ODU teacher candidates completing an approved program and who are applying for a Virginia License must submit the following documents to Office of Clinical Experiences: Please make sure that all documents are attached. If a document is missing, the application cannot be processed and will be placed on hold until the missing document is received. This will delay your application. We highly encourage applications to first collect all the documents required, then, submit the application packet complete.

VIRGINIA DEPARTMENT OF EDUCATION LICENSURE APPLICATION:

☐ Application for a Virginia License completed and signed. Please download this form, complete it and sign it. Include this form with the rest of the documents requested below, as applicable. Make sure you complete the form with a pen and do not date.

CERTIFICATES:

☐ Copy of the Child Abuse and Neglect recognition training certificate

☐ Copy of the Dyslexia training Certificate

☐ Copy of the First Aid/CPR/AED training to include hands-on skills training

☐ Copy of Seclusion and Restraint in Elementary and Secondary Schools in Virginia Training

PROFESSIONAL TEACHER’S ASSESSMENT REQUIREMENTS:

☐ Copy of your reading for Virginia educators [RVE] or Virginia Reading Assessment [VRA] Examinee Score Report [ for Pre-K, PreK-6, Special Education, and Reading Programs]

☐ Copy of your Praxis Subject (or multiple subjects) Assessment score report

☐ Copy of the Virginia Communication and Literacy assessment [VCLA] Examinee Score Report

TRANSCRIPTS:

The Virginia Department of Education requires official transcripts for every institution attended, even if you received transfer credit. Paper transcripts should be mailed directly to you and remain unopened. The application cannot be processed without the official transcripts. This will delay processing of your application to be submitted to the Virginia Department of Education.

☐ Official Old Dominion University transcript [in a sealed envelope]. All teacher candidates must include an official Old Dominion University transcript showing:

- Your student teaching Passing grade if you are in a post-baccalaureate program
- Your degree, if you are in a degree program, bachelor’s or master’s degree
- Undergraduate teacher candidates need to include the ODU official transcript in a sealed envelope showing the bachelor's degree was received. If the undergraduate degree transcript includes transfer credit, an official transcript from the transfer institution must be included with your application.
- Graduate teacher candidates need to include an official transcript in a sealed envelope from the institution where the bachelor's degree was received. The ODU transcript must show that your MSED degree was awarded. In addition, include official transcripts in a sealed envelope from any other institutions where coursework was completed.
- Post-baccalaureate Endorsement candidates need to include an official transcript in a sealed envelope from the institution where the bachelor's degree was received. In addition, include official transcripts in a sealed envelope from any other institutions where coursework was completed, including Old Dominion University.

☐ Transfer Transcripts

☐ Application Fee

A nonrefundable fee must be submitted with your application. The in-state fee is $100, and out-of-state fee is $150. The fee is determined by the address stated on your application. Your check or money order must be made payable to the Treasurer of Virginia. The Virginia Department of Education WILL NOT PROCESS an application with a check dated more than 30 days old.

We will process completed application packets within approximately two weeks from the date of receipt, sign the College Verification Form, and forward your application to the Office of Professional Licensure in Richmond. A copy of the completed College Verification Form will be mailed to you to indicate that your licensure packet has been processed and mailed to the state. Once your license is issued, VDOE will mail you the certificate directly to the address indicated on the application.

IMPORTANT ADDRESSES

Darden College of Education and Professional Studies
Office of Clinical Experiences
Education Bldg., Suite 1107
Old Dominion University
Norfolk, VA 23429-0156

Virginia Department of Education
Office of Professional Licensure
Post Office Box 2120
Richmond, VA 23218-2120

Main Line: 1-800-292-3820