VDOE

Office of Catholic Schools

Reciprocity 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. Current Teaching Assignment (i.e., 3rd grade, Physics, Art) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]
2. Current Teaching Endorsement (listed on current license) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: [ ]
3. Copy of official college transcripts- electronic (must include official letter/email statement) or hard copy (unopened): [ ]
4. Copy/Copies of Out of State Teaching Licenses and VDOE Payment ($50 each license review-can be made as one payment with application): [ ]
5. All StatutoryTrainings:
6. Child Abuse Training Certificate: [ ]
7. First Aid/CPR/AED/Safety Certificate: [ ]
8. Dyslexia Training Certificate: [ ]
9. Behavior Intervention and Support Training Certificate: [ ]
10. Cultural Competency Training Certificate: [ ]
11. Virginia History/State Local Government Education Certificate: [ ]

|  |  |
| --- | --- |
| 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**