

Filing for Licensure Through GMU

Licensure Checklist

Please make note:

- 1. You should NOT submit your transcripts through VDOE's online system. You will be submitting them to GMU's licensure coordinator later in this process.
- 2. You should NOT submit your CPR certificate, Dyslexia certificate, Child Abuse certificate, or Behavior Intervention certificate through VDOE's online system. You will be emailing these to GMU's licensure coordinator later in this process.
- 3. You will NOT be submitting your own College Verification Form (CVF) to VDOE's online system. You will be submitting this through GMU's process – they upload this on your behalf.

Steps for Filing your License Through GMU

- 1. Visit <https://vdoe.mylicenseone.com/> to begin.
- 2. Create an account by clicking "sign up now".
- 3. Sign into your account.
- 4. Use the PowerPoint directions with screen-shots to help you navigate through each screen: [view this PowerPoint](#).
- 5. Once you pay for your license through VDOE's online VALO system, you will be sent two emails.
 - 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. Once you receive your PKID number, please complete the next set of directions below for contacting GMU's licensure coordinator.

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Contact GMU's Licensure Coordinator

- 1.** Order official transcripts from ALL colleges and Universities, other than GMU through Parchment ([linked here](#)) or through the college/university's website - have them emailed to edlicen@gmu.edu.
- 2.** Order GMU official transcripts through Parchment ([linked here](#)) - have them emailed to edlicen@gmu.edu.
- 3.** If you completed any coursework from a foreign higher education institution, please email your course-by-course evaluation to edlicen@gmu.edu.
- 4.** Complete the GMU Student Information Form ([linked here](#))– this will prompt the licensure coordinator to complete a College Verification Form (CVF) for you and they will add this to your licensure application with VDOE. If GMU's licensure coordinator does not receive the below remaining steps from you, a CVF will not be completed and your licensure application will be incomplete.
- 5.** Once you receive your PKID number in an email from VDOE (up to 6-10 days after you submit your online licensure information), please email edlicen@gmu.edu with the following information:
 - a. Your name
 - b. Your G#
 - c. Your myLicensePKID number – this is needed so GMU's licensure coordinator can upload your transcripts, CVF and all of your statutory requirements.
 - d. A statement confirming you have submitted your online application through VALO.
 - e. In the email, attach your 1) Behavior Intervention certification, 2) Child Abuse certificate, 3) Dyslexia certificate, and 4) your CPR certificate.
- 6.** GMU's licensure coordinator will check your GMU record to make sure all licensure requirements have been met. They will then upload your documentation to VDOE.
- 7.** Once the upload is complete, the GMU's licensure coordinator will email you with confirmation that this process has been complete. They will also give you a copy of your CVF form for your permanent records.
- 8.** VDOE is no longer mailing copies of licenses through the postal services. Students must check their online account at <https://vdoe.mylicenseone.com> to see when their license has been approved. Once documentation is submitted, GMU's licensure coordinator will not be providing updates. It is the student's responsibility to check the above link to ensure their license has been approved.