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 Treasurer of Virginia

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

1. Current Teaching Assignment (i.e., 3rd grade, Physics, Art)       : [ ]
2. Requested Teaching Endorsement       : [ ]
3. Completed College Verification Form: [ ]
4. Completed Report on Experience Form: [ ]
5. Copy of Praxis Scores, Praxis Teaching Reading Scores: Elementary (dependent on license): [ ]
6. Official college transcripts - electronic (must include official letter/email statement) or hard copy (unopened): [ ]
7. All Statutory Trainings:
8. Child Abuse Training Certificate: [ ]
9. First Aid/CPR/AED/Safety Certificate: [ ]
10. Dyslexia Training Certificate: [ ]
11. Behavior Intervention and Support Training Certificate: [ ]
12. Cultural Competency Training Certificate: [ ]
13. Virginia History/State Local Government Education Certificate (if applicable): [ ]

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

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

**Office of Catholic Schools**

**Rosemarie Burrill**

**7800 Carousel Lane**

**Richmond, VA 23294**