



CAREER SWITCHER LEVEL II REQUIREMENT FORM

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. All workshops are delivered online via Zoom. These seminars along with a capstone project and one successful year of teaching must be satisfactorily completed to be eligible for a ten-year renewable license.

Note: You must attend ESL, Diversity, and Data-Driven Instruction for Student Achievement.

Candidates are expected to seek and obtain employment in a Virginia public school division or accredited nonpublic school in Virginia. Online teaching positions are not applicable. If a candidate is unsuccessful in finding employment during the first year of the life of the Provisional Career Switcher License, the license may be extended annually for up to two additional years upon the recommendation of an employing school division or accredited nonpublic school. A Provisional Career Switcher license is limited to a total of three years.

SCHOOL DIVISION MENTOR:

During your first year of employment, your building administrator will assign you a mentor. Responsibilities of your school mentor will include, but are not limited to the following:

- Collaborate with the beginning teacher in the development and implementation of an individualized professional development plan.
- Observe, assess, coach, and provide opportunities for constructive feedback, including strategies for self-reflection.
- Share resources and materials.
- Share best instructional, assessment, and organizational practices; classroom and behavior management strategies; and techniques for promoting effective communication.
- Provide general support and direction regarding school policies and procedures.

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 completed Level I requirements and accepted a full-time teaching position, you must register for your workshops online. <https://www.odu.edu/cepd/career-switcher/saturday-workshops-archive>
- 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.
- The Career Switcher program will maintain the official record of your attendance.

- Within the five weekend workshops, you are required to attend ESL, Diversity, and Data-Driven Instruction for Student Achievement.
- Demonstrate how you positively affected student learning in your endorsement area.
- Complete your Level II Portfolio Project.

MASTERY OF EXIT CRITERIA AND PERFORMANCE:

The final evaluation for Level II will include the following:

- Attending a minimum of 5 Level II seminars
- Satisfactory performance on the Principal Survey Report
- Recommendation of 10-year renewable teaching license
- Bi-annual one-on-one meetings with the ODU Career Switcher Provider
- Portfolio requirement

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.

SUPPORT FOR CAREER SWITCHER LEVEL II CANDIDATES:

If you are a current Level II Career Switcher candidate with questions about pending Level II requirements or related issues, please contact Samantha Fabio at sfabio@odu.edu and Pete Baker at pbaker@odu.edu.

LEVEL II COMPLETION:

Successful completion of Level II requirements means that you have completed your 5 required Career Switcher Level II seminars, you have completed your Career Switcher Level II Portfolio Project, and that you have taught successfully for one year.

LEVEL II TUITION:

The cost for each level II workshop is \$179.00.

Please provide a copy of this document to your principal and/or supervisor.

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

X

Career Switcher Level II Candidate

Revised December 20, 2023