

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 Statutory 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):

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