

Radford University/ College of Education & Human Development

Application for Virginia Teaching License / Instructions

Candidates must provide the following items in order for the application for a Virginia Teaching License to be processed. Submit all materials to Libby Hall – Licensure Processing Manager, Academic Advising and Student Support Center (Peters Hall A104) no sooner than 2 weeks prior to the end of student teaching or program completion.

1. **Transcripts:** If you completed a BA/BS or MA/MS degree(s) at an institution OTHER THAN Radford University, you must provide official transcripts. The Licensure Processing Manager cannot obtain these transcripts from other files on campus. Community College transcripts are required only if you are completing licensure requirements as a “Post Bach” student. Otherwise, high school transcripts and/or community college transcripts are NOT required.
2. **Licensure Application Fee** - \$50 if you have a VA mailing address, \$75 dollars if you have an address outside of VA (**money order or certified check only** made payable to **Treasurer of Virginia**). **Initial Licensure Application Form**- Page 6 in the PDF link below.
(<http://www.doe.virginia.gov/teaching/licensure/application.pdf>).
All forms must be current, so please print an updated application from the link to the VDOE PDF.
3. **College Verification Form**- Page 7 in the PDF link below. Please print an up-to-date version of this form. Older forms are no longer being accepted by the VDOE.
Complete Part I ONLY; be sure your full address is listed, including city, state and zip code.
(<http://www.doe.virginia.gov/teaching/licensure/application.pdf>)
4. **RVE or VRA scores.** (*Only required for Reading Specialist, Early Childhood Education, Elementary Education and Special Education*; 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.
5. **Praxis II scores** (if applicable to your program; photo copies of official score reports can be accepted).
6. **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.**
7. **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/index.html)

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, but be sure your full address is listed).

Page 7: <http://www.doe.virginia.gov/teaching/licensure/application.pdf>

All applicants: *Incomplete Applications will be mailed to Richmond. Once an application is mailed to Richmond, the applicant must contact the Department of Education, 804-225-2022 to complete the application process and to handle any situation regarding the incomplete application. Our Office will no longer be involved in the process.*

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