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 Treasurer of Virginia

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

1. Copy/Copies of Out of State Teaching Licenses and VDOE Payment ($50 each license review-can be made as one payment with application):
2. Current Teaching Assignment (i.e., 3rd grade, Physics, Art)       :
3. Current Teaching Endorsement (listed on current license)       :
4. Copy of official college transcripts- electronic (must include official letter/email statement) or hard copy (unopened):
5. All Statutory Trainings:
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 (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**