

Filing for Licensure through VALO

Licensure Checklist

Contact GMU's Licensure Coordinator

- 1.** Request a College Verification Form to be completed by the GMU Licensure coordinator. The form and instructions can be found [here](#). Fill out Part I of the **CVF** (leaving off your SSN) and email the form to edlicen@gmu.edu.
- 2.** In the email, attach your 1) Behavior Intervention certification (also known as Restraint and Seclusion), 2) Child Abuse certificate, 3) Dyslexia certificate, and 4) your CPR certificate.
- 3.** GMU's licensure coordinator will check your GMU record to make sure all licensure requirements have been met. They will then return the completed CVF to you.
- 4.** You will need to upload a copy of this completed to CVF to your VALO account where prompted. **Remember to add your SSN back to the form before submitting it.**

Steps for Submitting your Application to VDOE

- 1.** Visit <https://vdoe.mylicenseone.com/> to begin your VALO application. You will need to set up an account before submitting your application.
- 2.** Use the VALO PowerPoint directions on [GMU Licensure](#) with screen-shots to help you navigate through each screen.
- 3.** You will be asked to complete demographic information and asked to upload your CVF, test scores, and other documentation, if applicable. See below for information on how to send transcripts to VDOE.
- 4.** Please consult the [VALO User Guide](#) or reach out to the Licensure Coordinator at edlicen@gmu.edu if you have any questions.
- 5.** Once you pay for your license through VDOE's online VALO system, you will be sent two emails.

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- a. One email will indicate that your VDOE submission has been received and is pending review.
- b. The second email will provide you with your myLicensePKID number. Please **KEEP THIS EMAIL** for your records.
- 6. VDOE is no longer mailing copies of licenses through the postal services. Students will receive updates regarding the status of their application on VALO. You can also check online <https://vdoe.mylicenseone.com> to see when their license has been approved.

Transcripts:

- 1. Order GMU official transcripts through Parchment ([linked here](#)) - have them sent directly to the Virginia Department of Education (VDOE).
- 2. Official transcripts from ALL institutions other than GMU are required. ALL undergraduate and graduate transcripts should be included. Order official transcripts from colleges and universities, other than GMU through Parchment or through the college/university's website - have them sent to the Virginia Department of Education (VDOE).
- 3. If you completed any coursework from a foreign higher education institution, please email the Licensure Coordinator edlicen@gmu.edu for specific instructions.