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 – Make check payable to Virginia Department of Education

($100 In-State Address, $150 Out of State Address): [ ]

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