***Virginia Department of Education Effective January 1, 2019***

***Department of Teacher Education and Licensure***

***P.O. Box 2120***

***Richmond, Virginia 23218-2120***

**RECOMMENDATION FOR CAREER PATHS TO TEACHING**

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| NAME OF APPLICANT: |
| EMPLOYED AS:***(Please specify assignment and/or grade level)*** |
| SCHOOL DIVISION |
| LICENSE NO. or SS#: |
| DATES: July 1,      June 30, |

***PLEASE NOTE: THIS FORM WILL NOT BE PROCESSED UNLESS SIGNED BY THE DIVISION SUPERINTENDENT OR DESIGNEE, OR ACCREDITED NONPUBLIC SCHOOL HEAD.***

REQUESTS:

Add designation(s) as indicated below (Please enclose $50 fee for each designation)\*

Career Teacher (The individual has a renewable teaching license and has reached Continuing Contract Status.)

Mentor Teacher (The individual has achieved the career teacher designation, has served at least three years as a mentor

teacher in Virginia, has documented responsibilities as a mentor, and has completed a state or local mentor teacher training

program in accordance with the Board of Education requirements for mentor teachers.)

Teacher As Leader (The individual has achieved Career Teacher designation, completed at least five years of successful

full-time teaching experience in a Virginia public school or accredited nonpublic school and has completed one of the

following:

National Board Certification or a nationally recognized certification program approved by the Board of Education and a recommendation from an employing Virginia school division superintendent or designee or accredited nonpublic school head and documentation in an approved Department of Education format verifying the individual’s demonstrated skills and abilities as a school leader and direct contributions to school effectiveness and student achievement. (A written narrative from the division superintendent, designee, or accredited nonpublic school head must be attached to this request. PLEASE NOTE: The written narratives required to support the Teacher as Leader endorsement must describe in detail the skills and abilities of the teacher and provide specific evidence of the contributions to school effectiveness and student achievement.)

**OR**

A recommendation from an employing Virginia school division superintendent or designee or accredited nonpublic school head and documentation in an approved Department of Education format verifying the individual’s demonstrated skills and abilities as a school leader and direct contributions to school effectiveness and student achievement. (A written narrative from the division superintendent, designee, or accredited nonpublic school head must be attached to this request. PLEASE NOTE: The written narratives required to support the Teacher as Leader endorsement must describe in detail the skills and abilities of the teacher and provide specific evidence of the contributions to school effectiveness and student achievement.)

**BY MY SIGNATURE I ATTEST THAT THE ABOVE NAMED INDIVIDUAL HAS MET THE REQUIREMENTS FOR ADDING THE**

**DESIGNATION REQUESTED.**

|  |  |
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| **School Division Superintendent, Designee, or Accredited Nonpublic School Head** | **Date** |
| **Type name of School Division Superintendent, Designee, or Accredited Nonpublic School Head** | |

**Mail to: Virginia Department of Education, Department of Teacher Education and Licensure, Post Office Box 2120, Richmond, VA 23218-2120.**

**Make checks payable to the Treasurer of Virginia. A $50 processing fee will be charged for a returned personal check.**