***Virginia Department of Education***

***Department of Teacher Education and Licensure***

***PO Box 2120***

***Richmond, Virginia 23218-2120***

# APPLICATION FOR A

# DIVISION SUPERINTENDENT LICENSE

Instructions updated September 1, 2023.

Thank you for your interest in obtaining a Virginia Division Superintendent License. Please follow the application instructions and return all completed information in a **single packet**. If you are employed in a Virginia educational agency, please submit your completed application packet directly to the appropriate individual in your Virginia school division or Virginia accredited nonpublic school.

**The *Constitution of Virginia* requires the Board of Education to certify to the school board of each division a list of qualified persons for the office of division superintendent of schools, one of whom shall be selected to fill the post by the division school board.**

**The Board of Education approved a process to certify the list of qualified persons for the office of division superintendent of schools.****Applications for the Division Superintendent License will be reviewed to verify that the Board of Education requirements have been met. The names of those individuals who have met requirements for the Division Superintendent License will be presented to the Board of Education for certification. After Board certification, the Division Superintendent License will be issued. School boards appointing superintendents and individuals seeking an initial Division Superintendent License or renewing an expired Division Superintendent License will need to keep in mind the timeline for the certification and issuance of the license. The timeline will depend on receipt and review of the application and documentation and the Board of Education meeting dates.**

If an incomplete application packet is submitted or a license cannot be issued, your application will be retained for only one year. After that time, a new application must be submitted. An updated application is required for a license to be issued.

Please reference the Licensure Regulations for School Personnel on the Virginia Department of Education’s website for all requirements for a Division Superintendent License.

**IMPORTANT NOTICE**

The submission of an application for a Virginia license or request for license renewal may result in the denial of a license for any reason listed in the *Licensure Regulations for School Personnel*, 8 VAC20-23-720. The denial of a license is an adverse licensure action that is reported to division superintendents in Virginia and to chief state school officers of the other states and territories of the United States and could affect the status of any license or certificate that the applicant holds in another state and/or the status of any application for a license or certificate that the applicant has submitted or may submit in another state. An individual will not be denied a license without being given the opportunity for a hearing as specified in the *Licensure Regulations* 8 VAC20-23-780c.

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INSTRUCTIONS

Please follow the instructions to assemble your application packet. Submit the application, including the forms and documents requested, in a single packet to the Virginia Department of Education, Department of Teacher Education and Licensure, PO Box 2120, Richmond, Virginia 23218-2120.

## Step 1: Application Form

Please respond to all questions on the application form. SIGN AND DATE BOTH PAGES OF THE APPLICATION. Original signatures with a current date are required. The applicant is responsible for notifying the Department of Teacher Education and Licensure in writing of mailing address changes.

**NOTICE**: In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants’ social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states.  Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation, suspension, denial, and reinstatement as noted above. Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued.

**NOTICE**: The name and address of a person applying for or possessing a license may be disseminated pursuant to a request under Section 2.2-3802(5) of the *Code of Virginia*.

If you responded affirmatively to any of the questions in **Part II** of the application, a letter of explanation and requested documentation must be submitted.

**PLEASE NOTE THAT THE FORMS MUST BE IN THE SAME FORMAT AS PROVIDED IN THIS PACKET. THE FIRST PAGE OF THE APPLICATION CANNOT BE SPLIT INTO TWO PAGES AND THE SIGNATURE AND DATE MUST APPEAR AT THE BOTTOM OF EACH OF THE PAGES.**

## Step 2: Nonrefundable Application Fee

The in-state fee is $200, and the out-of-state fee is $300. The fee is determined by the address on your application. Attach a certified check, cashier’s check, money order, or personal check made payable to the *Treasurer of Virginia*. A $50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action. Applicants may also utilize the Pay Now feature on the Office of Licensure website (<https://www.doe.virginia.gov/teaching-learning-assessment/teaching-in-virginia/licensure/licensing-services>) to pay for the application fee upfront. Please note that if this option is utilized, **the receipt must be** **printed and submitted** with the application packet.

## Step 3: Report on Experience

This form must be completed by the appropriate official(s) at a public school division or accredited nonpublic school to verify at least five years of full-time experience in a public and/or accredited nonpublic school, two years of which must be teaching experience at the kindergarten through grade 12 level and two years of which must be in administration/supervision.

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## Step 4: Official Student Transcripts

**Include official transcripts from all colleges and universities attended.** Contact the registrar’s office of each college or university where you have earned a degree or completed coursework. Official transcripts can be mailed to the student directly, however, the envelope must remain sealed. Official transcripts mailed directly to the student must be submitted with the application packet and must remain in their sealed envelope. Students may also request their college or university to send electronic transcripts directly to the Office of Licensure via Parchment or National Student Clearinghouse. Colleges and universities not participating in the Parchment or National Student Clearinghouse network will need to mail their official transcripts to the student. Please do not ask the college or university to mail an official transcript to the Office of Licensure.

Placement records sent from colleges, grade reports, photocopies, and student printouts of unofficial transcripts will not be accepted or returned.

## Step 5: Out-of-state License(s)

Include a photocopy of each of your active out-of-state license(s), and any documentation received with the license(s), if applicable. If you completed an alternate route to licensure, please also submit that documentation.

## Step 6: Statutory Requirements for Initial Licensure

Include documentation to verify completion of all applicable statutory required trainings. A complete listing of all statutory requirements, with detailed information regarding each, can be found in the [Statutory Requirements document](https://www.doe.virginia.gov/home/showpublisheddocument/39704/638237104016130000).

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*Revised September 2023*

Virginia Department of Education

***Department of Teacher Education and Licensure***

**PO Box 2120 • Richmond, VA 23218-2120**

# APPLICATION FOR A DIVISION SUPERINTENDENT LICENSE

## PART I: INFORMATION PLEASE PRINT OR TYPE

| Social Security Number     -  - | Date of Birth (Month/Day/Year) | | | Military Veteran Branch:  Military Reserves Branch: | | | U.S. Military Spouse:  Yes  No | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name | | | First Name | | Middle Name | | | Suffix |
| Address (Street, City, State, Zip Code) [Please note that the address provided is public information.]\* | | | | | | | | |
| Preferred Telephone Number  (   )     - | | Email Address | | | | Gender (for statistical purposes only)  Male  Female  Non-binary | | |
| Please answer both of the following questions: | | Are you Hispanic or Latino? (choose only one)  No, not Hispanic or Latino  Yes, Hispanic or Latino | | | | | | |
| What is your race? (choose one or more) 1. American Indian/Alaskan Native  2. Asian  3. Black or African American  4. Native Hawaiian or other Pacific Islander  5. White | | | | | | |

## PART II: BACKGROUND QUESTIONS:

| **Background Questions** | **Yes** | **No** |
| --- | --- | --- |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?**  (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?**  (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student?** (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (excluding offenses related to alcohol or possession of one ounce or less of marijuana)?** (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?**  (If yes, please attach a letter giving full details and official documentation of the founded complaint.) | **Yes** | **No** |
| **Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? Please note: This includes a reprimand, warning, or reproval and any order denying the right to apply or reapply for a license.**  (If yes, please attach a letter giving full details and official documentation of the action taken.) | **Yes** | **No** |
| **Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? Please note: This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.**  (If yes, please attach a letter giving full details and any official documentation available regarding the matter.) | **Yes** | **No** |
| **Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving an allegation of misconduct was pending, eligible for appeal, or under appeal? Please note: This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.** (If yes, please attach a letter giving full details and any official documentation available regarding the matter.) | **Yes** | **No** |

**BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT**

**MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.**

| Applicant’s Signature: | Date: |
| --- | --- |

ORIGINAL SIGNATURE REQUIRED MONTH/DAY/YEAR

**The application is continued on the following page. Pages 1 and 2 must include the applicant’s signature and date on each page.**  **(Application Page 1 of 2)**

*Revised September 2023*

**APPLICATION FOR A DIVISION SUPERINTENDENT LICENSE (page 2 of 2)**

## PART III: EDUCATION (Include colleges and universities where coursework was completed and degrees earned.)

| Name of Institution | Location | Dates Attended  (Month/Year to Month/Year) | Degree (if earned) | Major/Major Subjects |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## PART IV: EXPERIENCE (Grades PreK-12 only–full-time, contractual experience only. Do not include substitute, summer school, or aide experience.)

| Name of School | Location | Dates of Employment  (Month/Year to Month/Year) | Grade(s)/Subject(s) Taught |
| --- | --- | --- | --- |
|  |  |  |  |
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## PART V: OUT-OF-STATE EDUCATIONAL LICENSE – This section must be completed, if applicable. (Enclose a photocopy of each license.)

| State: | First issue date: (Month/Day/Year) | Last expiration date: (Month/Day/Year) |
| --- | --- | --- |
| State: | First issue date: (Month/Day/Year) | Last expiration date: (Month/Day/Year) |
| State: | First issue date: (Month/Day/Year) | Last expiration date: (Month/Day/Year) |

## PART VI: COMPLETE IF YOU HAVE ACCEPTED A POSITION IN VIRGINIA REQUIRING A LICENSE

|  |  |  |
| --- | --- | --- |
| Name of Employer | Beginning Date of Employment (Month/Day/Year) | Assignment |
| Address | | |
| City, State, Zip Code | | |

BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.

|  |  |
| --- | --- |
| **Applicant’s Signature:** | **Date:** |

ORIGINAL SIGNATURE REQUIRED MONTH/DAY/YEAR

Pages 1 and 2 must include the applicant’s signature and date on each page. A complete application must be submitted.

**(Application Page 2 of 2)**

*Revised September 2023*

***Virginia Department of Education***

Department of Teacher Education and Licensure

***PO Box 2120***

***Richmond, VA 23218-2120***

# REPORT ON EXPERIENCE - DIVISION SUPERINTENDENT LICENSE

**DIRECTIONS:** This form must be completed by the appropriate official(s) at a public school division or accredited nonpublic school **to verify at least five years of full-time experience in a public and/or accredited nonpublic school, two years of which must be teaching experience at the kindergarten through grade 12 level and two years of which must be in administration/supervision**. Please report only full-time contractual experience as a teacher, assistant principal, principal, or central office instructional administration/supervision experience. Experience as a substitute teacher or aide should not be listed. The completed form must be submitted to this office by the applicant along with all other items required for licensure or to the Virginia school administrator with whom the applicant has accepted employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | Middle Name | Suffix (Jr., Sr., III) |
| Social Security Number:    -  -    ­­­­ or Virginia License #      - | | | |
| Address of Applicant (Street or P. O. Address) | | | |
| City, State, Zip Code | | | |

| **NAME OF PUBLIC SCHOOL OR ACCREDITED NONPUBLIC SCHOOL** | POSITION HELD (Experience as a substitute or aide should not be listed.) | **GRADE LEVEL AND**  **SPECIFIC SUBJECT TAUGHT**  (For special education assignments, please specify population served) | **LENGTH OF SERVICE**  (MONTH/YEAR  TO  MONTH/YEAR) |
| --- | --- | --- | --- |
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|  |  |  |  |

Total number of years of full-time teaching experience:

Total number of years of full-time experience in administration and/or supervision:

Total number of years of full-time experience in a pupil personnel services area

(school counselor, psychologist, social worker, vocational evaluator):

**By my signature, I verify that the above-named person was successfully employed full-time, under contract in the public schools or accredited nonpublic school(s) and for the period(s) listed above.**

|  |  |
| --- | --- |
| **SIGNATURE**: | **DATE (Month/Day/Year):** |
| **NAME:** | **PHONE NUMBER:** (   )   - |
| **TITLE:** | **PUBLIC OR ACCREDITED NONPUBLIC SCHOOL:** |
| **STREET ADDRESS:** | **CITY, STATE, ZIP:** |
| **EMAIL ADDRESS:** | |