

## College Verification Form Checklist

Step	Item	Additional Information
<b>1</b>	<b>Find the current 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 CVF 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</li> <li>• You can add you SSN on the CVF when it is returned to you</li> <li>• Identifying BA, BS, MA, MS, M.Ed., or Grad Cert. is sufficient</li> <li>• Leave Degree earned and Date of Degree Conferral blank if unsure</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 once they receive copies of your certificates.</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 prior to submitting CVF</b>	
<b>8</b>	<b>Email your CVF to <a href="mailto:edlicen@gmu.edu">edlicen@gmu.edu</a></b>	<ul style="list-style-type: none"> <li>• Email the form to the Licensure Coordinator and <b>include copies of your training certificates</b> for the trainings listed in Part IV. You only need to send copies for Child Abuse, CPR/First Aid/AED, Dyslexia, and Behavior Intervention.</li> <li>• It is helpful if you <b>include your G number</b> 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 within 3 business days after receiving all documentation.</b>	<ul style="list-style-type: none"> <li>• If you are applying for licensure through your school district, you will then submit the completed CVF form and other required licensure materials to your school district's licensure representative. They will then submit the application on our behalf.</li> </ul>

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