**General Licensure Guidelines**

Use the following options to best determine licensure eligibility for Virginia:

**Option 1** – **Virginia Teaching License** - An applicant holding a valid or expired fully certified Five Year Renewable Virginia Teaching License, will be eligible for hire in the endorsement area reflected on the license:

* Collegiate Professional \*
* Postgraduate Professional \*
* Pupil Personnel Services
* Technical Professional
* VDOE Eligibility Letter or Statement of Eligibility performed within 3 years

\*License Holders can add endorsements to a Collegiate Professional or Postgraduate license by passing the appropriate Praxis II assessment for certain endorsement areas (excludes Elementary Education and Special Education endorsement areas).

Expired Provisional License issued by the Virginia Department of Education: Effective 7/1/2018 – A complete deficiency list issued by the VDOE must be provided by the applicant to determine if licensure requirements can be met within the one-year extension timeline along with *satisfactory performance evaluations for such teacher for each year of the original three-year provisional license.*

 **§** [**22.1-299**](http://law.lis.virginia.gov/vacode/22.1-299)**. License required of teachers; provisional licenses; exceptions.**

*The Board shall extend for at least one additional year, but for no more than two additional years, the three-year provisional license of a teacher upon receiving from the division superintendent (i) a recommendation for such extension and (ii) satisfactory performance evaluations for such teacher for each year of the original three-year provisional license.*

**Public VDOE License Query**: <https://p1pe.doe.virginia.gov/tinfo>

**VDOE Licensure Regulations:**

**<https://law.lis.virginia.gov/admincode/title8/agency20/chapter23/>**

**Option 2** – **Reciprocity** - An applicant holding a valid, fully certified out-of-state licensure in a **comparable** endorsement area offered by Virginia will be eligible for hire in the endorsement area reflected on the license. **Expired licenses are not accepted**. Use caution when determining whether the out-of-state endorsement is comparable to Virginia endorsements and when determining whether the license is a full renewable license issued by each state. Use Licensure Guidance Tools on Certification website at <https://www.pwcs.edu/departments/certificationlink>

Examples:

Elementary Education K-2 is comparable to Early/Primary Education Prek-3

Elementary Education Prek-4 is comparable to Elementary Education Prek-6

Early Childhood Education or Child Development is not comparable and further information must be provided to determine if the applicant completed an approved licensure program for regular education or early childhood special education.

Math Grades 5-9 is comparable to Middle Education 6-8 Mathematics but is not comparable to Mathematics (Secondary)

General Science is not comparable to Virginia licensure however applicant will most likely have 24 hours in various science areas to be eligible for Middle Education 6-8 Science.

Social Studies or History Only is not comparable to Virginia unless course work and/or program includes the required History, Political Science, Geography and Economics coursework.

**When reciprocity is not clear**, advise the applicant to apply on their own to the VDOE for Virginia licensure at <http://www.doe.virginia.gov/teaching/licensure/index.shtml>

**Important Note:** A full valid, license with no deficiencies from another state in a comparable endorsement area offered by the Virginia Department of Education may exempt applicants from the required Virginia Assessments.

**Option 3 – Career Switcher Completer–** An applicant who provides verification of completion of an approved Phase I Career Switcher Program will be eligible for hire in the area of endorsement indicated on the career switcher letter, certificate of completion or career switcher license. Use caution when determining verification of completion, many applicants provide letters of *enrollment* not verification of *completion*.

 **Verify the following for all other teacher applicants: (It is recommended that applicants provide legible copies of transcripts. The official transcripts will be needed upon hire for licensure purposes.)**

**Step 1** – Confirm at least BA degree on transcript with a conferral date.

**Step 2** – Confirm degree was earned through a regionally accredited institute.

Examples of Regional Accreditation: [Middle States Commission on Higher Education](http://www.msche.org/institutions_directory.asp), [New England Association of Schools and Colleges](http://www.neasc.org/about_us/membership_roster/), [Higher Learning Commission (HLC)](http://www.hlcommission.org), [Northwest Commissions on Colleges and Universities,](http://www.nwccu.org/) [Southern Association of Colleges and Schools](http://www.sacscoc.org/), [Western Association of Schools and Colleges](http://www.acswasc.org/directory_search.cfm)

Some colleges that are not regionally accredited include: Rochville University, Cal-Campus, USDA Washington, D.C., Computer Learning Center, Southern Virginia University, Stratford University, University of Northern Virginia.

**Option 4 – Approved Teacher Education Program** – check transcript for approved program information

* “Completed National Council for Accreditation of Teacher Education (NCATE) approved program in Elementary Education” - accepted without College Verification Form
* Student Teaching or Teaching Practicum: **If this is reflected on the transcript, the applicant must provide the following:**
1. A completed College Verification Form signed by the Licensure Specialist at the college **or**
2. A copy of a valid, fully certified out-of-state license

Ashford and Strayer Universities do not offer approved licensure programs, however course work and degrees are accepted. **Use caution with older Walden University transcripts – request a College Verification Form to verify the program completed was approved for licensure in Arizona at the time of completion.**

**Option 5 - Degree Major:** Look for a degree major in an area of endorsement offered by Virginia that accepts a major for licensure. Be careful of “master of education” degrees – unless it is an approved education degree for a specific endorsement area offered by Virginia, a general education degree only covers the professional requirements and does not meet the content requirements for licensure. A specific major in the following areas indicate eligibility in the specific area:

* Agricultural Education
* American Sign Language
* Biology
* Chemistry
* Dance Arts
* English (concentrations in English Literature or English History **not** accepted)
* Health AND Physical Education **(must be a combined degree)**
* Marketing
* Mathematics
* Physics
* Technology Education (Industrial Arts)
* Theatre
* Visual Arts

**Option 6 – Course-by-Course Analysis -** All other “majors” require a course-by-course analysis of transcripts. **The Office of Certification only evaluates transcripts upon the request of a hiring Supervisor for recommended candidates for a vacancy. All applicants should be referred to the Certification Website** <https://www.pwcs.edu/departments/certificationlink> **then select “Become A Teacher” and/or the “Endorsement Worksheets” to perform a self analysis of their transcript.**

**All content course work requirements must be completed for any endorsement offered by Virginia with the following exceptions:**

* Foreign Language- must have all course work except Methods of teaching a foreign language (**Endorsement in Spanish, French, and German:** a bachelor’s degree and passing Praxis II World Languages for the specific foreign language will now be accepted in lieu of coursework by the request of a Virginia school division.)
* Business and Information Technology – must have all course work except Input Technologies

**Option 7 – Technical Professional (Specialized Trade)** - 2 years of documented work experience in the endorsement area sought and specific certification such as Nursing, ASL or Culinary Arts. Refer to Certification website or job description for specific requirements. (4 years of documented work experience required for endorsement in Agriculture or Horticulture.

Career and Technical Education (CTE) endorsements now require Industry Certifications – see Certification website for Guidance Document. (Business and Information Technology, Family and Consumer Sciences, Technology Education and Marketing also require the Industry Certification even though these endorsements are reflected on a regular license and are **not** issued on a Technical Professional License.

**Special Education Teacher Requirements -** Applicants for endorsement in Special Education at minimum must hold at least a Bachelors Degree from a regionally accredited institute in any area and complete a course in Characteristics and Legal Aspects of Special Education to be eligible for hire. (This course is sometimes called “Intro to Special Education”, “The Exceptional Student/Child”, “Current Trends and Legal Aspects of Special Education” Upon hire the special education teacher will need to provide a planned program of study to complete the additional 24-42 hours needed to complete all requirements for the special education endorsement area sought.

**Additional Licensure Notes:**

A **master’s degree** is required for the following areas:

* Admin/Supervision
* School Counseling (clinical counseling not accepted)
* School Social Worker
* Reading Specialist (course work must include diagnosis and remediation of reading – use caution, some programs are general literacy degrees whereas Virginia only accepts the programs with specific courses)

**Non US Transcripts:** Coursework taken at colleges/universities outside of the USA must be evaluated by an approved agency – see list @ <http://www.doe.virginia.gov/teaching/licensure/graduates_foreign_institutions.docx>

**Additional Documentation**- It is the responsibility of the applicant to provide enough documentation to show evidence of licensure eligibility in Virginia. Use the Virginia License Eligibility Documents Chart as a guide.

If any documents do not clearly indicate licensure eligibility, additional documentation such as legible transcripts, licensure information from an out-of-state Department of Education or program/college provider must be provided by the applicant.

*Updated 04/08/2022*