDOE. I cannot do anything with your application if it is submitted online until that information is received.

Once we have received all materials required for licensure, applications will undergo a final review prior to uploading the information on the VDOE website. You will be notified accordingly via email when the application has been uploaded to the VDOE website.

The Virginia Department of Education takes approximately 10-12 weeks to process licensure applications. You will receive your license directly from the VDOE via email. 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 has been processed and should be received within the week. 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
Please feel free to contact me if you have any questions or concerns.

Sincerely,
Lori S. Johnson
Licensure Coordinator-College of Education
Mary Baldwin University
College of Education
P.O. Box 1500
Staunton, VA 24402
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Office Location: Mary Baldwin University, 11 N. Central Avenue, Staunton, VA 24401
(Located on the 2nd floor of the Staunton Innovation Hub)

<REMINDER> Changes in Testing Requirements

Some changes for Praxis testing effective 9/1/2022

- Secondary Mathematics: take Praxis II 5165 with passing score of 159
- Middle School Mathematics: take Praxis II 5164 with passing score of 157
- Praxis Teaching Reading: [Elementary 5205](#) with passing score of 159 (RVE) *This assessment is currently required for individuals seeking an initial license with an endorsement in any of the*

*following areas: Early/Primary Education preK Special Education-- 3, Elementary Education preK6, General Curriculum. Through August 31, 2022, individuals may take either the Reading for Virginia Educators (RVE): Elementary and Special Education (5306) assessment **or** the new Praxis® Teaching Reading: Elementary (5205) assessment. Effective September 1, 2022, only the new Praxis® Teaching Reading: Elementary (5205) assessment will be accepted.*