Applying for Initial Virginia Teaching Licensure

Notes: Complete applications are processed at the ESC and sent to Virginia Department of Education (VDOE) within about 2-3 weeks after the ESC receives the transcript with the degree posted. Licenses are processed at the VDOE within about 4-6 weeks.

Applying for Licensure Checklist:

1. Complete the Application for a Virginia Teaching License.
   - Download fillable application form.
   - Complete all information on the application form (pages 1 & 2), print and sign and date the bottom of both pages.
   - Complete Part I only of the College Verification Form.
   - The Report on Experience is only to be completed by teachers who have been previously under contract.
   
   Note: Application form and fee must be dated within 60 days of submission to VDOE.

2. Application Fee: In-State Fee: $50.00 through 12/31/18. $100 beginning 1/1/19*
   Out-of-State fee: $75.00 through 12/31/18. $150 beginning 1/1/19*
   
   *The VDOE has expanded licensure renewal from five years to 10 years.
   - The application fee must be paid by certified check, cashier's check, money order, or personal check made payable to the Treasurer of Virginia.

3. Request an official JMU Transcript now (see instructions) to be delivered to the Education Support Center after degree is awarded.
   - Students may have their transcript sent directly to the ESC (MSC 6915).
   - The transcript must be a paper copy. Electronic transcripts will not be accepted.

4. Official Transcripts from institutions other than JMU (if applicable).
   - Official transcripts from institutions other than JMU are also required for all completed degrees.
   - A transcript from another institution is not needed for coursework that transferred to JMU as transfer credit and appears on your JMU transcript (unless a degree was completed).

5. Copies of the following assessments (Please include all pages):
   - Virginia Communication and Literacy Assessment (VCLA) score report.
   - Praxis Subject Assessment score(s) report (if applicable).
   - Reading for Virginia Educators (RVE) score report (if applicable).

6. Copy of first aid, CPR, and AED training certificate and Dyslexia certificate.

7. Complete the Request for Add-on Endorsement form (if applicable).

Mail Application:
Education Support Center
MSC 6915
James Madison University
395 South High Street
Harrisonburg, VA 22807

Hand Deliver:
Education Support Center
Memorial Hall
Room 7230 / 7240
(540) 568-6274