EXIT INTERVIEW:
Discussion topics during the exit interview will include but are not limited to:
- Level I completion requirements
- How you felt your field experiences integrated with your Level I Professional Studies requirements.
- A one-on-one meeting with the administrators to discuss your overall experience
- An opportunity to complete the Level I exit survey
- Adding endorsements
- Communication
- Requirements for Level II

PROVISIONAL CAREER SWITCHER LICENSE RECOMMENDATION:
You will be recommended for your Provisional Career Switcher License after you have successfully completed all Level I requirements. The Career Switcher Provisional License is a three-year license that can be extended for two additional years (one year at a time) if needed. The license is dated from July 1st - June 30th regardless of the cohort attended. You will be required to complete an application for an Initial Virginia License form and submit a check or money order in the amount of $100.00 made payable to the Treasurer of Virginia. It takes approximately 8-10 weeks to receive your Provisional Career Switcher license from the Virginia Department of Education.

CAREER SWITCHER LEVEL II REQUIREMENTS

LEVEL II PREPARATION:
Level II Preparation begins during the first year of employment. During this year, a minimum of five seminars will be provided by the Career Switcher program provider to expand the intensive preparation requirements associated with instructional categories and topics. Seminars include a minimum of 20 instructional hours. A variety of delivery techniques will be utilized to implement the seminars. These seminars along with a capstone project must be satisfactorily completed in order to be eligible for a ten-year renewable license. Note: You must attend the ESL and Diversity workshops.
EMPLOYMENT:
You must obtain full-time employment and have one year of satisfactory teaching experience in a PreK-12 public school in Virginia or an accredited nonpublic school in Virginia. You must work closely with your school mentor. If you do not receive employment during the academic year, your license will expire on June 30th. If you receive employment after your license expires, the school division will request the Virginia Department of Education to extend your teaching license for an additional year. You may also be required to attend Level III post training free of charge.

Once you have accepted a position, it is mandatory that you complete the Level II online employment form. Please enter the required information and click “submit.” If you fail to complete the online form, we have no record of tracking your employment. If you decide to work in another school division, you will be required to notify the Career Switcher office in writing and complete the online employment form again.

Code of Virginia 8VA20-22-90 Alternate Route (b) Level II preparation during first year of employment
“Candidate seeks employment in Virginia with the one year Provisional License.”

We do not place candidates nor do we guarantee employment. Our role as a certified program provider is to provide Level I, Level II and Level III training (if necessary) to qualified candidates. It is not the responsibility of Old Dominion University nor the Virginia Department of Education to find or place you in a teaching position.

If you need additional support or if you decide to resign from your teaching position, contact the Career Switcher office in writing.

PROCESS AND SUPPORT FOR CANDIDATES TO COMPLETE THE PROGRAM WHO ARE NOT EMPLOYED:
Career Switcher students who are not employed will have the opportunity to obtain additional support by completing the online Career Switcher Level II student support form. Services options will include:

- Free Level I refresher training
- Free Level II refresher training (after the completion of required Level II seminars)
- Mock interviews
- Career Management Services
- Customized support based on individual needs.

TEACHING ACCOLADES:
If you receive any teaching accolades, please forward them to careerswitcher@odu.edu. We will share your success with the Virginia Department of Education.

SATURDAY WORKSHOPS AND LEVEL II PROJECT:
- After you have accepted a full-time teaching position, you must register for your workshops online http://www.odu.edu/cepd/career-switcher/level-two/saturday-workshops.
- Attend a minimum of five Level II weekend workshops.
- Workshops offered by school divisions are not acceptable.
- Workshop dates and topics will be posted on the ODU Career Switcher website (dates and topics are subject to change).
- You are required to keep track of your Level II training attendance.
● You are required to sign in and out.
● The Career Switcher program will maintain the official record of your attendance.
● You must attend the ESL and Diversity workshop.
● Complete Level II Portfolio Project.
● Any changes will be posted on the Career Switcher website.

**FINAL EXIT INTERVIEW:**
Exit interviews will be scheduled from March – May. Exit interviews will take place at your school, over the phone, or in the Career Switcher Office (more details will be sent in February).

**TEN-YEAR LICENSE RECOMMENDATION:**
Once you have successfully completed your Level II requirements, the Career Switcher administrative staff will verify your completion and send the Virginia Department of Education License Recommendation form to your school division’s Superintendent office on your behalf. This is done behind the scenes in late April or early May. We will notify you via email when the process is initiated.
The school division will have three options:
- Recommend for a ten-year renewable license
- Request a one-year extension
- Not recommend
Once the recommendation form is signed, the school division will mail the form to the Virginia Department of Education.

**LEVEL II COMPLETION:**
Successful completion of Level II requirements means you have completed your Level II requirements, taught successfully for one year and completed your final exit interview.

**CONTINUOUS IMPROVEMENT:**
As part of our continuous improvement model, we will share your overall experiences anonymously with our year-end faculty and external stakeholders. Your feedback is critical to the continued success of our program.

**LEVEL II TUITION:**
The cost for each level II workshop is $100.00 (*fee is subject to change in September*). If you decide to attend additional workshops beyond the required five, you may do so free of charge.

By signing this form, you acknowledge and understand your obligation during this phase of the program.

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**NAME (PLEASE PRINT) | SIGNATURE | DATE**

*Revised May 17, 2019*