Prince William County Schools Licensure Request Form  
  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ √ here if also Renewing \_\_\_\_\_\_\_

Work Loc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (And attach your Renewal Documents)

Highest Degree Earned \_\_\_\_ (If you have earned a Master’s degree since your last licensure request, see instructions below for “Add Degree”)

**Please indicate below the licensure request you want processed pertaining to your Virginia Teaching License**.

Follow the instructions for each request and send a complete packet as indicated to the PWCS Office of Certification.

License holders may [Pay Fees Electronically](https://www.pwcs.edu/cms/one.aspx?portalId=340225&pageId=37684318) and include a copy of the email receipt or by including a personal check, cashiers check or money order payable to “Treasurer of Virginia” with the licensure packet.

1. \_\_\_ Add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Endorsement(s) to my license – [Letter to Add Endorsement Form](https://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/LettertoADDEndorsement.doc) required if changing

to a provisional license.

2. \_\_\_ Evaluation Only for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evaluations are valid for 3 years)

Requests #1 and/or # 2, require you to send the following to the Office of Certification as a “complete” Packet:

 Fee of $50 pay electronically or make check or money order **payable to Treasurer of Virginia** for each added endorsement

(If you have already been officially evaluated by VDOE within the last 3 years for the added endorsement, the fee is not required)

 Praxis II Assessment Score Sheet if using assessment route to add endorsement

 All official transcripts (with stamp or seal) that apply to the new endorsement if using course work to add endorsement.

Have transcripts sent to home address (third party transcripts must be sealed) –then send transcripts w/complete packet

* [College Verification Form](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/CollegeVerificationForm%20.docx) (if you completed an approved licensure program) – Required to add Admin/Supervision or Reading Specialist

 [Report on Experience](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/ReportonExperienceForm%20.docx) (required if you need teaching experience other than PWCS verified)

 SLLA Score Sheet if adding Admin/Supervision (not applicable to Central Office Only endorsement)

 Completed and signed “[Letter to Add Endorsement](https://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/LettertoADDEndorsement.doc)” Form required if changing to a provisional license

3.\_\_\_ Drop \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Endorsement(s) from my license

Request #3 requires a “[Letter to Drop Endorsement](https://pwcs.ss9.sharpschool.com/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/LettertoDropEndorsement.doc)” Form

4. \_\_\_ Add Degree: (check one) Master’s Doctorate

(This request only updates your license with the VDOE, please see additional process to apply for a [Salary Upgrade](https://pwcs.ss9.sharpschool.com/cms/One.aspx?portalId=340225&pageId=672478) with PWCS)

Request # 4 requires you to send the following to the Office of Certification as a “complete” Packet:

 Fee of $25 made **payable to Treasurer of Virginia**

 Official Transcripts indicating degree conferral date- must contain stamp/seal or third-party transcripts must be sealed

5. \_\_\_ Change from a Provisional to a Renewable License

Request # 5 requires you to send the following to the Office of Certification as a “complete” Packet (No fee required):

* Verification of all deficiencies listed on your provisional license:
* New updated [License Application](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/InitialLicensure/Initial%20Application.docx) (original signature required with current date)
* Official Transcripts if you had course deficiencies- must contain stamp/seal or third party transcripts must be sealed
* VCLA, RVE, Praxis Scores (front page of score sheet), if applicable
* [College Verification Form](https://www.pwcs.edu/UserFiles/Servers/Server_340140/File/Human%20Resources/Certification/CertificationLicensure/CertificationMiscForms/CollegeVerificationForm%20.docx) (required only if you completed an approved licensure program)

6. \_\_\_ Change Name (include middle name) From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request # 6 no additional fee is required unless this is your only VDOE request. If this is your only request, include a $25 fee

**payable to Treasurer of Virginia**.

7. \_\_\_ Update Deficiency List for Provisional Licenses – No fee required - Please indicate the deficiency(s) you have met

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Request # 7 requires you to provide official documentation of completed deficiency(s) w/ transcripts or assessment score sheets.

8. \_\_\_ Other (Please explain, example: course approval – include an official course description or syllabus)

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**Attention Required:** Addresses on all licensure forms must match the address on file with Prince William County Schools. To verify your current address on file or to update your address go to [Employee Self Service](https://prodhrapp.pwcs.edu/webapp/ESSPROD/ESS) Your login and password for ESS is the same as your PWCS login information.   
**Send a “complete packet” of supporting documentation to the PWCS Office of Certification for processing.**

Check the “Alpha Roster” on the [Certification website](https://pwcs.ss9.sharpschool.com/cms/one.aspx?pageId=667537) to confirm your request was received and processed by a Licensure Specialist. **Do not send your packet to the VDOE.**   
  
Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_