

REVIEW MEMORANDUM

Wm. N. Neff Center for Teacher Education, Emory & Henry College
www.neffcenter.ehc.edu

To: Students completing Student Teaching
From: Neff Education Center Office
Date: June 2, 2009
Re: **Requirements for program completion and recommendation for your initial Virginia license.**

These items are required before your recommendation can be sent to VDOE for certification:

1. Your completed and signed Application
2. Your official transcript(s) for work *not on your Emory & Henry transcript* but needed for your licensure
3. Official Praxis II score reports with passing scores. If you have not completed Praxis II at the time of graduation, your **recommendation will not be sent until you notify us that you have passed and provide official score reports.**
4. A file copy of your official VCLA score report, and for elementary and Special Education, your VRA score report.

Contact information below will be used to get in touch with you if we have questions or need anything updated prior to sending your recommendation. **Please give contact information that will remain effective after your graduation.**

Name: _____ Student ID _____

Telephone: _____ e-mail: _____

Mailing address: _____

My **Praxis II** status is:

- I passed, and my scores are in my folder. I am waiting for my scores and will call you when they come.
- I am registered to take (or re-take) on (Month/year) _____, and I will call you when my scores come
- I am not yet registered for Praxis II

My VCLA (Virginia Communication and Literacy Assessment) status is:

- A copy of my score is in my student folder I have my score and will turn in a copy this week
- I am registered to take VCLA on (Month/year) _____ I am not yet registered for VCLA

My VRA (Virginia Reading Assessment) status is:

- I am completing a secondary or K-12 program and do not need to take the VRA.
- A copy of my score is in my student folder I have my score and will turn in a copy this week
- I am registered to take VRA on (Month/year) _____ I am not yet registered for VRA

Plans after graduation:

- I have accepted a teaching position in (location/grade) _____
- I have applied in (locations) _____
- I have not yet applied I have accepted employment that is not teaching

Student Statement of Understanding:

I have read and understand the requirements described in items 1-4 above, and I have had an opportunity to ask any questions about these requirements on the date of my signature below. I understand that I must notify the Neff Education Center when my requirements are met so that my recommendation for licensure can be sent to VDOE.

Student Signature

Date

Faculty: *Dr. Edgar H. Thompson, Director; Dr. Doug Arnold, Dr. Janet Crickmer, Ron Diss, Dr. Eric Grossman, Dr. Suzanne Reid, Dr. George Stainback*

Sarah Williams, Education Coordinator
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