

VCEA

Office of Catholic Schools

Initial License Check List

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| --- | --- |
| Teacher’s Name:  |       |
| Teacher’s School Email:  |       |

**INITIAL LICENSE REQUIREMENTS:**

1. Completed VCEA Application: [ ]
2. VCEA Payment Receipt- [ ]  ($100)
3. Current Teaching Assignment (i.e., 3rd grade, Physics, Art):       [ ]
4. Endorsement Area Requested: (i.e., PK-6, MS Mathematics, Art, etc.):       [ ]
5. Copy of official college transcripts- electronic (must include official letter/email statement) or hard copy (unopened): [ ]
6. Praxis/Testing Scores: [ ]
7. Copy/Copies of Out of State Teaching Licenses -(If applicable): [ ]
8. All VDOE Trainings:
9. Child Abuse, Neglect Recognition, and Intervention Training Certificate: [ ]
10. Emergency First Aid/CPR &AED Safety Certificate: [ ]
11. Dyslexia Awareness Training Certificate: [ ]
12. Behavior Intervention and Support Training Certificate: [ ]
13. Cultural Competency Training Certificate: [ ]
14. Virginia History or State Local Government Education Certificate (if applicable): [ ]
15. Career/Technical Industry Certification (if applicable): [ ]
16. School Counselor Certification (if applicable): [ ]

|  |  |
| --- | --- |
| Principal Signature: | Teacher Signature: |
| Date:       | Date:       |

**\*\*Include this checklist with your final license packet and email or mail to:**

**Office of Catholic Schools**

**Rosemarie Burrill**

**7800 Carousel Lane Richmond, VA 23294**

**rburrill@richmonddiocese.org**