To be eligible for early hire, the intern must complete 12 weeks of internship. Elementary students must complete eight weeks in the first placement and four weeks into the second placement. The early hire must be approved by the university supervisor, intern's advisor, department chair and Executive Director for Licensure and Accreditation.

The early hire process must be initiated by the school division interested in hiring the VCU intern.

The school division's Human Resources person contacts the Executive Director for Licensure and Accreditation, VCU School of Education.

The Executive Director for Licensure and Accreditation will send the Early Hire Policy Agreement form to school division's HR person.

The Early Hire Policy Agreement includes information about the intern, the designated teacher mentor at the hiring school site, and the university supervisor's contact information.

The Early Hire Policy Agreement is returned to the Executive Director for Licensure and Accreditation.

The Early Hire Policy Agreement must be approved and signed by the university supervisor, intern's advisor, department chair, and the Executive Director for Licensure and Accreditation.

Once the early hire has been approved and prior to the intern leaving, the university supervisor meets with the cooperating teacher and intern to complete a final Clinical Evaluation Continuum and determine a grade for the placement.

The University supervisor will continue to support the early hire practicing intern from the date of hire to the end of the first year of teaching. (For fall early hires, the university supervisor supports the practicing intern through May.) The university supervisor is expected to keep regular contact with the practicing intern, continue to coach the practicing intern using the Clinical Faculty coaching tools, and be a resource and support with lesson planning, classroom management, and other needs the practicing intern might have. The university supervisor will receive an additional $250 honorarium plus travel reimbursement.