

**INCOMPLETE PACKETS WILL NOT BE ACCEPTED.**

**DO NOT STAPLE DOCUMENTS TOGETHER. DO NOT SUBMIT APPLICATION IN A FOLDER OR BINDER.  
DO NOT PRINT ANY DOCUMENTS TWO-SIDED.**

**Complete application packets include:**

1. **VDOE Career Switcher application, with original signatures**
  - a. Do not send to VDOE. Enclose in application package.
  - b. Print application and fill out in its entirety. Sign and date. IT MUST BE ON TWO PAGES.
2. **EducateVA Cover Page (includes site preferences)**
3. **Report on Experience form(s) signed by supervisor or Human Resources representative**
  - a. Self-employed individuals may NOT sign for themselves
  - b. Third-party work verification is NOT acceptable (i.e. The Work Number)
  - c. Electronic signatures are NOT acceptable.
4. **Criminal History Waiver form**
  - a. NOTE – Any delay in the background check process can delay field placement assignments and impact program completion. No refund is available to those who cannot complete a field placement during the timeframe allotted.
  - b. Background checks are conducted by the school divisions, not EducateVA, and may extend beyond criminal history to other public records, to include print, video, and social media.
5. **PRAXIS 2 (Subject Assessment) Official Score Report** \*Unofficial scores will not be accepted.  
(These scores are not reported until 12-15 BUSINESS days after the testing window has closed for the month).
6. **VCLA Official Score Report**  
(These scores can take up to 10 days to be sent to testers)
- a. **Official transcripts from all college/graduate-level coursework (NOTE: Unsealed copies are not accepted by the VDOE)**
  - a. Transcripts should be sent in the sealed envelope from the institution to be considered “official”.
  - b. Transcripts should be sent to you, not to the college or the EducateVA offices.
  - c. All college coursework, including transfer courses and courses which have not led to a degree, should be documented.
  - d. Foreign transcripts must include a course-by-course evaluation by a VDOE approved evaluation agency.
7. **Active CPR/AED/Basic First Aid card or certificate, including a hands-on training component**
8. **Dated Certificate of Completion for DSS Child Abuse and Neglect Module -**  
Link found here: ([https://www.dss.virginia.gov/family/cps/mandated\\_reporters/cwse5691/story\\_html5.html](https://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story_html5.html))
9. **Dated Certificate of Completion for VDOE Dyslexia Awareness Module –**  
Link found here: ([http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story\\_html5.html](http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html))
10. **Dated Certificate of Completion for VDOE Restraint and Seclusion Module-**  
Link found here: (<https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html>)
11. **Date Certificate of Completion for VDOE Cultural Competency Module –**  
Link found here: (<https://www.doe.virginia.gov/teaching/licensure/cultural-competency/index.shtml>)
12. **Professional Essay**  
Submit a professionally-crafted essay (maximum 750 words) using the following prompt:  
\*Reflecting on your previous educational and work experiences, what skills do you believe will serve you well as a future teacher?

**Prerequisites:**

- Bachelor’s degree or higher from regionally-accredited institution with a 2.5 GPA or higher
- 3 years of full-time professional work experience, documented through signed “Report on Experience” forms
- Passing scores on the Virginia Communication and Literacy Assessment (VCLA) and PRAXIS 2 in an approved area (see list at [www.EducateVA.com](http://www.EducateVA.com)>Endorsements )
- Active CPR/AED/Basic First Aid card or certificate, including a hands-on training component
- Dated Certificate of Completion for DSS Child Abuse and Neglect Module, VDOE Dyslexia Awareness Module, VDOE Restraint and Seclusion Module, and VDOE Cultural Competency Module. (Links can be found above.)

**Application packets must be postmarked by the deadline and should be mailed to:**

**EducateVA  
Post Office Box 85622  
Richmond, Virginia 23285**

\*Note: Applications are NOT sent to the VDOE. Applications are sent to the program offices of EducateVA.

Upon receipt of your application, you will receive an email with instructions on the steps to pay the \$55.00 application fee online. Checks and money orders are not accepted. Your application will not be reviewed until this step has been completed.

Tuition for the program is due prior to the start of the program. Further directions will be included in your acceptance packet. Tuition cannot be paid in installments and will be paid online via credit card.

**Application Cover Page**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Undergraduate institution: \_\_\_\_\_ (2.5+ GPA): \_\_\_\_\_

Graduate institution: \_\_\_\_\_ (GPA): \_\_\_\_\_

Post-graduate institution: \_\_\_\_\_ (GPA): \_\_\_\_\_

VCLA Reading Score: \_\_\_\_\_

VCLA Writing Score: \_\_\_\_\_

PRAXIS Subject: \_\_\_\_\_

PRAXIS Score: \_\_\_\_\_

PRAXIS Subject (2): \_\_\_\_\_

PRAXIS Score: \_\_\_\_\_

<b>Employer</b>	<b>City/State</b>	<b>Type of Work</b>	<b>Dates of Employment</b>	<b>Reason for Leaving</b>

Indicate your top three site choices for attending Saturday sessions by numbering 1, 2, and 3:

Blue Ridge CC: \_\_\_\_\_

Brightpoint CC, Midlothian: \_\_\_\_\_

Southwest VA CC: \_\_\_\_\_

NVCC, Annandale: \_\_\_\_\_

NVCC, Manassas: \_\_\_\_\_

NVCC, Woodbridge: \_\_\_\_\_

Tidewater CC: \_\_\_\_\_

Virginia Western CC: \_\_\_\_\_

*Virginia Department of Education  
Division of Teacher Education and Licensure  
PO Box 2120  
Richmond, Virginia 23218-2120*

**APPLICATION FOR “CAREER SWITCHER” ALTERNATIVE ROUTE  
TO LICENSURE PROGRAM FOR CAREER PROFESSIONS**

**APPLICATION INFORMATION AND PROCEDURES**

*Submission of a complete application packet is required.*

**STEP 1: Prerequisites for Program:** Review the following prerequisites required for participation in a Career Switcher Program. The following requirements must be completed prior to applying for a Career Switcher Program.

- An application process;
- A baccalaureate degree from a nationally recognized college or university;
- The completion of requirements for an endorsement in a teaching area or the equivalent through verifiable experience or academic study; [Refer to the Licensure Regulations for School Personnel on the following Web address: <https://law.lis.virginia.gov/admincode/title8/agency20/chapter23/>]
- At least three years of full-time work experience or the equivalent; and
- Virginia** qualifying scores on the professional teacher’s assessments as prescribed by the Board of Education.
  - (1) Virginia Communication and Literacy Assessment (VCLA);
  - (2) Praxis II (subject area test); and (3) Reading for Virginia Educators (RVE) (if applicable).

**STEP 2: Application Form (page 1 of 2):** Complete all areas as indicated. This application is for the Career Switcher Program. Upon completion of Level I of the program the application for the Provisional (Career Switcher) License must be submitted separately. Please indicate on the application form the Career Switcher Program provider for which you are applying and the endorsement area that you plan to teach. Special education teacher preparation is not available in this program.

NOTICE: In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants’ social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation, suspension, denial, and reinstatement as noted above. **Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued.**

NOTICE: The name and address of a person applying for or possessing a license may be disseminated pursuant a request under Section 2.2-3802(5) of the *Code of Virginia*.

**STEP 3: Report on Experience:** Please have the Report on Experience form completed by the appropriate official(s) at the place(s) of employment where you completed at least three years of work experience, or its equivalent.

**STEP 4: Professional Teacher’s Assessment Scores:** If you have taken the Virginia Communication and Literacy Assessment (VCLA); Praxis II (subject area test); and the Reading for Virginia Educators (RVE) (if applicable), please submit a copy of your scores. If not, you will need to meet Virginia’s qualifying scores for the assessments prior to submission of your application. [Please refer to the following Web site for information on the licensure assessment requirements: [Professional Teacher’s Assessment Requirements](#)].

**STEP 5: Official Student Transcripts: Include official transcripts from all colleges and universities attended.** Contact the registrar’s office of each college or university where you have earned a degree or completed coursework. Official transcripts can be mailed to the student directly, however, the envelope must remain sealed. Official transcripts mailed directly to the student must be submitted with the application packet and must remain in their sealed envelope. Students may also request their college or university to send electronic transcripts directly to the Office of Licensure via Parchment or National Student Clearinghouse. Colleges and universities not participating in the Parchment or National Student Clearinghouse networks will need to mail their official transcripts to the student. Please do not ask the college or university to mail an official transcript to the Office of Licensure.

Individuals who are seeking an educator license and who attended a college/university or earned a degree outside of the United States need to obtain an evaluation of their credentials conducted by one of the agencies listed on the information for [graduates of institutions outside the United States document](#) on our website. (If an individual took only coursework – not completed a degree – outside of the United States and it was transferred on an official transcript from a regionally accredited college or university listing the course titles and semester- or quarter-hour credits earned, the official transcript from the U.S. regionally accredited college or university is acceptable to document the courses.) **To document degrees**, the evaluation **must** include a statement regarding the equivalency of the program of study to a degree (such as baccalaureate degree or master’s degree) granted from a regionally accredited college or university in the United States. **The evaluation also must include a listing of the courses completed and the semester-hour equivalent for each course.** The evaluation may be accepted in lieu of an official transcript from the institution of higher education outside of the United States.

Placement records sent from colleges, grade reports, photocopies, and student printouts of unofficial transcripts will not be accepted or returned.

**STEP 6: Send your Application Directly to the Certified Program Provider:** Send your application packet for the Career Switcher Program directly to the Certified Program Provider. You may review the list of program providers on the following Web site: [http://www.doe.virginia.gov/teaching/educator\\_preparation/career\\_switcher/index.shtml](http://www.doe.virginia.gov/teaching/educator_preparation/career_switcher/index.shtml). The Certified Program Provider will submit your application for the license to the Virginia Department of Education upon your successful completion of Level I of the program.

**Fees for Licensure:** Please note that upon your completion of Level I or the Career Switcher Program, your application for a Provisional (Career Switcher) License will be submitted to the Virginia Department of Education by the Certified Program Provider. This application must be accompanied by your application fee for the license. The in-state fee is \$100, and the out-of-state fee is \$150. The fee is determined by the address on your application. Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action. Applicants may also utilize the Pay Now feature on the Office of Licensure website to pay for the application fee upfront. Please note that if this option is utilized, the receipt must be **printed and submitted** with the application packet. **DO NOT SUBMIT THE APPLICATION FEE UNTIL NOTIFIED BY THE CERTIFIED PROGRAM PROVIDER.**

Virginia Department of Education  
 Division of Teacher Education and Licensure  
 PO Box 2120 • Richmond, VA 23218-2120

**APPLICATION FOR THE CAREER SWITCHER PROGRAM (Page 1 of 2)**

**PART I: INFORMATION**

**PLEASE PRINT OR TYPE**

<u>Social Security Number</u> - -	<u>Date of Birth</u> (Month/Day/Year)	Military Veteran Branch: Military Reserves Branch:	U.S. Military Spouse: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>
<u>Address</u> (Street, City, State, Zip Code) [Please note that the address provided is public information.]*			
<u>Preferred Telephone Number</u> (include area code) ( ) -	<u>Email Address</u>	<u>Gender</u> (for statistical purposes only) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	
Please answer both of the following questions:	Are you Hispanic or Latino? (choose only one) <input type="checkbox"/> No, not Hispanic or Latino <input type="checkbox"/> Yes, Hispanic or Latino		
	What is your race? (choose one or more) <input type="checkbox"/> 1. American Indian/Alaskan Native <input type="checkbox"/> 2. Asian <input type="checkbox"/> 3. Black or African American <input type="checkbox"/> 4. Native Hawaiian or other Pacific Islander <input type="checkbox"/> 5. White		

**\*THE APPLICANT MUST NOTIFY THE OFFICE OF LICENSURE, DEPARTMENT OF EDUCATION, IN WRITING OF AN ADDRESS CHANGE. Name and address (of persons applying for a license) may be disseminated pursuant to a request under § 2.2-3802(5) of the Code of Virginia.**

**PART II: BACKGROUND QUESTIONS:**

Background Questions	Yes	No
<b>Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?</b> (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?</b> (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student?</b> (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (excluding offenses related to alcohol or possession of one ounce or less of marijuana)?</b> (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?</b> (If yes, please attach a letter giving full details and official documentation of the founded complaint.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license?</b> <u>Please note:</u> This includes a reprimand, warning, or reproof and any order denying the right to apply or reapply for a license. (If yes, please attach a letter giving full details and official documentation of the action taken.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate?</b> <u>Please note:</u> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges. (If yes, please attach a letter giving full details and any official documentation available regarding the matter.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving an allegation of misconduct was pending, eligible for appeal, or under appeal?</b> <u>Please note:</u> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges. (If yes, please attach a letter giving full details and any official documentation available regarding the matter.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

<b>Applicant's Signature:</b>	<b>Date:</b>
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ORIGINAL SIGNATURE REQUIRED

MONTH/DAY/YEAR

The application is continued on the following page. Pages 1 and 2 must include the applicant's signature and date on each page. A complete application must be submitted.

*Virginia Department of Education  
Division of Teacher Education and Licensure  
PO Box 2120 • Richmond, VA 23218-2120*

**APPLICATION FOR THE CAREER SWITCHER PROGRAM (Page 2 of 2)**  
[PLEASE PRINT OR TYPE]

**PART III**

Please specify the name and location of the Certified Career Switcher Program Provider requested: \_\_\_\_\_

Please specify teaching area(s) requested (Special Education is not applicable): \_\_\_\_\_

Have you ever held any type of teaching license issued by the Virginia Board of Education? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please attach a copy of the license or give license type and endorsement information: \_\_\_\_\_

**PART IV--EDUCATION (Include colleges and universities where coursework was completed and degrees earned.)**

Name of Institution	Location	Dates Attended	Degree (if earned)	Major/Major Subjects

**PART V--WORK AND MILITARY EXPERIENCE (List chronologically, beginning with the most recent and attach an additional sheet if necessary)**

Employer	Address City/State	Dates of Employment (Month/Year to Month/Year)	Reason for Leaving

**PART VI--TEACHING EXPERIENCE**

Name/Type of School	Location	Dates of Employment	Grades(s)/Subject(s) Taught

**PART VII--COMPLETE IF YOU HAVE ACCEPTED A POSITION IN VIRGINIA REQUIRING A LICENSE**

Name of Employer : \_\_\_\_\_ Beginning Date of Employment: \_\_\_\_\_ Assignment: \_\_\_\_\_

Address: \_\_\_\_\_

**BY MY SIGNATURE, I CERTIFY THAT I UNDERSTAND I MUST CONTACT THE ADMINISTRATOR OF THE CAREER SWITCHER PROGRAM WHERE I COMPLETED LEVEL I WHEN I SECURE EMPLOYMENT IN A VIRGINIA PUBLIC SCHOOL OR ACCREDITED NONPUBLIC SCHOOL IN VIRGINIA.**

**BY MY SIGNATURE, I CERTIFY THAT I UNDERSTAND THE CAREER SWITCHER PROGRAM REQUIRES THE COMPLETION OF LEVEL I AND LEVEL II (INCLUDING PARTICIPATION IN REQUIRED SEMINARS).**

**BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pages 1 and 2 must include the applicant's signature on each page. A complete application must be submitted. Incomplete applications may not be retained longer than one year.

*Virginia Department of Education  
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PO Box 2120 • Richmond, VA 23218-2120*

**APPLICATION FOR THE CAREER SWITCHER PROGRAM**  
[PLEASE PRINT OR TYPE]

**Report on Experience**  
**(THIS FORM MUST BE RETURNED TO THE APPLICANT)**

**DIRECTIONS:** A total of three years of full-time successful work experience, or its equivalent, is required as a prerequisite to the Career Switcher Program. This form must be completed to verify this experience.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Social Security Number</b> _____ - _____ - _____		
<b>Address of Applicant (Street, City, State, Zip Code)</b>  		

NAME OF EMPLOYER	POSITION HELD	LENGTH OF SERVICE (MONTH/YEAR TO MONTH/YEAR)

<b>BRIEF DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES</b>

Total number of years of full-time experience with this employer: \_\_\_\_\_

Total years of part-time work experience with this employer: \_\_\_\_\_

By my signature, I verify that the above-named person was successfully employed for the period(s) listed above.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



**CRIMINAL HISTORY AND BACKGROUND CHECK CERTIFICATION**

I, the undersigned, hereby acknowledge that EducateVA is a program through which I may complete the requirements to apply for a Career Switcher's teaching license from the Virginia Department of Education (VDOE). I understand that EducateVA does not issue teaching licenses, but submits my application, and all supporting documentation, for a license upon satisfactory completion of the program requirements. As a part of the VDOE licensure application, I also acknowledge I will be required to disclose my criminal history, to include any pending investigations or inquiries. I also understand that this information may not preclude my enrollment and participation in the EducateVA program; however, it may prevent the VDOE from issuing a teaching license to me. Additionally, as a portion of my Level I training, I will be required to conduct a field study placement at a public school location. Should the school division conduct a background check, not limited to a criminal history, prior to my field placement and any information results in the school not allowing my field study, I will not be able to complete my Level I course of instruction and will, therefore, not be able to complete the program. I also understand this may include a review of public records, to include but not limited to print, video, and social media. School divisions hold full discretion on accepting students for field experiences and may deny placement without explanation.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date