

## College Verification Form Checklist

Step	Item	Additional Information
<b>1</b>	<b>Find the correct version of the College Verification Form (CVF)</b>	<ul style="list-style-type: none"> <li>• This can be found on the <a href="#">CEHD website</a></li> <li>• Current version of the form is July 1, 2023</li> </ul>
<b>2</b>	<b>Fill out the following information in Part I</b> <ul style="list-style-type: none"> <li>○ Date of birth</li> <li>○ Last name</li> <li>○ First name</li> <li>○ Middle name and suffix if applicable</li> <li>○ Current address</li> <li>○ Name of institution</li> <li>○ Degree earned (if applicable)</li> <li>○ Date of degree conferral (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Do not fill in your SSN if emailing the form</li> <li>• You can add your SSN on the CVF when it is returned to you</li> <li>• You can use abbreviations: BA, BS, MA, MS, M.Ed., Grad Cert., etc. for the degree earned</li> </ul>
<b>3</b>	<b>Do not do anything for Part II</b>	<ul style="list-style-type: none"> <li>• This will be completed by GMU licensure coordinator</li> </ul>
<b>4</b>	<b>Do not do anything for Part III</b>	<ul style="list-style-type: none"> <li>• This will be completed by GMU licensure coordinator</li> </ul>
<b>5</b>	<b>Do not do anything for Part IV</b>	<ul style="list-style-type: none"> <li>• This will be completed by GMU licensure coordinator</li> </ul>
<b>6</b>	<b>Do not do anything in the signature box</b>	<ul style="list-style-type: none"> <li>• This will be completed by GMU licensure coordinator</li> </ul>
<b>7</b>	<b>Make sure that all licensure grades and degree conferral date (if applicable) have been posted on your unofficial transcript prior to submitting CVF</b>	
<b>8</b>	<b>Email your CVF to <a href="mailto:edlicen@gmu.edu">edlicen@gmu.edu</a> along with the following certificates:</b> <ol style="list-style-type: none"> <li>1) Child Abuse and Neglect</li> <li>2) Behavior Intervention and Support</li> <li>3) CPR/AED/First Aid (w/hands-on component)</li> <li>4) Dyslexia</li> </ol>	<ul style="list-style-type: none"> <li>• It is helpful if you include your G number and the program you were enrolled in</li> </ul>
<b>9</b>	<b>The licensure coordinator will complete the CVF and return to you via email</b>	<ul style="list-style-type: none"> <li>• If you are applying for initial licensure or an additional endorsement through your school district, you will then submit the completed CVF form and other required licensure materials to your school district's licensure representative</li> <li>• They will then submit the application on your behalf</li> </ul>

Email [edlicen@gmu.edu](mailto:edlicen@gmu.edu) with any questions you may have