

1. I have a bachelor's degree. Why do I need to take more classes to get a teaching license?

Having a bachelor's degree is only one requirement for licensure. Content area expertise and professional teaching coursework are required for licensure.

2. Can I email you a copy of my official transcripts?

No. You must provide transcripts in one of the following ways:

- Delivered to HR in a sealed envelope from your college/university
- Emailed directly to the appropriate HR Coordinator from your college/university (*if you have it emailed to yourself, that is the equivalent of opening a sealed envelope*)

3. I have three years to get a provisional license; why am I being told to have one by the end of the school year?

You do not have three years to obtain a provisional license. You should be working to get your provisional license within your first year as a teacher. Once you receive a provisional license, you typically have about three years to complete your requirements and obtain a ten-year renewable license.

4. A teacher in my building has the same license I am applying for. Why was it so easy for them and so complicated for me?

Licensure requirements vary from person to person. The VDOE evaluates your unique educational experience to determine the appropriate pathway for your licensure.

5. Why do I have to order so many transcripts?

The VDOE requires official transcripts from every college/university you have attended, even if you only took one class at a community college.

6. Why did my form get rejected because of a signature?

The VDOE does not accept electronically generated signatures. You must provide a "wet-ink" signature for any documents the VDOE will view.

*****Helpful Hint-** If you drop off documents to HR, please include a note explaining what you need done and the papers' intended recipient. We receive a high volume of documents, and it helps us better serve you if we have some background on documents that are dropped off.***