

APPLICATION AND CHECKLIST FOR A VIRGINIA PUPIL PERSONNEL LICENSE

(school counselors prek-12 and speech language pathologist prek-12)

Congratulations on the completion of your school counseling master's degree program! In order to process your application for the license, **ALL of the following items listed must be submitted:**

If you do not have a Virginia teaching license, your packet should include the following:

___ [Application for a Virginia License and College Verification Form](#)

___ [Transcripts](#): Bachelor's and Master's degrees must be included.

The Virginia State Board requires original official transcripts from the institution which granted your bachelor's degree and your master's degree for MS in School Counseling. This graduate transcript should show pertinent course work and the MSED degree awarded.

Request the [ODU official transcript](#).

NOTE: The official transcripts, bachelor's and master's, should be sent to you in a sealed envelope. The ODU official transcript **MUST** be in a sealed envelope and included with application packet.

___ A non-refundable fee of 50.00 for in-state residents **or** \$75.00 for out-of-state residents; include a Check or money made payable to **Treasurer of Virginia**

___ A copy of the Child Abuse and Neglect Recognition training certificate. If you need to complete this training, go to: http://www.vcu.edu/vissta/training/va_teachers/

If you have a current or expired Virginia teaching license, your packet must include the following:

___ [Report on Experience Form](#) (*scroll down, print it, and complete it*)

This form must be signed by the current or former employing school division. It is used to verify the experience requirement.

___ [College Verification Form](#) (*scroll down to the College Verification, print it and complete Part I*)

This form needs to be signed on Part II by the verification officer in Teacher Education Services

___ [Transcripts](#)

The Virginia State Board requires original official transcripts from the institution which granted your graduate degree for MS in School Counseling. This transcript should show pertinent course work and the MS degree awarded. Request the [ODU official transcript](#).

NOTE: The official transcript should be sent to you in a sealed envelope.

The ODU transcript **MUST** be in a sealed envelope and included with the application packet.

___ A non-refundable fee of \$25.00 (adding an endorsement) and \$25 (earning the post-graduate professional license). **Include a check or money order made payable to Treasurer of Virginia**

___ Write a letter addressed to VDOE requesting to add the endorsement specific to your master's degree program and to issue the post-graduate professional license. Attach all documents signed by appropriate officials: report on experience, college verification form, transcripts in the sealed envelope, and a check or money order.

When all documents are collected, submit them to Teacher Education Services for processing.

An incomplete packet will not be accepted!

Our Office Address and Phone #

Teacher Education Services
152 Education Building
Darden College of Education
Old Dominion University
Attn: Dr. Leigh Butler, 757-683-3348

Richmond Address and Phone #

Virginia Department of Education
Office of Professional Licensure
P. O. Box 2120
Richmond, VA 23216-2120
804-225-2022