

Initial Licensure Application Checklist

Step	Item	Additional Information
1	Licensure application fee (Either check, money order, cashier's check, or online payment receipt that shows your name and the amount paid)	<ul style="list-style-type: none"> • \$100 for in-state applicants or \$150 for out-of-state applicants • Check made payable to The Treasurer of Virginia • Online Payment can be made on the VDOE website • If you paid online, please include a copy of your receipt that shows your name and the amount paid
2	Stamped envelope with your current mailing address	<ul style="list-style-type: none"> • This will be used to mail you a copy of the College Verification Form and a letter indicating when your license was mailed to VDOE • Standard business envelope size is sufficient (9.5 in X 4.25 in)
3	Two-page initial application form	<ul style="list-style-type: none"> • Make sure it is the most up to date version (September, 2023) • Application can be found on the CEHD website • Do not turn in pages 1-5 – these are instructions only • Complete parts I, II, III • Leave parts IV, V, and VI blank if they do not apply to you • Make sure the signature box prints on the bottom of each page • Date and sign with a wet signature on the bottom of each page (digital signatures will not be accepted)
4	College Verification Form	<ul style="list-style-type: none"> • Make sure it is the most up to date form (July 1, 2023) • Form can be found on the CEHD website • Complete ONLY part I • Do not complete parts II, III, and IV
5	Official Transcripts	<ul style="list-style-type: none"> • Email or mail official transcripts for ALL universities/institutions attended • Email to edlicen@gmu.edu • VDOE will not accept copies of official transcripts
6	Behavior Intervention and Support Training	<ul style="list-style-type: none"> • Complete the training module if you have not already done so • Print certificate of completion with your name on it and include in your licensure packet
7	Child Abuse and Neglect Recognizing, Reporting, and Responding Training	<ul style="list-style-type: none"> • Complete the training module if you have not already done so • Print certificate of completion with your name on it and include in your licensure packet
8	Dyslexia Awareness Module	<ul style="list-style-type: none"> • Complete the training module if you have not already done so • Print certificate of completion with your name on it and include in your licensure packet
9	Cultural Competency	<ul style="list-style-type: none"> • If you are a current GMU student enrolled in CEHD, then the cultural competency requirement might be fulfilled through your coursework requirements; please check with your program to ensure that this requirement would be covered in one of your courses • If needed, VDOE has published a cultural competency module • Print certificate of completion with your name on it and include in your licensure packet if this was not covered through your GMU course work
10	CPR Certificate	<ul style="list-style-type: none"> • Must include hands-on portion of class • Must include first-aid + CPR + AED
11	VCLA score report	<ul style="list-style-type: none"> • You need a 470 to pass • Score must be reported to George Mason University
12	Praxis score report	<ul style="list-style-type: none"> • Check what Praxis tests are required for your endorsement area on the VDOE website (listed under Professional Teacher's Assessment Requirements) • Score must be reported to George Mason University

Email edlicen@gmu.edu with any questions you may have