

## Applying for Initial Virginia Teaching Licensure

In order to apply for a license in Virginia upon completion of an education program, candidates can submit their licensure packets through:

- 1) The Education Support Center (ESC) – the ESC will collect all materials and support candidates in submitting a complete application to the Virginia Department of Education (VDOE) based on state requirements for licensure;
- 2) Licensure Designee in School Division – a candidate who is hired to a position in Virginia can apply for licensure through their Human Resource department. The candidate will need to make a request to the ESC to complete a College Verification Form.

If you have any questions or concerns, or if you need any support in this process, please contact the Education Support Center at [teacher-ed@jmu.edu](mailto:teacher-ed@jmu.edu) or 540-568-6274.

*Please follow the following guidelines to submit a licensure application:*

### 1) **Submitting Licensure Application packet to the ESC**

**Timeline:** 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.

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. *Per the VDOE* "Please note that the forms must be in the same format as provided in [the] packet. The first page of the application cannot be split into two pages and the signature and date must appear at the bottom of each of the 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:** \$100

**Out-of-State fee:** \$150 (based on address on application)

- 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](#)
  - Please [see instructions](#) for transcripts 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 cannot 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**.
  - Unless a degree was completed, a transcript from another institution is not needed for coursework that transferred to JMU as transfer credit and appears on the JMU transcript.
  
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. If not already on file, submit a copy of certification of First Aid/CPR/AED training (in-person or hybrid), Child Abuse training, Dyslexia Awareness training, and Restraint and Seclusion training. [*Note – these are normally submitted to the ESC earlier in the program.*]
  
7. Complete the [Request for Add-on Endorsement form](#) (if applicable).

This packet can only be submitted to VDOE when it is complete. Signatures on the application, application fees, and transcripts must be original. Other portions can be emailed to: [teacher-ed@jmu.edu](mailto:teacher-ed@jmu.edu).

**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

Note: Candidates will be mailed a confirmation letter on the same day their packet is sent to the Virginia Department of Education.

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## 2) Submitting request for College Verification Form to the ESC

**Timeline:** Verification forms are processed at the ESC and returned to the candidate or requested point of contact within approximately 2 weeks as long as the degree is posted and all student teaching courses have grades on the transcript.

1. Complete Part I only of the College Verification Form found on page 8 of the [Application for a Virginia Teaching License](#). Do not sign the form.
2. Your certificate or degree (with date of completion) must be posted on your JMU transcript. The ESC can access your unofficial transcript to complete this request.
3. A copy of any required assessment for licensure:
  - 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).
4. Submit a copy of certification of First Aid/CPR/AED training (in-person or hybrid), Child Abuse training, Dyslexia Awareness training, and Restraint and Seclusion training.
5. Complete the [Request for Add-on Endorsement form](#) (if applicable).
6. Indicate the email address(es) where the verification form should be submitted.

Reminder: All application materials, e.g. official transcript(s), licensure assessment score report(s), the signed 2-page Application for Virginia License, and licensure application fee, will need to be submitted with the signed verification form by the HR representative submitting the application to VDOE.

If you have any questions, please contact Dara Hall at [halldm@jmu.edu](mailto:halldm@jmu.edu) or 540-568-2996.

### **Scan & Email or Fax:**

[halldm@jmu.edu](mailto:halldm@jmu.edu)

Fax: (540) 568-3342

### **Mail Application:**

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

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Phone: (540) 568-6274