



TEACHER LICENSURE PROGRESS CHECKLIST

Name _____ Endorsement _____ Class _____

PRIOR TO ENTRY TO UPPER-LEVEL EDUCATION COURSEWORK	
ITEM	Complete
Meet with Teacher Education Faculty for Advising Session (A-2)	
Successful Completion of EDU/EDUC 200 Foundations (B- or higher)	
Passing Scores for Praxis I or Sufficient SAT/ACT Scores	
Completed Application to Upper-Level Coursework (A-3) with 3 faculty references (A-4)	
Received Permission to Enroll in Upper-Level Courses (A-6)	
Completed Interview & Signed Program Handbook Agreement (A-7)	
PRIOR TO LICENSURE PROGRAM/ DIRECTED TEACHING ACCEPTANCE	
ITEM	Complete
Successfully Completed all Coursework * See Handbook for Details	
Notified Registrar if using AP credit to Meet Endorsement Coursework Requirements	
Completed & Passed Praxis II	
Completed & Passed VCLA	
Completed & Passed RVE (PK-6 only)	
Completed Application to Licensure Program & Directed Teaching Request (A-8)	
Received Licensure Program Letter of Acceptance (A-9)	
Completed Leadership Form (A-10)	
Completed Child Abuse Training Module as required by VDOE	
Completed CPR/First Aid/AED Training as required by VDOE	
Completed Virginia Background Check	
DURING DIRECTED TEACHING	
ITEM	Complete
Completed all forms/evaluations on the Directed Teaching Checklist (DT-1)	
Passing Grade in Directed Teaching & Direct Teaching Seminar	
Complete & Approved Cumulative Assessment Portfolio (CAP) (A-12)	
Completed Service Form (A-11)	
FOLLOWING DIRECTED TEACHING	
ITEM	Complete
Complete Cumulative Clock Hours Form (A-13)	
Sign Release of Records Form for Licensure (A-14)	
Completed all VDOE Licensure Forms (A-15)	
Provided check for VDOE licensure	
Completed Program Completer Exit Survey	
Provided Follow-up Address for First-Year Teaching Survey	