Congratulations! You are heading toward the final stage of your preparation as a teacher and facing the culminating steps to enter the profession. This handout is designed to help you understand the process, which is, unfortunately, not very intuitive. As always, please reach out to the TEd staff if you have questions along the way: jillian@virginia.edu

**STEP 1: Apply for graduation on SIS no later than June 1st**
Applying online notifies the University that you intend to graduate and puts in motion the necessary steps for things like identifying you as NOT needing a tuition bill for the next semester, listing you for verification of degree conferral by the registrar, ordering your diploma, etc. SIS is the official system of record – if it doesn’t say you have applied for graduation, you have not.

- Log into your SIS Student Center
  - Confirm that your degree program is correct. B/MTs apply for both BA (or BS) and MT degrees.
  - Verify your diploma name
  - Apply for graduation for Summer 2017

- Log into your SIS Advising Report
  - Confirm that you have submitted all required documentation for your degree(s)/license
    - If you are a B/MT, check both undergraduate and graduate advising reports
    - If anything is missing from your graduate advising report, but you believe you have submitted it previously, reach out to the TEd office. We may have it in a file and missed adding it to your SIS account.
    - If you need to apply another course to a graduate requirement, you must submit a Policy Exception Form. This applies to either courses taken at UVa or elsewhere.
  - Make sure that all of your courses have (or will have by the end of the semester) final grades.
  - You cannot graduate with any incompletes or blank grades on your transcript.
  - You **cannot graduate** if all items in your SIS Advising Report are not identified as “Satisfied,” so please attend to any deficiencies ASAP.

**STEP 2: Compile your graduation/licensure packet and submit it to the TEd Office**
This step is to help you prepare for your teaching license application. Be aware that many of the steps (including the fact that everything is in paper) are because of VDOE expectations – not Curry’s. Our goal is to have everything ready for you to apply for your license once you graduate. We also use this material to validate that you are cleared for graduation.

- Visit the VDOE website and download the Application for a Virginia License
  - Submit to the TEd Office pages 7, 8, and 9 ONLY as part of the application packet
    - Application (pages 7 & 8)
      - Don’t forget to check “Initial License” at the top of the page (as opposed to a Division Supt. License)
• Sign and date these pages with a date no earlier than 8/10/2017 – VDOE will not accept dates more than 60 days old ...keep in mind that if your circumstances change (where you have checked yes or no) between now and that date, you will need to redo these pages.
• Part III (Education) – list any college or university where you took classes that resulted in a degree or where classes were taken to meet licensure requirements.
  o For B/MTs
    ▪ List UVa twice – once for each degree.
    ▪ For dates, use 5 years for your bachelor’s degree, 3 years for your master degree (unless you did 3+1 or transferred).
  o For PG/MTs – your undergraduate degree institution should be listed.
  o For anyone who took a summer or online course for licensure; list it.
  o You must include a transcript for any institution listed
    ▪ Do not include any study abroad institutions; those transcripts must be officially translated, even if they are in English – the credits likely appear on your undergrad transcript
    ▪ Do not include any institution for which classes were not applied to your licensure requirements
• Part IV (Experience) – do NOT include any practica done as part of your MT program here. Substitute work does NOT count. This is only for full-time professional hires. This will likely be left blank for all MT students.
  ▪ College Verification Form/CVF (page 9)
    • Complete Part I only
    • Degree Earned is Master of Teaching
    • Date of Degree Conferral is August 9, 2017
    • Do NOT sign – this is the form signed by Teacher Ed office
  ▪ The address you use on page 7 (application) and 9 (CVF) will be the address that VDOE uses to mail you your license.
    • We recommend you use a permanent address, as it will be a couple of months after graduation before you receive your license.
    • This address is how VDOE determines if you are in state or out of state, which impacts the fee you pay.
  o These pages must be originals...VDOE will not accept pages that have been photocopied, faxed, scanned, or otherwise put into electronic format once you have filled out the forms.
  o You do not need in this packet any of the other documents indicated in the VDOE instructions for the application (except those listed below) – those instructions are for folks who are not completing a state-approved program. We have been collecting these forms and must have them on file.
• Gather copies of your test score reports
  o Everyone needs a VCLA report – other reports (Praxis II or RVE) depend on which endorsements you are applying for. Check the VDOE website for Professional Teacher’s Assessment Requirements if you are unsure of which test reports to submit.
  o You do NOT need GRE score reports.
  o If you have previously submitted these to the TEd Office, indicate that on the checklist – we’ll pull them for you.
  o We cannot pull scores from SIS for you for this step. VDOE wants YOUR copy of the report.
  o If you do not have a copy of your test score reports (ask the TEd Office for samples if you are unsure of what you need), you must reach out to the testing agency for additional copies.
Even if you asked that scores be sent to VDOE when you took the test, they went to a different department...you still must include a paper copy of the score report with your application.

For multi-page Praxis score reports, VDOE says:  
*We must have 1st and appreciate the 2nd page. The second page cannot be accepted without the 1st page. The 3rd and 4th pages are not used by our office.*

Praxis II and RVE scores may show up on the same report – use the copy that has them both

VDOE will accept photocopies of these reports.

- **Request PAPER transcripts showing relevant coursework from any college other than UVa**
  - Do NOT include a UVa transcript until after your MT degree has been conferred, even if you already earned your bachelor’s degree from UVa (there will be a single transcript from UVa regardless of when you earned your degrees).
  - Any college course taken anywhere else that was used to meet licensure requirements (including your bachelor’s degree for PGMTs) needs to be represented on a college level transcript as part of your application (Include it if it was on your GSR, CSR, or Policy Exception).
  - Anything taken at the high school level used to meet requirements should be represented as a transfer credit on a college transcript, so no high school transcripts are required.
  - VDOE is looking for “official student transcripts.” Transcripts sent to you that include the school seal and registrar’s signature are acceptable. No photocopies will be accepted. Printouts from computer accessible transcripts, grade reports, or placement records are not acceptable.
  - Any transcript sent to Curry for application purposes was scanned then destroyed, and so is only available as a photocopy. You must order additional transcripts for VDOE.

- **Complete the attached paper MT graduation/licensure application checklist**
  - If you are missing items, indicate when you intend to supply them
  - If you believe we have copies of your test scores, indicate that on the checklist
  - If you are planning to add endorsements via Praxis II testing (only available for limited, mostly secondary endorsement areas), please note that on the application checklist.
    - Remember to include copies of the Praxis II score report with your application.
    - If you plan to take the test before applying for a license, but do not yet have a score report, indicate on the checklist when you anticipate it will be available.
  - If you double majored and believe you are eligible for an additional endorsement via coursework (i.e. a Praxis II exam is not required, but required coursework is), please indicate that as well. Your transcripts will be used as evidence of your eligibility.

- **Complete the Transcript Request Form for inclusion in your packet (OPTIONAL)**
  - The Teacher Ed Office has copies of a form that will allow us to pick up your transcript for you once your degree has been conferred. If you don’t have a copy and want us to handle this, ask for the form when you submit your packet.
  - This form is not required, merely offered for your convenience, although it may add a few days to the time when your packet will be ready to mail to VDOE.

- **If you are an on-grounds student, submit the graduation/licensure application packet to the TEd Office during the week of June 1st even if you do not have a complete packet, yet.**
  - Please do not staple any pages together
  - Do NOT include a check for the application fee
  - Place the checklist on top
  - If you are out of town, you must put this packet in the mail – photocopies or scans of most materials are not acceptable. (You can send an email to let us know it is on its way.)

Teacher Education Office
Curry School of Education
P.O. Box 400272
Charlottesville, VA 22904-4272

3
• If you are a part-time off-grounds student, you have two options:
  o Option 1: Follow the directions for on-grounds students and submit your packet to us. Some students choose this option if they would like another set of eyes on their materials to ensure everything is filled out correctly.
  o Option 2: Hold on to most of your materials. You must send Jillian (jillian@virginia.edu) an email that includes:
    ▪ The address where you would like us to send your College Verification Form (we must sign and send you an original via USPS)
    ▪ The attached graduation/licensure application checklist

**Step 3:** Address any deficiencies in your application
*Throughout the remaining time in the semester, the TEd Office staff will be double checking your packet, your SIS Advising Report, and your file to ensure that we and you have all the documentation needed to ensure your eligibility for licensure and the endorsements you’ve indicated. If anything is missing, we will reach out to you.*

**Step 4:** Graduate!
*Once you have graduated, you will receive instructions for next steps:*
  ▪ Wait to order your UVa transcript until **AFTER** it indicates that your degree has been conferred. It usually takes the registrar at least 2 weeks after graduation to begin conferring degrees. You will get an email either from UREG or TEd telling you it is okay to order your transcript.
  ▪ (Alternatively, you can request that your transcript be picked up from Carruthers Hall by Teacher Ed by including the Transcript Request form with your June 1 submission.) Email jillian@virginia.edu if you need one of these forms with the right info included for pick up or add the form to your packet when you drop it off.
  ▪ Once degrees are conferred, TEd will send an email indicating that packets will be mailed within the next few days to the address on your VDOE application. This will be your opportunity to let us know you wish to pick it up (saves time) or send it to a different address.
    o Packets will include instructions for next steps, including attaching a check for the fee, how to order transcripts, and where to send your application to get your license.

**Other Useful Info:**
  ▪ If you plan to apply for a license in another state, please make an appointment to discuss the paperwork needed to do so. Not all states require you to produce your VA license first. Some require experience with an out of state license to take advantage of reciprocity. Others will expect you to take the exams required by their state.
  ▪ If you are applying for a job that requires proof of program completion/license eligibility before you complete your program, the TEd Office can supply what we call the “On Track Letter” that states you are on track to complete the program, when you are expected to have your College Verification Form signed, and what endorsements you will be eligible for. **WE CANNOT SIGN THE COLLEGE VERIFICATION FORM UNTIL AFTER YOUR DEGREE IS CONFERRED.** The On Track Letters are printed on letterhead, signed, scanned, and emailed to you so that you can include them in any applications you are completing. We do lots of these – just send an email asking for one.
MT Graduation/Licensure Packet Checklist

Full name as it appears in SIS.

_________________________________________  ______________________________________  ______________________
Last  First  Middle

UVA email address: ___________________________

Please Check One:

☑ Post Graduate Master of Teaching (PGMT)
☑ Bachelor of Arts or Bachelor of Science / Master of Teaching (B/MT)

Semester of graduation: ____________________________  (month/year)

MT State-Approved Program area(s) completed:  Please Check All That Apply

☑ Early Childhood Special Education (ECSE)
☑ Special Education
☑ Elementary Education
☑ English Education
☑ Foreign Language – Chinese
☑ Foreign Language – French
☑ Foreign Language - German
☑ Foreign Language – Latin
☑ Foreign Language – Spanish
☑ Health & PE
☑ Math Education
☑ Science – Biology
☑ Science – Chemistry
☑ Science – Earth Space Science
☑ Science – Physics
☑ Social Studies Education
☑ English as a Second Language (ESL)
☑ Gifted Education Add-On
☑ Algebra I Add-On
☑ 3 & 4 Year Old Add-On

Please indicate which (if any) added endorsements you will request via coursework and/or Praxis II scores:

_________________________________________  □ Coursework  □ Praxis II

Which grade levels (e.g., 4th, 10th & 11th) and/or subjects (e.g. Algebra I & II, US History) were you assigned during student teaching or any MT assigned field experiences?

_________________________________________  ______________________________________
Student teaching  Other (488x, 388x, etc)

This packet includes the following:  (check those that are included – include info for those still pending)

☑ VDOE Application for a Virginia License (2 pages)
☑ VDOE College Verification Form (1 page)
☑ VCLA score report (1 page)
☑ other score reports (if required)
☑ non-UVa college transcripts (if required)