VDOE

Office of Catholic Schools

Initial Teacher

Check List

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

**INITIAL LICENSE REQUIREMENTS:**

1. Completed Initial Application:
2. VDOE Payment Receipt- ($100 In-State Address, $150 Out of State Address):
3. Seeking Provisional License (if applicable): Yes  No
4. Current Teaching Assignment (i.e., 3rd grade, Physics, Art) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Requested Teaching Endorsement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:
6. Completed College Verification Form:
7. Completed Report on Experience Form:
8. Copy of Praxis Scores, VCLA Scores, Praxis Teaching Reading Scores: Elementary (dependent on license):
9. Copy of official college transcripts- electronic (must include official letter/email statement) or hard copy (unopened):
10. All Statutory Trainings:
11. Child Abuse Training Certificate:
12. First Aid/CPR/AED/Safety Certificate:
13. Dyslexia Training Certificate:
14. Behavior Intervention and Support Training Certificate:
15. Cultural Competency Training Certificate:
16. Virginia History/State Local Government Education Certificate (if applicable):

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

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

**Office of Catholic Schools**

**Rosemarie Burrill**

**7800 Carousel Lane Richmond, VA 23294**