

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

<p>Primary Endorsement Check the appropriate endorsement area in alignment with your degree program.</p>	<p>ADVANCED LICENSURE</p> <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 <p>ELEMENTARY EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Education PreK-6 <p>SECONDARY EDUCATION</p> <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 	<p>MIDDLE GRADES EDUCATION</p> <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 <p>SPECIAL EDUCATION</p> <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 <p>COMPREHENSIVE EDUCATION</p> <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
<p>Add-ons/Options Check the appropriate add-on endorsement area(s) or options in alignment with the licensure requirements you have completed.</p>	<p>UNDERGRADUATE</p> <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 	<p>GRADUATE</p> <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

<p>Primary Endorsement Check whether you are seeking VA licensure or another state(s) licensure.</p>	<p><input type="checkbox"/> VIRGINIA</p>	<p>OTHER STATE VERIFICATION FORM(S)</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____
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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.

This checklist is valid through March 2023 only.

Additional components not included on this checklist may be required if there are updates to licensure regulations, etc.

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 you 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.
	Official Praxis Score Report <i>Review applicable test based on test date.</i>	Submit a printed copy of ALL pages for <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, 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 Training Certificate	Submit a copy of the CWSE 5691 – Recognizing & Reporting Child Abuse & Neglect (For Educators) certificate verifying that you have completed the Child Abuse Recognition and Intervention Certificate under Child Protective Services.
	Cultural Competency Training Certificate	Submit a PDF 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.	
	Meaningful IEP Training Certificate <i>Administrative candidates only.</i>	Submit a PDF of the certificate verifying you have completed the VDOE Meaningful IEP Online Training Module training module. <ul style="list-style-type: none"> • Upon completion, you will be provided the training certificate. • You will need to enter your name and date via Adobe Acrobat > Tools > Prepare Form. 	
	Building a More Inclusive School Community: Key Elements Training Certificate <i>Administrative candidates only.</i>	Submit a PDF of the certificate verifying you have completed the VDOE Building a More Inclusive School Community Training Module training module.	
	Behavioral Guidelines: The Use of Seclusion and Restraint Training Certificate	Submit a copy of the certificate verifying you have completed the Behavioral Guidelines: The Use of Seclusion and Restraint (Understanding the Regulations Governing the Use of Restraint and Seclusion in Elementary and Secondary Schools in Virginia) training.	
	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>	
	VA College Verification Form	Candidates currently employed and applying through employer: If you are applying for your VA licensure through the VA 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 verification form and all documents included on the Gate 4 checklist – Part 1. The completed form will then be emailed or mailed back to the address you provide in the request.	All Other Candidates: If you are applying for your first (initial) VA license, 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. The completed form will then be emailed or mailed back to the address you provide in the request.
	Other State Verification Forms	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. 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.
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	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 .
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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 will 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.”

	NOTE: Candidates seeking an advanced endorsement that hold a VA teaching license but are not current employed in a Virginia PreK-12 school system.	<ul style="list-style-type: none"> For candidates that are seeking an advanced endorsement (School Administration, Reading Specialist, Math Specialist, and School Counseling) that hold a Virginia teaching license but are not currently employed in a Virginia PreK-12 school system, 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.
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	STEP 1: Create VDOE account and begin your application	<ul style="list-style-type: none"> Click APPLY ONLINE NOW for an Initial Virginia License Follow the instructions on the “Welcome to MyLicense e-Government” home page to register for an account. After you successfully create your account, <ul style="list-style-type: none"> Log back into your 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 as the graduation date, not your actual graduation date.
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	STEP 2: Submit ALL official transcripts to VDOE <i>NOTE: Do NOT manually upload/attach transcripts to your online licensure application.</i>	<ul style="list-style-type: none"> Contact the Registrar’s Office of each college or university where you have earned a degree or completed coursework (this includes any transfer credits that were completed prior to earning your degree). <ul style="list-style-type: none"> Request that your college or university sends electronic transcripts directly to the VDOE Office of Licensure via Parchment or 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 to have the electronic transcript emailed directly to licensure@doe.virginia.gov. ONLY if your college or university DOES NOT offer electronic transcripts, have the official transcript mailed directly to the Teacher Licensure Office using the following address:
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		<p>Teacher Licensure Office Liberty University Box 710098 1971 University Boulevard Lynchburg, VA 24515</p> <ul style="list-style-type: none"> ▪ Include a letter, with your sealed transcripts, requesting the Teacher Licensure Office to submit the transcripts to the VDOE on your behalf. You will need to include your PK ID number in the letter, so that your request can be uploaded to the VDOE. • If you graduated from a Foreign Institution of Higher Education, you need to provide a course-by-course evaluation completed by a Member Organization of a VDOE-approved National Association of Credential Evaluation Services (word doc). The evaluation will be accepted in lieu of an official transcript from your foreign institution of higher education, and the course-by-course evaluation should be emailed directly to licensure@doe.virginia.gov. <ul style="list-style-type: none"> ○ If you took only coursework – not completed a degree – outside of the United States AND it was transferred on an official transcript from a US college or university listing the course titles and credits earned then the official transcript from the US college or university is acceptable to document the courses.
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	<p>STEP 3: Compile and upload required documents to your VDOE online application</p>	<ul style="list-style-type: none"> • Submit a copy of ALL pages for <i>each</i> Praxis Subject Assessment official score report as applicable to your endorsement(s). • Copy of state initial teaching license(s). • Copy of completed Report on Experience. • College Verification Form (<i>after receiving completed form from LU’s Gate 4 Office</i>)
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	<p>STEP 4: Review and submit your VDOE online application</p>	<ul style="list-style-type: none"> • Review your online “Application Summary.” • Click “submit” to pay your application fees.
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	<p>STEP 5: “myLicensePKID”</p>	<ul style="list-style-type: none"> • After you successfully complete your application, you will receive an email from the VDOE verifying your successful completion of your VA license application. • Additionally, in two to three days after you receive your email verifying your successful completion of your VA license application, you will receive an email containing your “myLicensePKID” number. Keep this email for future reference. • Approximately six weeks later, you will need to log back into your MyLicense e-Government account to get an update 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

<p>Field Experience Summary (FES)</p>	<p>https://www.liberty.edu/education/field-experience/requests/</p>
<p>Child Abuse Recognition and Intervention Certificate</p>	<p>https://www.doe.virginia.gov/teaching/licensure/child_abuse_training.shtml</p>
<p>Cultural Competency Training</p>	<p>https://www.doe.virginia.gov/teaching/licensure/cultural-competency/index.shtml</p>

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
Meaningful IEP Training	https://doe.virginia.gov/special_ed/iep_instruct_svcs/stds-based_iep/meaningful-iep-module/story.html
Building a More Inclusive School Community: Key Elements Training	https://ttaonline.org/Modules/Building_More_Inclusive_School_Community/story.html
Behavioral Guidelines: The Use of Seclusion and Restraint Training	https://cieesodu.org/initiatives/restraint-and-seclusion/
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.pdf
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	