

VIRGINIA DEPARTMENT OF EDUCATION
Division of Teacher Education and Licensure
P.O. Box 2120
Richmond, Virginia 23218-2120

**APPLICATION FOR “CAREER SWITCHER” ALTERNATIVE ROUTE
TO LICENSURE PROGRAM FOR CAREER PROFESSIONS**

APPLICATION INFORMATION AND PROCEDURES

Submission of a complete application packet is required.

PRIVACY ACT NOTICE: The application for teacher licensure in Virginia requires that you provide your social security number. Section 22.1-296.4 of the *Code of Virginia* requires a check of the registry of founded complaints of child abuse and neglect in Virginia and other states. A social security number is required for this search. In addition, Virginia is a member of the National Association of State Directors of Teacher Education and Certification, and uses their clearinghouse to check for licensure revocation, suspension, denial, and reinstatement in other states. Virginia also provides information to the clearinghouse regarding licensure revocation, suspension, denial, and reinstatement in Virginia. The social security number is used for the clearinghouse and was required prior to 1975. The Virginia Department of Education will not release your social security number except in reporting cases of licensure revocation, suspension, denial, and reinstatement as noted above.

STEP 1 - Prerequisites for Program: Review the following prerequisites required for participation in a Career Switcher Program. The requirements must be completed prior to applying for a Career Switcher Program.

- complete application process;
- have an earned bachelor’s degree;
- must have completed five years of full-time work experience or its equivalent;
- meet teaching area requirements or equivalent [Refer to the Licensure Regulations for School Personnel on the following Web address: http://www.doe.virginia.gov/teaching/licensure/licensure_regs.pdf]
- satisfy Virginia’s cut scores on the (1) Virginia Communication and Literacy Assessment (VCLA); (2) Praxis II (subject area test); and (3) Virginia Reading Assessment (if applicable).

STEP 2 - Application Form: Complete all areas as indicated. This application is for the Career Switcher Program for individuals who wish to teach. Please indicate on the application form the location for which you are applying and the area in that you plan to teach. Special education teacher preparation is not available in this program.

STEP 3 - Report on Experience: Please have the Report on Experience form completed by the appropriate official(s) at the place(s) of employment where you completed at least five years of work experience, or its equivalent.

STEP 4 - Professional Teacher’s Assessment Scores: If you have taken the VCLA, Praxis II, (and the VRA, if applicable), please submit a copy of your scores. If not, you will need to meet Virginia’s qualifying scores for the assessments prior to submission of your application.[Please refer to the following Web site for information on the assessment requirements: http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf]

STEP 5 - Official Student Transcripts: Contact the registrar’s office of all colleges/universities where you have earned degrees and taken applicable course work. ***Request official student transcripts to be sent to you to be enclosed with your application.*** Official student transcripts (bearing the registrar’s signature and embossed seal) that have been issued to students are acceptable. Placement records sent from colleges and photocopies of transcripts will not be accepted or returned.

STEP 6 - Send your Application Directly to the Certified Program Provider: Please send your application for the Career Switcher Program directly to the Certified Program Provider. You may review the list of program providers on the following Web site: http://www.doe.virginia.gov/teaching/educator_preparation/career_switcher/index.shtml. The Certified Program Provider will submit your application to the Virginia Department of Education upon your successful completion of Level I of the program.

Fees for Licensure: Please note that upon your completion of Level I of the Career Switcher Program, your application for a Provisional License will be submitted to the Virginia Department of Education by the Certified Program Provider. This application must be accompanied by your application fee for the license. The in-state fee is \$50, and the out-of-state fee is \$75. [Checks must be made payable to the Treasurer of Virginia.] The in-state or out-of-state fee will be determined by the address listed on your application. **DO NOT SUBMIT THE APPLICATION FEE UNTIL NOTIFIED BY THE CERTIFIED PROGRAM PROVIDER.** Checks returned for any reason are subject to a \$25 returned check fee and collection action.

**APPLICATION FOR THE CAREER SWITCHER ALTERNATIVE
ROUTE TO LICENSURE PROGRAM**

[PLEASE PRINT OR TYPE]

PART I

Please specify the name and location of the Certified Program Provider requested: _____
 Please specify teaching area(s) requested (special education is not applicable): _____
 Have you ever held any type of teaching license issued by the Virginia Department of Education? ____ Yes ____ No If Yes, please attach a copy of the license or give license type and endorsement information: _____
 Please attach your passing scores for the VCLA; Praxis II; and the VRA (if applicable).

PART II--INFORMATION

Social Security Number:		Date of Birth : (Month/Day/Year)	
Last Name	First Name	Middle Name	Suffix (Jr., Sr., III, etc.)
Address (Street, City, State, Zip Code)			Email:
Daytime Telephone Number (include area code) ()	Home Telephone Number (include area code): ()	Gender--for statistical purposes only ____ Male ____ Female	
Race--for statistical purposes only (check one) ____ 3. Black (not of Hispanic Origin)		____ 1. American Indian/Alaskan Native ____ 2. Asian or Pacific Islander ____ 4. Hispanic ____ 5. White (Not of Hispanic Origin)	

PART III

Have you ever been convicted of a felony or found guilty of a criminal offense in another country? ____ Yes ____ No
 If yes, attach a letter of explanation and a copy of court documents indicating judgment and disposition of the case from the court of conviction.

Have you ever been convicted of a misdemeanor involving children or drugs? ____ Yes ____ No
 If yes, attach a letter of explanation and a copy of court documents indicating judgment and disposition of the case from the court of conviction.

Have you ever had action against a teaching certificate or license? ____ Yes ____ No
 If yes, please attach an explanation of the incident and official documentation of the action taken.

Have you ever been the subject of a founded complaint of child abuse or neglect? ____ Yes ____ No
 If yes, please attach an explanation of the incident and official documentation of the action taken.

PART IV--EDUCATION (including all course work and degrees, BA/BS, MA/MS, Ed.D/Ph.D)

Name of Institution	Location	Dates Attended	Degree (if earned)	Major/Major Subjects

PART V—WORK EXPERIENCE (List chronologically, beginning with the most recent and attach an additional sheet if necessary)

Employer	Address City/State	Type of Work	Dates of Employment (Month/Year to Month/Year)	Reason for Leaving

PART VI--EXPERIENCE (Teaching experience, including experiences in the military, if applicable)

Name/Type of School	Location	Dates of Employment (Month/Year to Month/Year)	Grade(s)/Subject(s) Taught

PART VII--COMPLETE IF YOU HAVE ACCEPTED A POSITION IN VIRGINIA REQUIRING A LICENSE

Name of Employer:	Beginning Date of Employment:	Assignment:
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BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL/REVOCAION OF A VIRGINIA LICENSE.

Date _____ Applicant's Signature _____

REPORT ON EXPERIENCE

DIRECTIONS: A total of five years of full-time work experience, or its equivalent, is required as a prerequisite to the Career Switcher Program. This form must be completed to verify this experience.

Last Name	First Name	Middle Name
Social Security Number: _____ - _____ - _____		
Address of Applicant (Street, City, State, Zip Code)		

NAME OF EMPLOYER	POSITION HELD	LENGTH OF SERVICE (MONTH/YEAR TO MONTH/YEAR)

BRIEF DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES

Total number of years of full-time experience: _____

Total years of part-time work experience: _____

By my signature, I verify that the above-named person was successfully employed for the period(s) listed above.

DATE: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

ADDRESS: _____

August 24, 2009

PROFESSIONAL TEACHER'S ASSESSMENT REQUIREMENTS FOR VIRGINIA LICENSURE AND THE SCHOOL LEADERS LICENSURE ASSESSMENT FOR PRINCIPALS

Introduction

Applicants requesting initial teaching licensure are required to achieve passing scores on professional teacher's assessments prescribed by the Board of Education **unless** exempted based on three years of full-time successful teaching experience in a public or accredited nonpublic school in a state other than Virginia and a valid out-of-state license (full credential with no deficiencies) as described below under the topic, "Exemption Criteria." Applicants seeking the Technical Professional License, Pupil Personnel Services License, International License, and School Manager License are not required to complete the professional teacher's assessment. If an individual becomes employed by a **Virginia school division or accredited nonpublic school** in a contractual teaching position, has met the endorsement (teaching area) requirements, and has not satisfied the professional teacher's assessments, a **three-year, nonrenewable** provisional license may be issued upon the request of the Virginia employing educational agency.

Exemption Criteria

Individuals who hold a valid out-of-state license (full credential with no deficiencies) and who have completed a minimum of three years of full-time, successful teaching experience in a public or accredited nonpublic school (kindergarten through grade 12) in a state other than Virginia are exempted from the professional teacher's assessment requirements (VCLA, Praxis II, and the VRA). Experience as a substitute teacher or as a teacher's aide is not acceptable experience to meet this exemption.

[Please note that the valid out-of-state license (full credential with no deficiencies) and the documented teaching experience must be submitted with the application for the license.]

Assessments Required

The prescribed tests for Virginia for initial licensure are as follows:

ACADEMIC SKILLS ASSESSMENT

Virginia Communication and Literacy Assessment-VCLA (effective since January 1, 2006)

CONTENT ASSESSMENT

Praxis II (if applicable) – Refer to page 2 for the listing of required Praxis II assessments.

VIRGINIA READING ASSESSMENT, if applicable. This test is required for individuals seeking an endorsement as a reading specialist or individuals seeking initial licensure with endorsements in any of the following endorsements (teaching areas): Early/Primary preK-3, Elementary Education preK-6, Special Education-General Curriculum, Special Education-Hearing Impairments, and Special Education-Visual Impairments. [This assessment also may apply to those individuals with endorsements in Special Education-Emotional Disturbances, Special Education-Specific Learning Disabilities, and Special Education-Mental Retardation who were advised under previous regulations to meet this assessment requirement for full licensure.]

VIRGINIA COMMUNICATION AND LITERACY ASSESSMENT (effective January 1, 2006)

The Virginia Communication and Literacy Assessment became effective January 1, 2006, for initial licensure unless an individual meets the exemption criteria. Refer to the following Web site for more information about the test content, test dates, costs, accommodations for individuals with disabilities, and registration: www.va.nesinc.com.

On March 22, 2006, the Board of Education approved cut scores for the Virginia Communication and Literacy Assessment (VCLA). The cut scores for the VCLA are as follows:

Writing Sub Test:	235
Reading Sub Test:	235
Composite Score:	470

PRAXIS II: SPECIALTY AREA TESTS

The following tests are required for the following endorsement (teaching specialty) areas for initial licensure unless an individual meets the exemption criteria. Individuals are required to satisfy the Specialty Area test(s) requirement for only one endorsement area, but it must match an endorsement area in which initial licensure is granted. For information regarding registration, test administration, fees, the policy for testing individuals with disabilities, etc., please refer to the Web site, www.ets.org, or contact the Educational Testing Service (ETS) at 1-800-772-9476 or 609-771-7395 for THE PRAXIS SERIES Registration Bulletin or write to THE PRAXIS SERIES, ETS, P.O. Box 6051, Princeton, NJ 08541-6051. Hearing impaired individuals using a Telecommunications Device for the Deaf (TDD) may call 1-800-275-1391 for information.

<u>SPECIALTY AREA TEST</u>	<u>TEST CODE</u>	<u>PASSING SCORES</u>	<u>ENDORSEMENT AREA</u>
Art: Content Knowledge	(0133)	159	Visual Arts
Biology: Content Knowledge	(0235)	155	Biology
Business Education	(0100)	590	Business & Information Technology
Chemistry: Content Knowledge	(0245)	153	Chemistry
Earth Science: Content Knowledge	(0571)	156	Earth Science
Elementary Education: (not available at... Content Knowledge Shenandoah University)	(0014)	143	PreK-3; PreK-6
English Language, Literature, and Composition: Content Knowledge	(0041)	172	English
French: Content Knowledge	(0173)	169	French
German: Content Knowledge	(0181)	162	German
Family and Consumer Sciences (taken before 9/2008)*	(0120)	550	Family and Consumer Sciences
Family and Consumer Sciences (taken after 9/2008)	(0121)	150	Family and Consumer Sciences
Health and Physical Education PreK-12	(0856)	151	Health and Physical Education
Marketing Education (taken before 9/2008)*	(0560)	570	Marketing Education
Marketing Education (taken after 9/2008)	(0561)	147	Marketing Education
Mathematics: Content Knowledge	(0061)	147	Mathematics
Middle School English/Language Arts	(0049)	164	Middle Education English
Middle School Mathematics	(0069)	163	Middle Education Mathematics
Middle School Science	(0439)	162	Middle School Science
Middle School Social Studies	(0089)	160	Middle School Social Studies
Music: Content Knowledge	(0113)	160	Music-Vocal/Choral or Instrumental
Physics: Content Knowledge	(0265)	147	Physics
Social Studies: Content Knowledge	(0081)	161	History and Social Sciences
Spanish: Content Knowledge	(0191)	161	Spanish
Technology Education	(0050)	610	Technology Education

***Please note that the test codes changed for the Family and Consumer Sciences and Marketing Education tests effective September 1, 2008. The test scores will be reported on a different scale, so please note the change in the passing scores.**

VIRGINIA READING ASSESSMENT (VRA)

Individuals seeking initial licensure with endorsements in the following areas must take the Virginia Reading Assessment for Elementary and Special Education Teachers (Test Code 001) unless the exemption criteria are met:

Early/Primary prek-3

Elementary Education prek-6

Special Education-General Curriculum

Special Education-Hearing Impairments

Special Education-Visual Impairments

Note: This assessment also may apply to those individuals with endorsements in Special Education-Emotional Disturbances, Special Education-Specific Learning Disabilities, and Special Education-Mental Retardation who were advised under previous regulations to meet this assessment requirement for full licensure.

Individuals seeking an endorsement as a **Reading Specialist** must take the Virginia Reading Assessment for Reading Specialists (Test Code 002).

The VRA became a requirement July 1, 2004. Individuals who take the VRA after July 1, 2006, will be required to meet a passing score established by the Virginia Board of Education. The Board of Education established cut scores for the Virginia Reading Assessments for elementary and special education teachers at 235 and for reading specialists at 245, effective July 1, 2006. For information regarding registration, test administration, fees, etc., please visit the Web site, www.va.nesinc.com.

SCHOOL LEADERS LICENSURE ASSESSMENT (SLLA)

Effective July 1, 2005, the Board of Education approved the use of the SLLA for individuals who are seeking an administration and supervision endorsement authorizing them to serve as principals and assistant principals. The cut-score for the SLLA is 165. For information regarding registration, test administration, fees, etc. please visit the following Educational Testing Services Web site: www.ets.org/sls.

SPECIAL NOTE: The Educational Testing Service has introduced a new version of the School Leaders Licensure Assessment. The first administration of the revised test will be given nationwide in September 2009. However, Virginia requested a final administration of the former version of the test because we have not yet set a passing score for the new version.

The special administration in Virginia has been scheduled for Saturday, October 17, 2009. Information regarding this special assessment has been posted on the ETS Web site and can be accessed at: <http://www.ets.org/portal/site/ets/menuitem.c988ba0e5dd572bada20bc47c3921509/?vgnextoid=a461961355455010VgnVCM10000022f95190RCRD&vgnnextchannel=0fdc197a484f4010VgnVCM10000022f95190RCRD>. Candidates must submit an application for this special administration by mail.

We anticipate that the Board of Education will set a passing score for the new version of the SLLA in early 2010. If any Virginia candidates take the new version during the September 2009 administration, they will not know if they passed the assessment until the new passing score is determined.

VIRGINIA TEACHER PREPARATION PROGRAMS

Note: The Praxis I (Reading, Writing, and Mathematics) assessment continues to be required as the prescribed test for entry into a Virginia teacher preparation program. The SAT and ACT scores may be used as substitute tests. Please consult with the Virginia teacher preparation program for more information.