PWCS - Career Pathways in Education
You Belong Here
A Career in Education

• Identify the pathways to a career in education

• Become aware of available college program options

• Have a better understanding of the provisional license process
License Eligibility + Employment Offer = Provisional License

- Code of Virginia requires that School Divisions only hire applicants who are eligible for licensure for certified positions.
- Candidates must complete a certified application with PWCS and apply for each vacancy.
- Candidates must show evidence of license eligibility to be considered for hire with PWCS.
- It is not necessary to hold a teaching license in order to be hired as a teacher however you must provide enough documentation to prove license eligibility for the position sought.
- Provisional Licensure is a post-employment process after an offer of employment has been established. Candidates must first be placed in a contracted teaching assignment; a licensure specialist will contact you with instructions on how to apply for a license after the new hire process for a position requiring a license has been completed.
Critical Need Areas

- Career and Technology Education
- Elementary Education
- ESOL
- Family and Consumer Sciences
- Library Media Specialist
- Mathematics
- Middle School (grades 6-8)
- Reading Specialist
- School Psychology
- Science (not Biology)
- Special Education
  - Adapted Curriculum (Autism, ID Mild, Mod, Severe)
  - Early Childhood (Preschool) Sped.
  - General Curriculum (LD, ED, Autism, ID Mild)
  - Visual Impairment
- Speech Language Pathology
- World Languages
Minimum degree requirements for becoming a teacher:

- Bachelor’s degree
- Must be earned from a regionally accredited school

Next Steps for Candidates without a BA degree

- Enroll in approved undergraduate licensure programs
- Use the approved Virginia Program Listing issued by the Virginia Department of Education
- Meet with college representatives offering an undergraduate licensure program
Candidates With a Bachelor’s Degree in Specific Areas are Eligible for Hire

A Bachelors degree in the following specific areas = eligibility for hire:

- Agricultural Education
- American Sign Language
- Biology
- Chemistry
- Dance Arts
- English
- Environmental Science
- Geology
- Marketing
- Mathematics
- Physics
- Technology Education
- Theatre
- Visual Arts

Next Steps:

1. Complete the PWCS employment application and apply for vacancies in your major degree area.

2. Meet with college representatives on how to meet your professional course requirements needed for full licensure and earn your Master’s degree at the same time.
Interested in teaching French, German or Spanish?

Minimum requirements for hire:

- Bachelor’s degree (any major)
- Virginia Approved Praxis II:
  - French World Language
  - German World Language
  - Spanish World Language

Next Steps:

- Purchase Praxis II Study Guides (available on Amazon)
- Register for approved praxis II. Information on registration, fees and testing locations found at [www.ets.org](http://www.ets.org)
- Complete the employment application process with PWCS and apply for vacancies upon receiving a passing score sheet

Guidance Tip: Use current VDOE issued Assessment Requirements for Licensure to enroll in the approved Praxis II test. List is updated periodically with new information.
Interested in teaching Special Education?

Minimum requirements for hire:

- Bachelor’s degree (any major)
- Approved course work in characteristics and legal aspects of special education must be completed
- Enrollment in an approved licensure programs

Next Step – meet with college representatives offering an approved licensure program for special education.

Guidance Tip: Enroll in approved licensure programs immediately upon hire. Verification of program progress required each school year.

https://www.youtube.com/watch?v=2XsaK3pWyll
Learn more about the PWCS/GMU Special Education Cohort

Special Education: General Curriculum licensure program through George Mason University

Next step: meet with George Mason University program representative
A BA degree and completion of the first program course covering characteristics and legal aspects = eligibility for hire as a special educator!

Upon hire with PWCS, you may contact PWCS Office of Special Education for more information on the general curriculum licensure cohort!
If you hold a bachelor’s degree in other areas: Seek graduate programs offered for individuals with a Bachelor’s Degree:

1) Enroll in Approved Teacher Licensure Programs


Use caution: Be sure you enroll in a program that leads to licensure. Some degree programs only lead to a degree and is not approved for licensure.

Next step: meet with college representatives

Guidance tip: when you are within 6 hours of completing program course requirements, begin the employment application process with PWCS and apply for each vacancy.
Career Switcher Program Providers:


- Educate VA (Virginia Community College System)
- Old Dominion University (offers Elem Education)
- Regent University
- Shenandoah University
- [Virginia Troops to Teacher Program](http://www.doe.virginia.gov/teaching/educator_preparation/career_switcher/index.shtml) @William and Mary School of Education

**Guidance Tip:** The career switcher route to licensure is a fast and affordable track option approved by the VDOE to become a teacher! Enroll with program providers as soon as you meet assessment requirements and you could be teaching by the next school year!
Virginia Career Switcher Program Requirements

Eligible participants must have the following:

- Earned at least a BA degree
- Three years of documented professional work experience, other than contracted teaching experience in a K-12 setting
- Approved Praxis II for the endorsement area – enroll at [www.ets.org](http://www.ets.org)
- Virginia Communications and Literacy Assessment (VCLA)- enroll at [www.va.nesinc.com](http://www.va.nesinc.com)

Next Steps:

1. Purchase study guides (available on Amazon)
2. Meet with career switcher program providers
Advantages of Licensure Program Pathway

- Prepares you to become a great teacher
- Takes the guess work out of choosing the right courses to meet specific licensure requirements
- Flexibility in accepting completed course work into program requirements
- Blending courses to meet licensure requirements often results in less course work
- Rich student teaching experiences
- Support with licensure changes
- Principals seek out program completers
Provisional licensure is a post-employment process. Candidates must first be hired by PWCS in a position requiring a license.

A provisional license is only issued by the Virginia Department of Education.

School divisions do not issue teaching licenses.

Assessments and professional course requirements such as Foundations of Education, Classroom Management, Methods of teaching are examples of provisional license deficiencies.

Progress in meeting provisional license deficiencies must be completed each year.
Assessment Requirements for Full Licensure

- Use VDOE Teacher Assessment link for current up-to-date assessment information.

A full, valid or expired license issued by the Virginia Department of Education = **eligibility for hire.**

Next Step:
- Complete employment application with PWCS and begin to apply for vacancies

**Adding Endorsements:**
Additional endorsements can be added to a full renewable, **Collegiate Professional or Post-Graduate License** issued by the VDOE by passing the specific Praxis II Assessment for most endorsement areas.
  - *(Does not include Elementary Education or Special Education.)*
  - *(Does not apply to Technical Professional or Pupil Personnel Services license holders.)*

- Purchase Study Guides (available on Amazon)
- Enroll for Praxis Assessments at [www.ets.org](http://www.ets.org)

**Next Step:** meet with college representatives to learn more about requirements for other endorsement areas not listed on your full license

**Guidance Tip:** Include a copy of all valid or expired licenses issued by the VDOE and all Praxis score sheets with your PWCS employment application process.
A full, valid license with no deficiencies issued by another state in a comparable endorsement area = eligibility for hire

Next Step:

• Complete employment application with PWCS and begin to apply for vacancies

Many full, valid out-of-state licenses are eligible for full reciprocity with no additional assessment requirements.

Guidance Tip: Include a copy of all full, valid licenses and all Praxis score sheets with your PWCS employment application process.
Candidates may apply directly to the Virginia Department of Education if you have:

- a full, valid, out-of-state license or
- unique licensure cases (example, a non-US transcript in education) or
- course-by-course evaluation request – refer to the Virginia Department of Education Licensure Regulations to learn more about the requirements for each endorsement area.

**Next Step:** Apply directly to the Virginia Department of Education for licensure evaluations by following specific instructions on the Application for a Virginia License – Include fee of $100 payable to Treasurer of Virginia:

http://www.doe.virginia.gov/teaching/licensure/

**Guidance Tip:** Licensure requests take three to four months to be processed by the VDOE. Make sure your request is complete and accurate the first time. The VDOE will provide a Statement of Eligibility or issue a full license if applicable. **All VDOE issued documents should be included with employment application.**
Apply for each Certified Vacancy

- PWCS Employment
- Teacher applicants should provide enough documentation to show licensure program status or license eligibility
- When within 6 credits of completing an approved teacher education program, complete a certified employment application
- Certified vacancies are open until filled – we hire certified teachers year-round, frequently there are mid-year opportunities available
• Graduate and undergraduate coursework from all colleges attended

• Graduates of foreign institutes must provide a transcript evaluation with a course-by-course analysis from a VDOE approved agency showing US equivalency:
Certified Application

• Your completed application should include
  • Complete work history
  • References to include current/most recent evaluating supervisor, cooperating or host teacher
  • Praxis II scores, if completed
  • College Verification Form upon completion of approved licensure program, if applicable
  or
  • Copy of valid out-of-state license (full credential with no deficiencies), if applicable
Prince William County Schools can:
- share licensure information
- provide tools and resources
- serve as a bridge between you and college providers

- PWCS cannot recommend an educational program
- PWCS cannot create a program of coursework to meet requirements
- PWCS cannot issue a provisional or renewable teaching license
- PWCS cannot approve coursework to meet license requirements
Summary: Next Steps to Becoming an Educator with PWCS

- **Candidates who can show license eligibility** with a major degree, out-of-state license, Virginia license, College Verification Form or Praxis II scores **can begin the instructional application process with PWCS and apply for available vacancies.** Use the Documents Chart to better understand the documents you need to provide to expedite processing.

- **Candidates without a BA degree** – enroll in approved undergraduate licensure programs.

- **Candidates with at least a BA degree and who cannot show license eligibility at this time** can meet with college representatives offering one of the approved programs that best meets your personal and professional goals:
  
  Approved graduate licensure programs  
  Career Switcher Program Providers  
  Virginia Troops to Teacher Program
Chat live with DHR staff regarding applications from 12-4 p.m. or call us at 703.791.8050 (8 a.m. - 4:30 p.m.)

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