

*This form is to notify MAT candidates of the content competency areas that are required for the Virginia Teaching Licensure and assist you in completing these requirements.*

Student Information		
(Last Name)	(First Name)	(Student ID)
Bachelor's Degree:		

Guidelines	Helpful Contact Info
1. Candidates should have completed a <b>bachelor's degree</b> with a major in Business, or a degree in a related field with courses similar to that required for a bachelor's degree in Business.	<a href="mailto:contentcompevals@liberty.edu">contentcompevals@liberty.edu</a>
2. Candidates must document a <b>minimum of 39 semester hours</b> of Business content courses spread throughout the four areas below.	<a href="mailto:gate2@liberty.edu">gate2@liberty.edu</a>
3. Courses from a Bachelor's and/or Post-baccalaureate degree, including CLEP/DANTES, can satisfy the competencies.	<a href="mailto:gate3@liberty.edu">gate3@liberty.edu</a>
4. Every subject in each area requires <b>at least one course</b> in order to be considered complete. <b>One course may be used for more than one competency</b> ; however the <b>credit hours may only be counted once</b> towards the overall total. <b>*Duplicate content may not be used to fulfill Content Competencies</b>	<a href="mailto:educ@liberty.edu">educ@liberty.edu</a>
5. Any Incomplete Competencies displayed in this must be completed <b>prior to student teaching</b> .	PH: 1-800-424-9595
6. <b>Passing Praxis II scores</b> must be submitted with the Gate 3 packet <b>prior to student teaching</b> .	
Bachelor's Degree in Business Education: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Competency	Course # and Title	Institution	Credit Hours	Met
Accounting (6 hours)				
Economics (3 hours)				
Business law, principles, management, marketing, finance (9 hours)				
Communications (3 hours)				
Information systems and technology to include computer software applications (word processing, spreadsheet, database, and presentation) information technology fundamentals, database management, programming, and networking (12 hours)				
Input technologies to include touch keyboarding (required), speech recognition, handwriting recognition, Personal Digital Assistants (PDAs) and other hand-held devices, touch screen or mouse, scanning, and other emerging input technologies (3 hours)				
Supervised Business Experience (3 hours) (Please see equivalency guide)				

Total Hours: 0  
 Required Hours: 39

Status	INCOMPLETE
Evaluator	
Date	
Update	

**Important Notice to all Business Endorsement Candidates:**  
 If you would like to pursue a Virginia state teaching license, please see the information below about the required **industry certification credential**:  
[http://www.doe.virginia.gov/instruction/career\\_technical/path\\_industry\\_certification/index.shtml](http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml)  
 \*For clarification, the **industry certification credential is not part of your content competency requirements** but you will need it if you would like to pursue a Virginia state teaching license. **You will submit documentation of this credential with your required paperwork for Gate 4** if you are pursuing the Virginia state teaching license.  
 \*If you have further questions related to the **industry certification credential**, please email: [teacher@liberty.edu](mailto:teacher@liberty.edu)

**Notes:**  
 \*All courses must have a prefix that matches the discipline of the competency.  
 \*\*Grade Requirements: All content competencies must receive a final grade of C or higher.