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| **GATE 4 Student Teacher Final Checklist - PART 1 REQUIRED for all Student Teacher Candidates**  **Please mail or drop off PAPER COPY documents to: *Teacher Licensure Office, Liberty University, Box 710098, 1971 University Blvd., Lynchburg, VA 24515* (Teacher Licensure Gate 4 Office is located in DH 1314) -- Please do not send e-mail attachments or faxes.** |
| **\_\_\_\_PRAXIS II Score Report:** Score sheets should be downloaded from the ETS website and saved for future documentation.  Please submit printed copies of **ALL** **PAGES *for each Praxis II test*** noted on your Examinee Score Report. |
| **\_\_\_\_VCLA Score Report**: *Submit a* printed copy of your official score sheet. |
| **\_\_\_\_RVE (# 5306) or VRA score Report**: (Elementary Ed. and Special Ed. candidates only). Please submit ALL PAGES of the score sheets. |
| **Why does the Licensure Office require paper copies of all my Gate 4 paperwork, especially since most of it has been submitted in the Gate 3 application or in my Live Text portfolio?** If we don’t have to search and print off your documents from Live Text, this saves us time and printing costs and we’ll be able to complete your licensure applications quicker.  **Why does the Licensure Office need paper copies of my Virginia test scores?** The VDOE only accepts paper copies of your official score sheets. If you requested LU as a score recipient, Liberty only receives the scores electronically, not in hard copy format. Even if you scanned your score sheets into your Gate 3 Live Text application, we need you to print off copies of those score sheets and submit them to this office with your Gate 4 paperwork. |
| **\_\_\_\_Cumulative log** - all rows and columns totaled *(located in Student Teaching Handbook or at:* [**http://www.liberty.edu/academics/education/index.cfm?PID=16267**](http://www.liberty.edu/academics/education/index.cfm?PID=16267) **)** |
| **\_\_\_\_Field Experience Summary (FES):** Provide an **updated** (student teaching experiences added) summary of all field experiences and professional activities that were completed during the semesters in the licensure program at LU. The FES documents are available at the bottom of this webpage: [**http://www.liberty.edu/academics/education/graduate/index.cfm?PID=25664**](http://www.liberty.edu/academics/education/graduate/index.cfm?PID=25664)**.** Please include the name of your student teaching mentor(s) and the name, city, and state of each student teaching school placement. |
| **\_\_\_\_Child Abuse Recognition and Intervention Certificate:** Please mail a copy of this certificate verifying that you have completed this training. [***http://www.dss.virginia.gov/abuse/mr.cgi***](http://www.dss.virginia.gov/abuse/mr.cgi) Click on the link under Child Protective Services. |
| **\_\_\_\_Virginia State & Local Civic Education Training Certificate** *Required for Elementary Ed. or Social Science endorsement ONLY* [***http://www.civiceducationva.org/***](http://www.civiceducationva.org/) |
| **\_\_\_\_Other state licensure forms** can be downloaded from: [***http://education.uky.edu/AcadServ/content/50-states-certification-requirements***](http://education.uky.edu/AcadServ/content/50-states-certification-requirements)for each state’s website. There is usually a letter or a verification form that needs to be completed for the licensure manager’s signature. Please send us a written request listing your current demographic information (full name, address, LU ID#) and the state you are going to apply for a license. As soon as your degree has been conferred and we receive your request along with the paperwork listed above, the state form/letter will be completed for the required signature and then e-mailed back to you to submit with that state’s licensure application or mailed per the directions on the form. |
| **How may I receive the ACSI application to apply for the ACSI certificate?**  Since ACSI certification is necessary for any educator who wants to teach in an ACSI-accredited K-12 school; this helpful information is available through Liberty’s webpage at: [***http://www.liberty.edu/index.cfm?PID=33986***](http://www.liberty.edu/index.cfm?PID=33986) |

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| **GATE 4 Student Teacher Final Checklist - PART 2 ONLY REQUIRED if you are applying for a Virginia license**  **Please mail or drop off PAPER COPY documents to: *Teacher Licensure Office, Liberty University, Box 710098, 1971 University Blvd., Lynchburg, VA 24515* (Teacher Licensure Gate 4 Office is located in DH 1314) -- Please do not send e-mail attachments or faxes.** |

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| **Am I required to apply for a Virginia license?** No; however most states “assume” you would apply for a teaching license from the state where you completed a state-approved program and some states require a copy of your VA license whenever you apply for their teaching license.  **What type of license will I receive?** All candidates will receive a ten-year renewable license. The undergrads will receive a “Collegiate Professional License” and the graduate candidates will receive a “Postgraduate Professional License”.  **How long does it take to receive the Virginia license?** As soon as this office receives the degree-posted transcript from the Registrar’s Office (and assuming we have received the required paperwork from the Gate 4 checklist); the VA verification form will be completed and then your application will be mailed to the VDOE. *The same day as the packet is mailed to Richmond, a confirmation letter will be e-mailed to your  LU e-mail address*. Whenever you receive the e-mail with an attached letter, you should expect to receive your VA license within 6-8 weeks through the mail from the VDOE. |
| \_\_\_\_Print and complete the first **2-page application** form in the VDOE “Application for a Virginia License” link with your signature and current date completed on both pages. Down load form here: <http://www.doe.virginia.gov/teaching/licensure/index.shtml> |
| \_\_\_\_**Official Liberty Transcript Request** - <http://www.liberty.edu/index.cfm?PID=8902>  AFTER you have received an e-mail from the Registrar’s Office informing you that your degree has been conferred, click on “To Order Online”. All candidates are required to request at least ONE paper format transcript to be sent to the Teacher Licensure Office when applying for the Virginia license. Do not request electronic transcripts since the VDOE only accepts official paper format transcripts. Official transcripts are $10 for the first copy and $1 for each additional copy on the same request. |
| \_\_\_\_**Money Order** for VA Application (No personal checks please….money orders have longer expiration dates) Make payable to Treasurer of Virginia. Fees are $100 for VA resident (if applicant’s address is in VA) OR $150 for Out-of-State (if applicant’s address is not in VA ) |
| \_\_\_\_**First Aid/CPR/AED training documentation**: The [Virginia Department of Education](http://www.doe.virginia.gov/teaching/licensure/emergency_first_aid_cpr_aed/index.shtml) requires certification or training in (1) emergency first aid, (2) CPR (cardiopulmonary resuscitation) including hands-on practice, (3) and the use of AED (automated external defibrillators). “The certification or training program shall (i) be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross <http://www.redcross.org/take-a-class/cpr>, and (ii) include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.” Please mail a copy of the certificate(s) verifying you have completed these trainings. |
| \_\_\_\_**Dyslexia training documentation**: Please mail a copy of this certificate verifying that you have completed this training. <http://doe.virginia.gov/teaching/licensure/dyslexia-module/story.html> |
| \_\_\_\_**VDOE -Industry Certification Credential** Required for Business Ed. or FACS candidates ONLY <http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml>. |
| \_\_\_\_Graduate MAT candidates only: Copy of your completed **course content competency sheet** for your endorsement area. (Not applicable for Special Ed. General Curriculum K-12 endorsement.) |
| \_\_\_\_Graduate MAT candidates only: Submit **official transcripts from all other institutions** where you completed undergrad coursework. (If you already have a Virginia teaching license, please mail a copy of your license in lieu of these transcripts since the VDOE would already have your transcripts on file.) Please request these official transcripts mailed to you so you can include them with the Gate 4 paperwork you mail to the Teacher Licensure Office. BTW, transcript copies from LU Graduate Admissions are not accepted by the VDOE nor are electronic (e-script) transcripts. |
| \_\_\_\_Graduate MAT candidates only: If you attended a college/university outside of the United States of America, **an evaluation** must be completed by one of the agencies listed at the website below and then mailed to the Gate 4 Licensure Office: <http://www.doe.virginia.gov/teaching/licensure/graduates_foreign_institutions.pdf> |
| \_\_\_\_FYI, if you are going to apply for your VA license endorsement through “the school system where you are presently employed”; you will only need to complete the top portion of the **“VA College Verification form”** downloaded from the VDOE “Application for a Virginia License” link from here: <http://www.doe.virginia.gov/teaching/licensure/index.shtml> and mail it to this office along with all documents noted on this Final Checklist except your transcripts, the VA 2 page application, and the money order. It will be scanned back to your e-mail or mailed back to the address you provide in your request. |