

CERTIFICATE COMPLETION FORM (CCF)

Download a copy of your unofficial transcript for your advisor and obtain his/her signature on this Certificate Completion Form. By signing this form, your advisor is indicating that you have completed the requirements for this certificate. Upon submission to the Curry admissions office, the "certificate completed" notation will be placed on your UVA transcript approximately three weeks after the official end of the semester. Once this notation appears on your transcript, you will be responsible for applying for endorsement with the Virginia Department of Education by following the instructions at the bottom of this page.

A. Name: _____
Last First Middle

B. Certificate Program (check the one that applies to you): **Administration & Supervision** _____
Reading Specialist _____/**Adolescent Literacy Certificate** _____/**Special Education** _____

C. Student Information System Number: _____ D. UVA Email: _____

E. Mailing address: _____

F. Alternate Email: _____ G. Daytime Phone _____

H. Check one: On Grounds Student _____ Off Grounds Student _____

If off grounds, list center location: _____

I. Signature of Advisor: _____ Date: _____

Once your transcript indicates "certificate completed," you need to do the following to apply for an endorsement in A&S, Reading, or Special Ed:

- Download the DAO35 (College Verification Form) from the VA Department of Education website <http://www.doe.virginia.gov/teaching/licensure/>
- Return Certificate Completion Form, DAO35, and unofficial transcript via email (curry-admissions@virginia.edu) or snail mail to: Curry School of Education, P. O. Box 400261, Charlottesville, VA 22904. Curry's licensure official will sign your DAO35 and route back to you.
- Order an official copy of your transcript from the Registrar's Office (<http://www.virginia.edu/registrar/transcripts.html>) . *** (see important note below)
- Mail your official transcript and DAO35 form to the State Department per the guidelines on the VDOE website.

*****IMPORTANT NOTE: Completion of a Certificate Program is posted to your SIS transcript 3 times per year: mid May, mid August, and late December. Postings are not made at any other time. Do not mail your documents or have your school system mail your documents to VDOE until the certificate shows as complete in SIS.**