

Gate 4 Checklist – Candidate Overview

- Complete this **Candidate Overview** form, in addition to the **Gate 4 Checklist** documentation provided below.
- Place the **Candidate Overview** form at the top of your Gate 4 paperwork/packet before mailing to the School of Education. Mailing/submission instructions and paperwork requirements 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.	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 ELEMENTARY EDUCATION <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Education PreK-6 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 	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 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 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
Add-ons/Options Check the appropriate add-on endorsement area(s) or options in alignment with the licensure requirements you have completed.	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 	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

State Licensure Paperwork

Primary Endorsement Check whether you are seeking VA licensure or another state(s) licensure.	<input type="checkbox"/> VIRGINIA	OTHER STATE(S) <div style="margin-top: 10px;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div>
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Gate 4 – Advanced Licensure Checklist

A copy of this checklist can be obtained at www.liberty.edu/education/epp-undergrad-gates/gate-4

NOTE: This link is applicable to both undergraduate and graduate candidates.

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.

Gate 4 Candidate Overview (Cover Letter)	Complete the Candidate Overview form (as found above) and place at the top of your Gate 4 packet.
Liberty University Transcript <i>Do not request electronic transcripts since the VDOE only accepts official hardcopy paper format transcripts.</i>	Submit an official Liberty University transcript. AFTER you have received an email from the Registrar's Office informing you that your degree has been conferred, go to Transcript Request Information , click "To Order Online." All candidates are required to request at least ONE paper format transcript to be sent to the School of Education - Teacher Licensure Office. Official transcripts are \$10 for the first copy and \$1 for each additional copy when ordered on the same request. NOTE: DO NOT open the sealed transcript envelope(s). Opening the sealed envelope voids the authenticity of an official transcript.
Official Praxis Score Report	Submit a printed copy of ALL pages for <i>each</i> Praxis official score report as applicable to your endorsement. <ul style="list-style-type: none">• Administration/Supervision: SLLA 6011 or SLLA 6990• Early Childhood: No test required• Gifted Specialist: No test required• Math Specialist: Praxis 0061 or 0069• Reading Specialist: VRA or RVE 5304• 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, and name of on-site mentor.
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, and name of host teacher.
Child Abuse Recognition and Intervention Certificate	Submit a copy of this certificate verifying that you have completed the Child Abuse Recognition and Intervention Certificate under Child Protective Services.

	Dyslexia Training	Submit a copy of the certificate verifying you have completed the VDOE Dyslexia Awareness Module training.
	First Aid/CPR/AED Training	<p>Submit a copy of the certificate(s) verifying you have completed all trainings. The training should include the Adult and Pediatric training options.</p> <p>The Virginia Department of Education requires certification or training in (1) emergency first aid, (2) cardiopulmonary resuscitation (CPR) including hands-on practice, and (3) the use of automated external defibrillators (AED).</p> <p>“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, and (iii) include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.”</p> <p>NOTE: As a reminder, the VDOE flexibility provision for hands-on CPR due to the impact of COVID-19 is expiring. You should submit documentation of your hands-on CPR training certification to avoid a delay in gaining your Virginia license. <i>Please include this documentation with your Gate 4 paperwork.</i></p>
	Other State Verification Forms	<p>Each state requires different letters or verification forms that may be required to be completed by the School of Education’s Teacher Licensure Manager. Locate your state forms by accessing your state’s website. When submitting this request to the Teacher Licensure Office, include the required form, as well as your personal information (full name, address, and LU ID #) and the state you are going to apply for a license.</p> <p>Once your degree has been conferred by LU and the Teacher Licensure Office receives your request with the required paperwork listed above, the state verification form/letter will be completed with the appropriate signatures. The completed verification form/letter will then be emailed back to you to submit with your state’s licensure application and mailed per the directions on your state’s form.</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 .
<p style="text-align: center;">Part 2 – Virginia Licensure</p> <p style="text-align: center;">Documentation below must be included in addition to Part 1.</p> <p style="text-align: center;">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>		
	Virginia Department of Education Licensure Application	<p>Print and complete the first 2-page application form (click “Application for a Virginia license”). Print as separate pages; <i>do not print double-sided</i>. Ensure you include your physical signature and the date completed on both pages.</p> <p>NOTE: If you are applying for your VA licensure through the school system where you are presently employed, see checklist line “VA College Verification Form” below.</p>
	All Other Institution Transcripts <i>Required for graduate candidates only.</i>	Submit official transcripts from all other institutions where you completed undergraduate coursework. Request that the official transcripts be mailed to

	<i>Do not request electronic transcripts since the VDOE only accepts official hardcopy paper format transcripts.</i>	<p>you so you can include them with your compiled Gate 4 paperwork to be mailed as one packet to the School of Education - Teacher Licensure Office.</p> <p>If you already have a Virginia teaching license, mail a copy of your current license in lieu of these transcripts since VDOE would already have your transcripts on file.</p> <p>NOTE: DO NOT open sealed transcript envelope(s). Opening the sealed envelope voids the authenticity of an official transcript.</p>
	Money Order	<p>Submit a <i>money order</i> for the VA Licensure Application (no personal checks). Make the money order payable to: Treasurer of Virginia.</p> <p>Fees are \$100 for applicants who have a VA address <i>OR</i> \$150 for out-of-state applications without a VA address.</p>
	International Evaluation <i>Required for graduate candidates only.</i>	<p>Submit a copy of your evaluation of coursework if you attended a college/university outside the United States of America. Evaluations may be completed by eligible agencies identified by the VDOE.</p>
	Report on Experience (ROE) Form	<p>A report verifying experience must be completed by the appropriate non-public school or public school division official verifying full-time employment, under contract in the public schools or accredited non-public schools. The requirements include:</p> <ul style="list-style-type: none"> • Administration/Supervision: 3 years of successful, full-time experience in a public school or accredited nonpublic school in an instructional personnel position that requires licensure in Virginia. Submit a copy of your state teaching license. • Early Childhood: No experience required. No ROE form required. Submit a copy of your state teaching license. • Gifted Specialist: No experience required. No ROE form required. Submit a copy of your state teaching license. • Math Specialist: 3 years of teaching experience with math responsibilities. Submit a copy of your state teaching license. • Reading Specialist: 3 years of teaching experience with reading responsibilities. Submit a copy of your state teaching license. • School Counseling: 2 years of full-time teaching or counseling experience; however, without any previous experience in an accredited school, you will receive a “letter of eligibility” form the VDOE in order to be hired as a school counselor under a VA provisional license.
	VA College Verification Form <i>Required for candidates applying for VA licensure through the school system where they are presently employed only.</i>	<p>If you are applying for your VA licensure through the school system where you are presently employed, print and complete the top portion of the VA College Verification Form (click “Application for a Virginia license”). Submit the form and all documents included on the Gate 4 checklist – Part 1 and your official transcript for the current degree.</p> <p>The completed form will then be emailed or mailed back to the address you provide in the request.</p>

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

Cumulative Log	https://www.liberty.edu/education/epp-undergrad-gates/gate-4/
Field Experience Summary (FES)	https://www.liberty.edu/education/field-experience/requests/
Child Abuse Recognition and Intervention Certificate	https://www.doe.virginia.gov/teaching/licensure/child_abuse_training.shtml
Other State Licensure Forms	http://education.uky.edu/AcadServ/content/50-states-certification-requirements
ACSI Certification	https://www.liberty.edu/education/teacher-licensure/acsi-certification/
Virginia Department of Education Licensure Application	http://www.doe.virginia.gov/teaching/licensure/index.shtml
Liberty University Transcript	https://www.liberty.edu/registrar/transcript-request/
First Aid/CPR/AED Training	https://doe.virginia.gov/teaching/licensure/emergency_first_aid_cpr_aed/index.shtml
Dyslexia Training	http://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html
Industry Certification Credential	http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/
International Evaluation	http://www.doe.virginia.gov/teaching/licensure/graduates_foreign_institutions.docx
VA College Verification Form	http://www.doe.virginia.gov/teaching/licensure/index.shtml
State Approvals	https://www.liberty.edu/statelicensure/
Other questions? Email the Teacher Licensure Office at Gate4@liberty.edu	