

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 (see page 1-2 for details);
- 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. (see page 3 for details)

If you have any questions or concerns, or if you need any support in this process, please contact the Education Support Center at licensure@jmu.edu or 540-568-6274.

Please use the following guidelines to submit a licensure application through the ESC:

1) **Submitting Licensure through the ESC**

Timeline: We review requests in the order that they are received within 2-3 weeks after the degree is posted during peak seasons (May, June, July and January). If a packet is incomplete, you will need to resubmit the required documents and this will place you back in our queue which will be reviewed within 2-3 weeks.

Please only submit a complete packet according to the instructions below. We then submit documents to the Virginia Department of Education (VDOE). During off-peak seasons, licenses are processed by the VDOE in approximately 3-5 weeks. During peak seasons, the processing time for applications can take up to 6-12 weeks.

Attach the following items in ONE email to licensure@jmu.edu in PDF or Word format
(please do not send google or photo formats, e.g. .jpeg).

1. College Verification Form – Verifies completion of program and will be uploaded to VDOE after all steps are complete:
 - i) Complete Part I only of the [College Verification Form](#). ONLY include last 4 digits of SSN. Do not sign the form.
 - ii) Your certificate or degree (with date of completion) must be posted on your JMU transcript in order for us to complete this form. The ESC can access your unofficial transcript to complete this request.
 - iii) Complete the [Request for Add-on Endorsement](#) form (if applicable).
2. Transcript Receipt -
 - i) Request an official JMU Transcript - Please [see instructions](#) for transcripts to be delivered to the Virginia Department of Education after all grades are submitted and degree is awarded.
 - ii) Please submit the emailed receipt you receive from donotreply@studentclearinghouse.org
3. Official Transcripts - only from institutions other than JMU are required (if applicable):
 - i) Official transcripts from institutions other than JMU are required for **all completed degrees and/or courses not transferred**.
 - ii) 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.

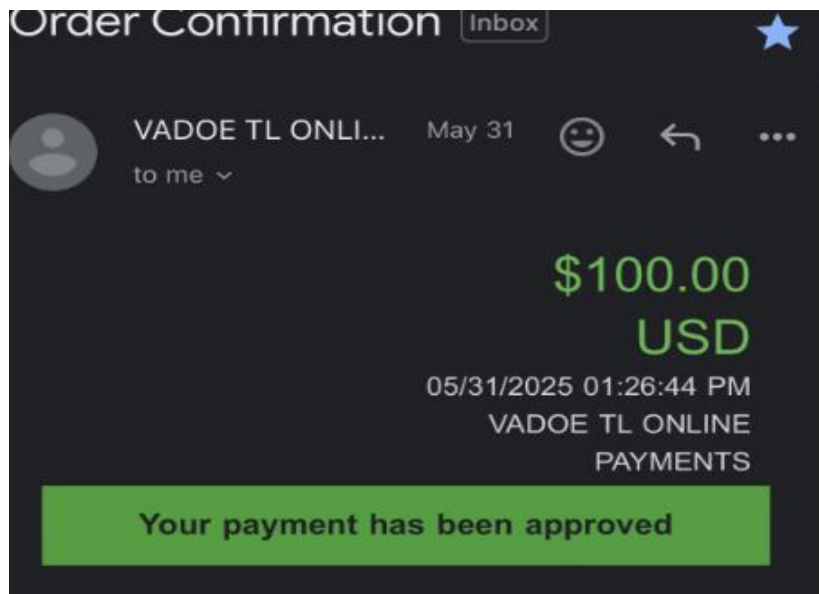
- iii) Students may send their transcripts electronically to the Virginia Department of Education through Parchment or National Student Clearinghouse (please send us the receipt) OR Students may have a paper transcript sent directly to the ESC (MSC 6915) and we will upload it into the VDOE system.
4. Licensure Assessments - include all pages *if not submitted previously*:
 - i) Virginia Communication and Literacy Assessment (VCLA) score report *if completed*.
 - ii) Praxis Subject Assessment score(s) report (if applicable).
 - iii) Praxis® Teaching Reading: Elementary score report (if applicable).
 5. Statutory Requirements - 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, Restraint and Seclusion training, and Cultural Competency training. [*Note – these are normally submitted to the ESC earlier in the program.*]
 6. Application Submission Receipt and PKID - Complete the Virginia Department of Education Online Application through VALO:

DO NOT SEND YOUR APPLICATION WITHOUT THE RECEIPT AND PKID#.

- i) Please see the following [directions](#) for the [VALO system](#). ****You do not need to upload any documents when prompted, the ESC will upload the required documents.***

NOTE: If you receive an alert that your SSN is already in the system, scroll to the very bottom of the landing page and click the link that says, "Don't see your license? Click here to search for it." Use your DOB and SSN to search for your license. Follow instructions to link your VALO account, then delete the current application and create a new application by clicking the APPLY FOR A LICENSE button.

- ii) Pay online at the end of the application (In-State Fee \$100, Out-of-State Fee \$150 – Based on address on application)
- iii) Please include the application submission confirmation you receive after paying (example included below), **along with your PKID you receive in an email from the VDOE a few days after submitting your application.**



Note: We can only upload your documents into the VDOE online system after all items are received and your grades are submitted and your degree is posted on your JMU transcript. Candidates will be mailed a confirmation letter on the same day the documents are electronically uploaded to the Virginia Department of Education system.

Please use the following guidelines if you are applying through your school division:

2) Submitting request for College Verification Form to the ESC

Timeline: Verification forms are processed at the ESC and returned to the candidate and/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](#). 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 (must be submitted or on file):
 - o Virginia Communication and Literacy Assessment (VCLA) score report *if completed*.
 - o Praxis Subject Assessment score(s) report (if applicable).
 - o Praxis® Teaching Reading: Elementary score report (if applicable).
4. 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, Restraint and Seclusion training, and Cultural Competency training. [*Note – these are normally submitted to the ESC earlier in the program.*]
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 Application for Virginia License, and licensure application fee, will need to be submitted to the VDOE in collaboration with the HR representative.

If you have any questions, please contact Dara Hall at halldm@jmu.edu or 540-568-2996.

Scan & Email or Fax:

licensure@jmu.edu

Fax: (540) 568-3342

Address:

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

Hand Deliver:

Education Support Center
Memorial Hall
Room 7230
Phone: (540) 568-6274