



## Prince William County Public Schools

P. O. Box 389, Manassas, Va. 20108  
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### COMPLIANCE & CERTIFICATION

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#### Certification Forms:

- [Initial License Instruction Sheet](#)

#### CERTIFICATION

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MAIL ALL OFFICIAL TRANSCRIPTS FOR CERTIFICATION TO:  
PWCS CERTIFICATION OFFICE PO BOX 389 MANASSAS, VA 20108

### Recently added Certification Highlights:

Foreign Language: American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview and the Writing Proficiency Test approved. A provisional license will be issued until proficiency levels have been established.

[www.actfl.org](http://www.actfl.org)

[Language Testing International](#)

[SAT Score - Praxis I Exemption](#)

[Child Abuse Recognition & Training - Notice 771-1-5](#)

[Child Abuse Training Online Course](#)

**\*\*Child Abuse Recognition Training - Effective 7/1/2004 -All initial licensure requests (including new teachers) and license renewals will require a Child Abuse Recognition Training Certificate to be on file with the Certification Office before your request can be processed and sent to VDOE.**

**\*\*Virginia Reading Assessment - Effective 01/01/2005- All candidates applying for **initial** licensure as elementary (Prek-3 or Prek-6) teachers, special education teachers or reading specialists will be required to meet the Virginia Reading Assessment (VRA) requirement. Initial license candidates will be placed on a Provisional or SpEd Conditional (3 year) License until this requirement has been met. (The Board of Education has exempted early childhood, speech-language pathologists and severe disabilities from this requirement.)**

[Virginia Reading Assessment](#)

- [Regular Virginia Teaching License Application](#)
- [Special Education License Application \(Part I & II\)](#)
- [Technical Professional License Application](#)
- [College Verification Form](#)
- [Report on Experience](#)
- [Virginia License Renewal Instructions](#)
- [Virginia License Renewal Form \(2 pages\)](#)
- [Salary Upgrade Instructions](#)
- [Salary Upgrade Form](#)
- [Cert/licensure Waiver Form](#)

#### Endorsement Requirement

##### **Worksheets:**

- [Admin/Supervision](#)
- [Adult Education](#)
- [Art](#)
- [Biology](#)
- [Business Education](#)
- [Chemistry](#)
- [Computer Science](#)
- [Drivers Ed \(added\)](#)
- [Earth Science](#)
- [Elementary Pk-3](#)
- [Elementary Pk-6](#)
- [English](#)
- [ESL](#)
- [Foreign Language](#)
- [Gifted \(Added\)](#)
- [Guidance](#)
- [Health & PE](#)
- [History/Social Studies](#)
- [Journalism \(added\)](#)
- [Library Science](#)
- [Marketing Education](#)
- [Mathematics](#)
- [Middle School](#)
- [Music Education/Choral](#)

**\*\*All provisionally licensed (3 year license holders) with PreK-3 or PreK-6 endorsements must have the Praxis II Elementary Education: Content Knowledge (0014) requirement met by December 30, 2004 to be considered a "Highly Qualified" teacher.**

Virginia statutes require that regularly employed teachers in the public schools hold teaching licenses in accordance with regulations prescribed by the State Board of Education. If an administrative or teaching position has been accepted in Virginia, application must be made through the employing school division or private school.

The Prince William County Schools Compliance Office handles all Certification and Licensure requirements for all contracted employees that provide instruction to students within Prince William County Schools.

**Employee certification processes and certification license status and endorsement information is available to all schools using the InfoAdvantage Reporting tool.**

**Reports are found under Category: 3.0 HR Certification. Please refer to your school for basic certification processing or licensure status information (all schools have a designated reporting contact person, usually the bookkeeper or main secretary).**

\*[Regulation 513.01-1](#) Certificated Personnel Licensing

#### Virginia Teaching License

- In order to obtain a **Virginia Teaching License** you must submit the appropriate application (based on the position that you have been hired to teach) and fee, official transcripts and all experience and /or college verification forms [directly to Prince William County Schools Compliance-Certification Office](#).
- Please review all forms and instructions carefully.
- It is recommended that you completely read the following information and instructions thru its entirety and then follow the instructions for what best suits your certification status.

**If you have been hired in the following positions, you do not have to obtain a Va Teaching License:**

- **Occupational or Physical Therapist, Behavioral Specialist, Human Relations Specialist, Substance Abuse Specialist,**

- [Music Ed/Instrumental](#)
- [Physics](#)
- [Reading Specialist](#)
- [SpEd Early Childhood](#)
- [SpEd Emotion'l Disturbed](#)
- [SpEd Learning Disabilities](#)
- [SpEd Mental Retarded](#)
- [SpEd Severe & Profound](#)
- [Technology Education](#)
- [Visiting Teacher](#)
- [Work & Family Studies](#)

### **Adding Endorsements Getting a Course Approved**

### **Speech Language Interpreter, VIF Teachers**

**If you have never held a Virginia Teaching License** you will need to go through the initial license process to be issued a 5- year renewable license if you have met all requirements for licensure or a 3- year non-renewable Provisional License if you are within 6 hours of course work. If you are issued a 3 year non-renewable license you will need to complete all deficiencies within the 3 year period.

(You will use the same application for the 5 year or the 3 year license.)

- [Initial License Instruction Sheet](#)
- [Initial Regular Virginia Teaching License Application \(not for renewing\)](#)
- [College Verification Form](#)
- [Report on Experience](#)

If you teach **Special Education** and you have never held a Special Education Virginia Teaching License you will need to go through the initial license process to be issued a 5-year renewable license if you have met all requirements for licensure or a 3- year non-renewable Special Education Conditional License if you hold at least a Bachelors degree and you have completed and passed the Intro to Special Education Students/Characteristics and Legal Aspects of Special Education course(s).

- [Initial License Instruction Sheet](#)
- [Special Education License Application](#)
- [College Verification Form](#)
- [Report on Experience](#)

If you currently hold a valid 5 year Virginia Teaching License with an endorsement in the area in which you have been hired to teach then you only need to submit a copy of your license to the Compliance – Certification Office.

If you currently hold an expired 5 year renewable Virginia Teaching License with an endorsement in the area in which you have been hired to teach you will need to go through the process to renew your license.

- [Virginia License Renewal Instructions](#)
- [Virginia License Renewal Form](#)

If you currently hold a valid non-renewable Provisional or

Conditional Virginia Teaching License with an endorsement in the area in which you have been hired to teach then you need to submit a copy of your license and your deficiency list to the Compliance-Certification Office.

If you currently hold an expired non-renewable Provisional or Conditional Virginia Teaching License with an endorsement in the area in which you have been hired to teach then you will need to submit a copy of your expired license, your deficiency list and official transcripts indicating that you have met all deficiencies to the Certification Office. There is no fee to change from a non-renewable license to a 5-year renewable license.

If you have been hired in the following positions and you do not hold a Virginia Technical Professional License you will need to complete a Technical Professional Application, submit official transcripts if applicable and/or submit other required documentation per licensure requirements:

A/C & REFRIGERATION TEACHER  
AUTO BODY REPAIR TEACHER,  
AUTO MECHANICS,  
BUILDING TRADES,  
COSMETOLOGY,  
R.O.T.C.,  
ELECTRONICS,  
HEALTH OCCUPATIONS,  
PRINTING TEACHER  
SMALL ENGINE REPAIR,  
TELEVISION STUDIO INSTRUCTOR

- [Technical Professional License Application](#)
- [College Verification Form \(if applicable\)](#)
- [Report on Experience \(if applicable\)](#)

### Praxis (Professional Teacher's Assessment Requirement for Virginia Licensure)

You are not required to take the Praxis tests if you are seeking or hold a Va Technical Professional License or a Va Pupil Personnel Services License.

Praxis I (Academic Skills) and Praxis II (Specialty Area, if applicable) tests are required for full Virginia Teacher Licensure unless exemption on the basis that you have completed a minimum of two years of full-time teaching experience in an accredited public or nonpublic school (kindergarten-grade 12) in a state **other** than Virginia. To be exempt you must have the [Report on Experience Form](#) completed and returned to the Compliance/Certification

office.

### [SAT Score - Praxis I Exemption](#)

(Please note that the SAT score can only exempt you from Praxis I not Praxis II.

To be exempt from taking the Praxis I requirement the following guidelines must be met:

#### SAT tests taken after April 1, 1995

Score must be at least 1100 and  
with at least a score of 530 on the Verbal Test and  
with at least a score of 530 on the Math Test

#### SAT tests taken on or before April 1, 1995

Score must be at least 1000 and  
with at least a score of 450 on the Verbal Test and  
with at least a score of 510 on the Math Test

To obtain a copy of your SAT scores you may contact the school where you took your SAT test, your college may have your scores or you may contact SAT Program at (609)771-7600 or PO Box 6200 Princeton, NJ 08541-6200 or email: [sat@info.collegeboard.org](mailto:sat@info.collegeboard.org)

If an individual becomes employed by a Virginia school division in a contractual teaching position and has not satisfied the professional teacher's assessment, a 3-year nonrenewable provisional license will be issued.

Upon completion of the Praxis exams, have your scores sent to you and then forward a copy of your passing scores to Certification, attn: Bev Baker. **(Praxis scores should not be sent directly to VDOE)**

[Praxis I & II Test Requirements](#)

[Praxis Help](#)

[Praxis I Exam Workshops w/Staff Development](#)

[www.ets.org/praxis](http://www.ets.org/praxis)

[More FY04/05 Praxis Information](#)

### **Virginia Reading Assessment**

Effective Jan 1, 2005 - All candidates applying for licensure as elementary (Prek-3 or Prek-6) teachers, special education teachers or reading specialists will be required to meet the Virginia Reading Assessment (VRA) requirement. These candidates will be placed on a Provisional or SpEd Conditional (3 year) License until this

requirement has been met.  
(The Board of Education has exempted early childhood, speech-language pathologists and severe disabilities from this requirement.)

[Virginia Reading Assessment](#)  
[VDOE Suptsmemo 138 VRA](#)

### Salary Upgrade

Salary Upgradings for college credits and degrees beyond the Bachelor's earned at accredited colleges and universities are available to teachers. Upgradings are processed only upon receipt of the Salary Upgrade Request Form and required supporting documents such as **official** transcripts. Upgrade requests are processed twice a year. These documents must be sent directly to the Certification Office by September 30 to become effective for the first semester of the contract year and by January 31 to become effective February 1 of the second semester of the contract year.

\*[Regulation 524-.03-1](#) Certificated Personnel - Upgrading of Contracts

- [Salary Upgrade Instructions](#)
- [Salary Upgrade Form](#)

Remember that only "official" transcripts will be accepted.

### [Renewal of your Virginia Teaching License](#)

Personnel employed by the Prince William County School Board, for whom certification or licensing is required by the State of Virginia or County of Prince William are responsible for attaining and maintaining that certification or license as a minimum condition for continued employment.

Renewal requirements are based on a point system in which the license holder must accrue 180 points during their renewal period (this is between the date that the license was issued and the expiration date of the license).

You must send to the Certification Office the completed Renewal Card for Virginia Teacher License (**signed by your advisor**), \$25 fee made payable to Virginia Dept. of Education and your Child Abuse Recognition Certificate. Renewal forms should be sent to the Certification Office between Jan 1st and Feb 15th of the year in which your license expires. (See Regulation 513.01-1 supporting these dates) If you are using college credit towards your renewal, you will need to submit official transcripts with your renewal form.

- [Virginia License Renewal Instructions](#)

- [Virginia License Renewal Form](#)
- [Virginia Licensure Renewal Manual](#)

### Process to Add an Endorsement

To add an endorsement to your Virginia Teaching License or be evaluated by the Virginia Dept of Education to add an endorsement, you must send the following to the Certification Office:

- A letter of request (include status of transcripts, if applicable)
- Official transcripts(pertaining to the endorsement & not on file with VDOE)
- Fee of \$25 for each added endorsement (with a cap of \$50 for more than 2 ) made payable to V.D.O.E.
- College Verification (if applicable)
- Report on Experience(if applicable)

### Certification/Licensure Waiver Agreement Form

This is a form that is mailed to an employee from PWCS Certification Office shortly after receiving a Provisional or SpEd Conditional License from VDOE. The employee receives two sets of their licensure waiver packet (waiver form, content course deficiency list, professional requirement deficiency list...etc) and should sign one set and return it to the Certification Office. It is unique to the employee and cannot be found on this website.

### Getting a Course Approved by VDOE or Challenging a Course Requirement

You must send the following to the Certification Office either via courier or email: a letter of request indicating what requirement you need to meet and a course description/syllabus taken directly from either a catalog or website.

Due to the overwhelming number of courses available it is often necessary to send this information to VDOE for an official approval and this process may take a couple of weeks in some cases, please plan accordingly.

[Virginia Licensure Regulations for School Personnel](#)

[Virginia Licensure Renewal Manual](#)

[Fee Schedule for Licensure](#)

If you need additional information on the license process or requirements please visit the Virginia Department of Education's website: [www.pen.k12.va.us/](http://www.pen.k12.va.us/) or you can contact them at (804)371-2522. (If you are employed with PWCS all of your certification processes and questions should be handled thru our Certification Office)

Beverly Baker  
Compliance Officer

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