

Radford University/College of Education & Human Development

Application for Virginia Teaching License/Instructions

Provide the following information to Libby Hall – Licensure Processing Manager, Center for Academic Advising and Student Support (Peters Hall A104) in order for your application for a Virginia Teaching License to be processed. Submit no sooner than 2 weeks prior to the end of student teaching.

1. **Transcripts** - Provide official copies of transcripts from all institutions attended, excluding Radford University. The Licensure Processing Manager cannot obtain these transcripts from other files on campus.
2. **Licensure Application Fee** - \$50 if you have a Virginia mailing address, \$75 dollars if you have an address outside of Virginia (money order, certified check or personal check (made payable to **Treasurer of Virginia**). **Checks must be dated within 60 days of when the fee is received by the Virginia Department of Education.** Initial Licensure Application Form- **ONLY** pages 1 and 2 immediately following page 5 in the PDF link: (<http://www.doe.virginia.gov/teaching/licensure/application-license.pdf>). All forms must be current, so please print an updated application from the link to the VDOE PDF.
3. **RVE scores** - (*Only required for Reading Specialist, Early Childhood Education, Elementary Education and Special Education(Deaf and Hard of Hearing and General Curriculum)*); (photo copies of official score reports can be accepted). *Students **MUST** submit photocopies of individual original test score reports. The Licensure Processing Manager cannot obtain these scores from other files on campus.
4. **Praxis II scores** - (if applicable to your program; photo copies of official score reports can be accepted).
5. **VCLA scores** - (*Required for ALL initial teacher licensure applicants as of Jan. 1, 2007; Does not apply to School Counseling, School Psychologist, Speech Pathologist, Reading Specialist and Educational Leadership*); photo copies of official individual score reports can be accepted). *Students **MUST** submit photocopies of individual original test score reports. The Licensure Processing Manager cannot obtain these scores from other files on campus. **No exceptions.**
6. **Copy of Recognizing Child Abuse training certificate** - (*Required for all applicants*); If not completed through classroom participation, visit the following web site, complete the free online module and print a copy of your certificate of completion. (http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/)
7. **Copy of Virginia State and Local Civic Education Module training certificate** - (*for early/primary preK-3, elementary education preK-6, middle education 6-8: history/social studies, and history/social sciences applicants 6-12*); If not completed through classroom participation, visit the following web site: <http://www.civiceducationva.org/>; complete the free online module and print a copy of your certificate of completion.
8. **Copy of FA, CPR and AED training certification**-Documentation must include evidence of all three topics (emergency first aid, CPR, AED) were included in the certification or training.
9. **Copy of Dyslexia Awareness training certificate** – (*Required for all applicants*): Visit the following web site, complete the free online module and print a copy of your certificate of completion. (<http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story.html>)
10. If you are currently working with a VA school district, please provide the Radford University Licensure Processing Manager with the following:

College Verification Form (complete part I only; be sure that your full address is listed).

Page 9: <http://www.doe.virginia.gov/teaching/licensure/application.pdf>.

Incomplete Applications will be mailed to Richmond. Once an application is mailed to Richmond, you must contact the Department of Education, 804-225-2022 to complete the application process and to handle any situation regarding your application. Our Office will no longer be involved in the process at that point.

All of the above forms can be downloaded at the following website: <http://www.doe.virginia.gov/teaching/licensure/application.pdf>

Please submit the requested documents to the following address:

Radford University

College of Education and Human Development

Attn: Libby Hall PO Box 6960

Radford, VA 24142

Or packets may be dropped off at the Academic Advising Center in Peters Hall A104