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| **GATE 4 Internship Final Checklist - PART 1 REQUIRED for all EDUC/EDCE 699 Interns**  **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 are 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.  Administration/Supervision: SLLA #6011 Math Specialist: Praxis II #0061 or #0069  Reading Specialist: VRA or new RVE test # 5304 Gifted Specialist: *No test required*  School Counselor: Praxis II #5421 Early Childhood: *No test required* | |
| **\_\_\_\_Field Experience Summary [FES]** 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)**.** Provide an updated summary of all field experiences and professional activities completed during the semesters in the licensure program at Liberty University. Please include the name of your internship onsite mentor and the name, city, and state of each school placement. | |
| **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. | |
| **\_\_\_\_\_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) | |
| **GATE 4 Internship Final Checklist - PART 2 ONLY REQUIRED when 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.** |
| **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 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 ) |
| \_\_\_\_**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 Service |
| \_\_\_\_**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> |
| \_\_\_\_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. |
| \_\_\_\_ 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> |
| **\_\_\_\_\_Report On Experience form -** downloaded from the VDOE “Application for a Virginia License” link from here: <http://www.doe.virginia.gov/teaching/licensure/index.shtml> A report verifying experience must be completed by the appropriate nonpublic school or public school division official verifying **full-time employment, under contract in the public schools or accredited nonpublic schools.** The endorsements that require this form for licensure are noted below:  **Administration/Supervision:** 3 years as a full time “licensed” classroom teacher – Also submit a copy of state teaching license.  **School Counselor**: 2 years full time teaching or counseling experience; however, without any previous experience in an accredited school you will receive a “letter of eligibility” from the VDOE in order to be hired as a school counselor under a VA provisional license. **Reading Specialist**: 3 years teaching experience with reading responsibilities – Also submit a copy of the state teaching license. **Math Specialist**: 3 years teaching experience with math responsibilities – Also submit a copy of the state teaching license. **Early Childhood or Gifted Specialist**: No experience required, no form needed. – Also submit a copy of the state teaching license. |
| \_\_\_\_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. |