

Gate 4 Checklist – Candidate Overview

- Complete this **Candidate Overview** form and collect hard copies of the **Gate 4 Checklist** documentation provided below.
- Place the **Candidate Overview** form at the top of your Gate 4 paperwork/packet before mailing it to the School of Education. Mailing/submission instructions and paperwork requirements are included on the checklist below.
- Reminder: Do **not** staple/bind any Gate 4 paperwork together.

Student Information

Licensure Candidate:		Today's Date:	
LU Email:		LU ID:	
Alternate Email:		Phone:	
Degree:			

Licensure Endorsement Area

Primary Endorsement Check the appropriate endorsement area in alignment with your degree program.	<div style="margin-bottom: 10px;"> ADVANCED LICENSURE <ul style="list-style-type: none"> <input type="checkbox"/> Math Specialist K-8 <input type="checkbox"/> Reading Specialist <input type="checkbox"/> School Administration PreK-12 <input type="checkbox"/> School Counseling PreK-12 </div> <div style="margin-bottom: 10px;"> ELEMENTARY EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Education PreK-6 </div> <div> SECONDARY EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> Biology 6-12 <input type="checkbox"/> Business CTE 6-12 <input type="checkbox"/> Chemistry 6-12 <input type="checkbox"/> Computer Science 6-12 <input type="checkbox"/> Earth Science 6-12 <input type="checkbox"/> Engineering 6-12 <input type="checkbox"/> English 6-12 <input type="checkbox"/> Family & Consumer Sciences CTE 6-12 <input type="checkbox"/> Mathematics 6-12 <input type="checkbox"/> Physics 6-12 <input type="checkbox"/> Social Sciences/History 6-12 </div>	<div style="margin-bottom: 10px;"> MIDDLE GRADES EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> English 6-8 <input type="checkbox"/> Mathematics 6-8 <input type="checkbox"/> Social Sciences/History 6-8 <input type="checkbox"/> Science 6-8 </div> <div style="margin-bottom: 10px;"> SPECIAL EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> Adapted Curriculum K-12 <input type="checkbox"/> Early Childhood Birth – Age 5 <input type="checkbox"/> General Curriculum K-12 </div> <div> COMPREHENSIVE EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> English as a Second Language PreK-12 <input type="checkbox"/> Health & Physical Education PreK-12 <input type="checkbox"/> Music: Choral PreK-12 <input type="checkbox"/> Music: Instrumental PreK-12 <input type="checkbox"/> Spanish PreK-12 <input type="checkbox"/> Theatre Arts PreK-12 <input type="checkbox"/> Visual Arts PreK-12 </div>
Add-ons/Options Check the appropriate add-on endorsement area(s) or options in alignment with the licensure requirements you have completed.	<div style="margin-bottom: 10px;"> UNDERGRADUATE <ul style="list-style-type: none"> <input type="checkbox"/> Journalism Add on <input type="checkbox"/> Mathematics – Algebra I Add on <input type="checkbox"/> Middle Education English Option <input type="checkbox"/> Middle Education Math Option <input type="checkbox"/> Middle Education Science Option <input type="checkbox"/> Middle Education Social Studies Option <input type="checkbox"/> Special Education General Curriculum (K-6) Add on <input type="checkbox"/> Speech Communication Add on </div> <div> GRADUATE <ul style="list-style-type: none"> <input type="checkbox"/> Early Childhood 3-4 Year Olds Add on <input type="checkbox"/> Gifted Education Add on <input type="checkbox"/> Special Education General Curriculum K-6 Add on <input type="checkbox"/> Special Education General Curriculum 6-8 Add on <input type="checkbox"/> Special Education General Curriculum 6-12 Add on <input type="checkbox"/> Transition and Special Needs CTE Add on </div>	

State Licensure Paperwork

Be sure to identify ALL states in which you are seeking licensure.

State Licensure List all states for which you are seeking licensure.	<input type="checkbox"/> VIRGINIA LICENSURE APPLICATION <small>(ONLY FOR CANDIDATES WHO CURRENTLY HOLD A VA TEACHING LICENSE AND ARE <u>NOT</u> CURRENTLY EMPLOYED BY A VA SCHOOL SYSTEM)</small> <div style="text-align: center; margin: 5px 0;">OR</div> <input type="checkbox"/> VIRGINIA COLLEGE VERIFICATION FORM	OTHER STATE VERIFICATION FORM(S) <input type="checkbox"/> _____ <input type="checkbox"/> _____
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Gate 4 – Advanced Licensure Checklist

A copy of this checklist can be obtained in the SOE Licensure Community.

This checklist is effective beginning in March 2023.

Additional components not included on this checklist may be required if there are updates to licensure regulations, etc. Ensure you have downloaded the most recent version of the Gate 4 Checklist from the SOE Licensure Community.

Two options for submission.

Do not staple/bind files together. Email attachments and faxes will not be accepted.

Option 1:

Drop off your compiled packet to:

Teacher Licensure Office
DeMoss Hall 1314

Option 2:

Mail your compiled packet to:

Teacher Licensure Office
Liberty University
Box 710098
1971 University Boulevard
Lynchburg, VA 24515

Part 1 – All Interns

Documentation below must be included for all interns.

NOTE: While it is not required for out-of-state interns to apply for an advanced Virginia license (see Part 2 – Virginia Licensure), many states do assume you would apply for a license from the state where you completed the state-approved program. Some states *may* require a copy of your VA teaching license when you apply for their teaching license.

NOTE: Gate 4 Submission

Do not submit your Gate 4 checklist documents **until *after*** the Registrar's Office has notified your that **your degree has been officially conferred**.

Gate 4 Candidate Overview (Cover Letter)

Complete the Candidate Overview form (as found above) and place at the top of your Gate 4 packet.

- Be sure to identify ALL states in which you are seeking licensure.

College Verification Form(s)

To apply for an advanced teaching, administrative, or school personnel license, most states require a verification form or letter* that certifies you have completed a *state-approved licensure program*. The Gate 4 Checklist is the process of obtaining that form from the Teacher Licensure Office.

- Locate your [state's form](#) by accessing your State Department of Education's website.
- Complete the applicant information section of the form and include a *printed* copy with the other documents for your Gate 4 Checklist when you submit to the Teacher Licensure Office.
- Verification forms will be emailed to you upon completion *unless the form contains* specific instructions that it should be sent directly to the State Licensing Agency. If the form is emailed or mailed directly to the State Licensing Agency by the Teacher Licensure Office, you will receive an email confirmation when it has been completed.
- *If your state does not use a verification form, the Teacher Licensure Office will complete a letter with the details of your licensure program and email it to you upon completion.

Virginia applicants must download the [Virginia College Verification Form](#). The form is Page 8 of the Instructions & Paper Application for a Virginia License. You do not need to complete or return the rest of the paper application for Gate 4—only the College Verification Form, with Applicant Information completed, needs to be submitted to the Teacher Licensure Office. After review, the Teacher Licensure Office will complete the form and email a scanned copy to you. You will submit the signed form to the VDOE (see Part 2 for those instructions).

	Praxis Score Report <i>Review applicable test based on test date.</i>	Submit a printed copy of the first page of <i>each</i> Praxis official score report as applicable to your endorsement(s). <ul style="list-style-type: none"> • Administration/Supervision: SLLA 6011 or SLLA 6990 • Early Childhood: <i>No test required</i> • Gifted Specialist: <i>No test required</i> • Math Specialist: Praxis 0061/5161 or 0069/5169 or 5164 or 5165 • Reading Specialist: VRA or RVE 5304 or Praxis 5302 • School Counseling: Praxis 5421
	Field Experience Summary (FES)	Submit an updated and current FES of all field experiences, internship, and professional activities that were completed only during your semesters of enrollment in the advanced licensure program at LU. Remember to include the details of <i>each</i> field placement: school name, city, state, name of on-site mentor, and grade level(s) served.
	Field Experience Summary (FES) for Add-on Endorsement(s) <i>Required only if you have completed the components for the add-on endorsement(s).</i>	Submit an updated and current FES of your add-on practicum course(s). Remember to include the details of the placement: school name, city, state, name of on-site mentor, and grade level(s) served.
	Child Abuse & Neglect: Recognizing, Responding, Reporting for Educators Training Certificate	Submit a copy of the CWSE 5691 certificate verifying completion of the Child Abuse & Neglect: CWSE 5691 – Recognizing, Responding, Reporting for Educators training module from Virginia Child Protective Services.
	Cultural Competency Training Certificate	Submit a copy of the certificate verifying that you have completed the VDOE Cultural Competency training module.
	Dyslexia Training Certificate	Submit a copy of the certificate verifying you have completed the VDOE Dyslexia Awareness Module training.
	Behavior Intervention and Support Training Certificate	Submit a copy of the certificate verifying you have completed the Behavior Intervention and Support Training (Understanding the Regulations Governing the Use of Restraint and Seclusion in Elementary and Secondary Schools in Virginia).
	First Aid/CPR/AED Training Certificate <i>The three-part training class must include in-person, hands-on training.</i>	Submit a copy of the certificate(s) verifying you have completed all trainings. The training should include the Adult and Pediatric training options. The Virginia Department of Education requires certification or training in <ol style="list-style-type: none"> (1) emergency first aid, (2) cardiopulmonary resuscitation (CPR) including hands-on practice, and (3) the use of automated external defibrillators (AED). <p>The three-part training class must include in-person, hands-on training.</p>
	Association of Christian Schools International Certification	Applying for ACSI certification is optional. ACSI certification, though, is necessary for any educator who is interested in teaching in an ACSI-accredited K-12 school. Find application instructions here .

Part 2 documents below are *ONLY* needed IF the candidate is applying for Virginia Licensure.

Part 2 – Virginia Department of Education Online Application Instructions

Licensure candidates need to apply through the VDOE online application portal for VA licensure. Instructions are included below. If you experience difficulties with your VDOE online application, email the VDOE directly at _rr-licensureapplicationsupport@doe.virginia.com.

NOTE: All eligible advanced licensure candidates will receive a 10-year renewable license in their endorsement area. Graduate candidates will receive a “Postgraduate Professional License.”

	<p>NOTE: Candidates seeking an advanced endorsement that hold a VA teaching license but are not currently employed in a Virginia PreK-12 school system.</p>	<ul style="list-style-type: none"> For candidates seeking an advanced license who currently hold a Virginia teaching license and are not currently employed in a Virginia PreK-12 school division, email the Gate 4 Office at Gate4@liberty.edu for further assistance before proceeding to the below steps. All other candidates, proceed with the steps below.
	<p>STEP 1: READ STEP 1 carefully before proceeding</p>	<ul style="list-style-type: none"> Send the documentation from Part 1 of this checklist to the Teacher Licensure Office in the School of Education. <ul style="list-style-type: none"> Your signed Virginia College Verification Form will be returned to you. Do not begin your VDOE application on the VDOE online portal until <i>after</i> you have completed Part 1 of this Gate 4 Checklist and received the signed Virginia College Verification Form back from the Teacher Licensure Office. If you currently hold a Virginia teaching license AND you are employed by a Virginia school division, your Human Resources Department will submit your advanced licensure application to the VDOE. They will require a digital copy of the Virginia College Verification Form that you received back from the Teacher Licensure Office.
	<p>STEP 2: Submit all official transcripts electronically to the VDOE.</p> <p><i>NOTE: Transcripts do NOT need to be sent to the Teacher Licensure Office.</i></p>	<ul style="list-style-type: none"> LU Transcripts: Request your official Liberty University transcript from the Registrar's Office. <ul style="list-style-type: none"> Select "Online Order Form" and proceed. Request your transcripts be sent as a "Secure Electronic Document" using email. Send transcripts to the Virginia Department of Education at licensure@doe.virginia.gov. Other Transcripts: Contact the Registrar's Office of each college or university where you earned a degree or completed coursework (this does include any transfer credits that were completed prior to earning your degree). <ul style="list-style-type: none"> Request electronic transcripts be sent directly to the VDOE Office of Licensure via Parchment or the National Student Clearinghouse. If your college or university offers electronic transcript services but DOES NOT participate in the Parchment or National Student Clearinghouse networks, request the electronic transcripts be emailed directly to licensure@doe.virginia.gov. ONLY IF your college or university DOES NOT offer electronic transcripts, you should mail the official transcript directly to the Teacher Licensure Office. Along with your sealed transcript(s), include a letter requesting the Teacher Licensure Office to submit the transcripts to the VDOE on your behalf. The letter should include your PKID number (see Step 8). Teacher Licensure Office Liberty University Box 710098 1971 University Boulevard Lynchburg, VA 24515 Foreign Transcripts: If you graduated from a Foreign Institution of Higher Education, provide a course-by-course evaluation completed by a Member Organization of a VDOE-approved National Association of Credential Evaluation Services. <ul style="list-style-type: none"> The evaluation will be accepted in lieu of an official transcript from the foreign institute of higher education. The course-by-course evaluation should be emailed directly to licensure@doe.virginia.gov. If you only took coursework and did not complete a degree outside the United States AND it appears as transfer credits on an official transcript from your U.S. college or university with the course title(s)

		and credit(s) earned, then the official transcript from the U.S. college or university is acceptable to document the courses.
	STEP 3: Locate all required documents for the VDOE	<ul style="list-style-type: none"> • Be certain you have an electronic version of each document available to upload. • Required documents include: <ul style="list-style-type: none"> ○ VCLA score report, ○ Praxis score report(s) [including the RVE or Teaching Reading: Elementary], and ○ Signed College Verification Form • All documents must be uploaded to your application through the VDOE online portal. • Transcripts will NOT be uploaded to your VDOE online application.
	STEP 4: Create VDOE account	<ul style="list-style-type: none"> • Click APPLY ONLINE NOW for an Initial Virginia License • Follow the instructions on the “Welcome to eGov Online Licensing Portal” home page to register for an account. • Make note of your User ID and password. Both are case sensitive.
	STEP 5: Log into your VDOE account and begin the application	<ul style="list-style-type: none"> • Log into your VDOE account • Select the “Initial Application” link located on the left side of the page under “Menu”. • Follow the instructions on the “Application for Licensure” home page to make the appropriate selections and start your application. <ul style="list-style-type: none"> ○ Tip: Only select the “out-of-state” option if the home address on your application will be outside of VA. • On the next page, read the criteria and instructions and click “continue” at the bottom. • Complete all of the application forms (Demographics, Education, Employment, and Questions). <ul style="list-style-type: none"> ○ Tip: For the Employment form – input only contracted experience in a VA school system, if applicable. ○ Tip: Use your degree conferral date listed on your transcripts or official conferral email as the graduation date, not your actual Commencement date.
	STEP 6: Upload the required documents	<ul style="list-style-type: none"> • Upload the signed College Verification Form that you received from the Teacher Licensure Office. • Upload a copy of ALL pages for every Praxis score report as applicable to your endorsement(s). <ul style="list-style-type: none"> ○ If you are seeking multiple endorsements, you need to include official score reports for each endorsement area. • Upload a copy of your Virginia Communication and Literacy Assessment (VCLA) score report. • Upload a copy of your out-of-state license, if applicable.
	STEP 7: Review and submit your application. Pay the application fee.	<ul style="list-style-type: none"> • Review your online “Application Summary.” • Click “Submit” to pay your application fee(s). • After this step, you will no longer be able to upload additional documents to your application.
	STEP 8: Look for your “myLicensePKID”	<ul style="list-style-type: none"> • After you successfully complete your application, you will receive an email from the VDOE verifying the successful completion of your VA license application. • Two to three days after you receive the email verifying the successful completion of your VA license application, you will receive an email

		<p>containing your “myLicensePKID” number. <i>Keep this email for future reference.</i></p> <ul style="list-style-type: none"> Beginning approximately six weeks later, you can log into your eGov account for updates on the progress of your application.
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NOTE: The Virginia Department of Education only accepts paper copies of your official score reports. If you requested LU as a score recipient, LU only receives the scores electronically, not in hard copy format. The printed versions of all score reports are required for licensure packets/requests.

Quick Links for Hyperlinks Included Above

ACSI Certification	https://www.liberty.edu/education/teacher-licensure/acsi-certification/
Field Experience Summary (FES)	https://canvas.liberty.edu/courses/55026/pages/field-experience-summary-fes?module_item_id=11805508
Liberty University – State Approvals	https://www.liberty.edu/statelicensure/
Liberty University – Transcript	https://www.liberty.edu/registrar/transcript-request/
VDOE – Licensure Application	https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/teacher-licensure/licensing-forms-information
VDOE – Virginia College Verification Form	https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/teacher-licensure/licensing-forms-information
VDOE Licensure Trainings	https://canvas.liberty.edu/courses/55026/pages/licensure-trainings-tutorial?module_item_id=33658027
Other State Licensure Forms	http://education.uky.edu/AcadServ/content/50-states-certification-requirements

Other questions? Email the Teacher Licensure Office at Gate4@liberty.edu